

Paralegal Certificate Program



Economic Development
Division

CTC's non-credit Paralegal Certificate Program can prepare you for an exciting career in the legal field! The job outlook for paralegals is excellent. According to data from the U.S. Bureau of Labor Statistics, this occupation is projected to grow faster, through 2018, than other occupations that require post-secondary training. Paralegals earned median hourly wages of \$22.58 and a median annual salary of \$46,980 in 2009.

Paralegals, also referred to as Legal Assistants, work under an attorney's supervision and can perform a variety of duties in law offices, corporate settings, within the health care arena, or with local, state, or federal government entities. Paralegal duties can include preparing legal documents, performing research, managing offices, filing pleadings with court clerks, interviewing witnesses or assisting at trial. Paralegals must possess excellent verbal and written communication skills and be able to master word processing, spreadsheet, telecommunications, database, presentation and legal research software.

The Paralegal Certificate Program consists of 14 courses. Each course is six weeks in length and is offered once per year on Tuesday or Thursday evenings at the Marietta Campus. The entire program can be completed in slightly less than one year. You may join the program at any time provided there is not a pre-requisite for the class.

Course Descriptions:

Introduction to Paralegal Studies – In-depth introduction to the profession including duties in the law office and functions of paralegals within the legal system. Discussion topics include ethics, organizations, employment opportunities, job search strategies and the development of the profession.

Computer Technology in a Legal Setting – This course provides an overview of software and programs specific to law offices and reviews proper formatting for legal documents for printing. Also covered are internet research options including Westlaw and Lexis Nexis.

Civil Litigation I – Introduction to the process of Civil Litigation, including initiating lawsuits, pleadings, motions, and preparing for trial. Discussion topics also include the judicial system, court structure, making of laws, and the private practice of law.

Civil Litigation II (pre-req: Civil Litigation I) - Topics discussed include jurisdiction, venue, service on defendants, pleadings, discovery, torts, jury trials, judge trials, court rules and procedure, and assisting at trial.

Legal Research & Writing I – This course will cover legal research in-depth with emphasis on internet research tools and the fundamentals of effective legal writing.

Legal Research & Writing II (pre-req: Legal Research & Writing I) Topics covered include legal terminology, law library research, opinion & brief writing.

Real Estate Law – This course covers legal aspects applying to real property including transference of title; performing a title search, contracts; deeds, mortgages, title insurance and title examination; closing process.

Criminal Law I – This course will cover the basic principles of criminal law, types of offenses, and criminal procedure from the commission of the offense to trials and their aftermath. Topics discussed include terminology, procedure (arrest through trial), criminal code, and the paralegal's role in assisting clients and attorneys.

Criminal Law II (pre-req: Criminal Law I) – In-depth look at procedural and constitutional issues, motions to suppress, and appeal process. Also discussed: the prosecutor's role in initiating cases and the role of the defense attorney in defending the accused, pre-trial motions and plea bargaining.

Family Law - This course will cover all areas of family law, including marriage, divorce, annulment, division of property, child custody and support, spousal support and adoption. Also discussed are pleading, preparation & trial.

Estate Planning & Probate – Topics include preparation of wills, types of estates, trusts, guardianships, durable powers of attorney, living wills, and probate procedures. Students will learn the role of Paralegals in estate planning and administration.

Contracts - Introduces concepts of contract formation, types and legal requirements of contracts, termination, breach, and remedies. Rules of contract interpretation are also discussed.

Bankruptcy Law – Overview of bankruptcy proceedings including the role of the paralegal in assisting the bankruptcy attorney; initiation of a case, schedule, and preparation; debtors' and creditors' rights under Chapters 7, 11, and 13 of the U.S. Bankruptcy Code. Also discussed are laws for consumers and companies.

Registration Fee: \$125.00 per class

Approved for WIA funding!

**For a current schedule or for more information, please call 770-528-4586
or
email cynthia.holland@ChattahoocheeTech.edu**

To register online, go to www.chattahoocheetech.edu, click on Programs and Courses, select Continuing Professional Education– Non Credit, then click "Register Now"