



PARALEGAL CERTIFICATE PROGRAM ONLINE

(Register at any time)

HSC 1436-070

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Program Overview:

This 225 hour (6 months) course will provide you with the skills and knowledge you will need to perform the basic duties of a paralegal. By the time you finish this series, you will have a solid understanding of what activities a paralegal must perform and how to perform them. If you are interested in becoming a paralegal, completing this program will take you one step closer to your goal. Upon completion of this course, students will be able to sit for the NALA certification test to become a Certified Paralegal if prerequisites are met.(see restrictions below). This self-paced, web-based program prepares students for an entry-level paralegal position. Students will be paired with an instructor for one-on-one assistance.

This training program is designed to provide the skills and knowledge necessary to both gain employment and successfully complete the National Association of Legal Assistants certification exam.

Course Cost: \$1795. (This price includes all required textbooks).

Salary Range: Mid 30's per year

Career Opportunities: Law offices....

**If you have any questions please contact:
Continuing Education/ Health and Human Services
Fax (803) 981-7327**

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To ensure participation, students should register five business days prior to the start of class. Refunds will not be given to persons cancelling less than two business days prior to the start of class. If we are forced to cancel a class due to low enrollment, full refunds will be made.

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Course Outline

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| I. | Paralegal in the Legal System | X. | Litigation Assistantship |
| II. | Paralegal Employment | XI. | Legal Research |
| III. | On the Job Realities | XII. | Legal Writing |
| IV. | Regulation of Paralegals | XIII. | Introduction to the Use of Computers |
| V. | Attorney and Paralegal Ethics | XIV. | Introduction to Law Office Administration |
| VI. | Introduction to the Legal System | XV. | Informal and Formal Administrative Advocacy |
| VII. | Introduction to Legal Analysis | XVI. | Preparing for the CLA |
| VIII. | Legal Interviewing | | |
| IX. | Investigation in a Law Office | | |

PC Requirements: This course can be taken from either a Mac or a PC. There are no specific requirements other than Internet access.

Course Requirements: Paralegal students must have a High School Diploma or GED equivalent.

Also Recommended:

Computer Skills: Keyboarding (minimum 60 wpm)
MS Office Suite (particularly MS Word and PowerPoint)
English Skills: Grammar, spelling, punctuation, composition

Note: If you plan to pursue the National Association of Legal Assistants (NALA) Certified Paralegal/Certified Legal Assistant (CP/CLA) credential, you must meet one of the requirements for eligibility shown below under the heading NALA Certification Eligibility Requirements. This Paralegal course is 225 clock hours. In order to meet the eligibility requirements to sit for the CP/CLA credentialing exam using this course, you must also hold a Bachelor's Degree in any field, or you must have seven years of experience as a legal assistant under the supervision of a member of the Bar.

NALA Certification Eligibility Requirements

To be eligible for the CLA examination, a legal assistant must meet one of the following alternate requirements:

1. Graduation from a legal assistant program that is:
 - Approved by the American Bar Association; or
 - An associate degree program; or
 - A post-baccalaureate certificate program in legal assistant studies; or
 - A bachelor's degree program in legal assistant studies; or
 - A legal assistant program which consists of a minimum of 60 semester hours (900 clock hours or 90 quarter hours) of which at least 15 semester hours (225 clock hours or 22.5 quarter hours) are substantive legal courses.
2. A bachelor's degree in any field plus one year of experience as a legal assistant. Successful completion of at least 15 semester hours (or 22.5 quarter hours or 225 clock hours) of substantive legal assistant courses will be considered equivalent to one year's experience as a legal assistant.
3. A high school diploma or equivalent plus seven (7) years of experience as a legal assistant under the supervision of a member of the Bar, plus evidence of a minimum of twenty (20) hours of continuing legal education credit to have been completed within a two (2) year period prior to the examination date.

Your tuition includes free access to the seven (7) prep exam courses offered at the NALA Campus. Regardless whether you are eligible for, or plan to sit for the certification, the NALA Campus prep courses are a value-added extension of your paralegal education. This course also provides all paralegal students with free access to Westlaw to complete their assigned research projects! Westlaw is an online legal research service that provides fast and easy access to an extensive collection of legal resources, news, business, and public records information. Students taking the paralegal course will benefit tremendously as they perform their legal research course assignments at the #1 rated online legal resource.