Paralegal Certificate Program

Paralegals are not only crucial members of a law firm’s team; they also have job opportunities in the legal departments of large corporations and in government offices, as well as freelance work. They are needed in almost every field imaginable and often specialize in such diverse areas as government, medical, real estate, family and estate planning, and litigation or corporate law. The job outlook for paralegals is excellent. According to data from the US Bureau of Labor Statistics, this occupation is expected to grow faster, through 2018, than other occupations requiring post-secondary training.

This six-month program will prepare you for a career in this exciting field. GNTC offers the paralegal certificate program on the Floyd and Gordon Campuses. Reservations are now being accepted for classes beginning in October 2016. Classes will meet on Monday and Thursday evenings from 6:00 until 9:00.

Program applicants must have a high school diploma or a GED and must complete the ACT WorkKeys assessment earning a minimum score of 4 (Silver Level) in Reading for Information, Applied Mathematics, and Locating Information. WorkKeys assessments are offered at Georgia Northwestern Technical College for $40 for all three exams. To learn more about the WorkKeys Assessment or to register for the assessment, please call 706-295-6553 or CHECK HERE for WorkKeys Testing Schedule.

Mon/Thu
Floyd County Campus (FCC)
Gordon County Campus (GCC)
$1200
Books $210 (approximately)
Pay in full up front and receive an early bird discount of $200. Fees are not covered by HOPE.

Orientations will be held in September 2016 – Please call 706-295-6382 to reserve a seat at one of the orientations.

Floyd Campus – Date to be announced 5:30 pm Building I, Room 114
Gordon Campus – Date to be announced 5:30 pm Building 100, Auditorium Room 160

PROGRAM COURSE OUTLINE*

SESSION I ROLE OF THE PARALEGAL
Introduction to Program; general responsibilities of a paralegal; review of local, state, and federal court structure and rules; regulation and licensing; time and billing procedures; ethics and professionalism; office management.

SESSION II LEGAL RESEARCH
An introduction to the law library; computer based and internet research systems; drafting of legal memoranda, appellate, and trial briefs; proper citation techniques. Includes training on the use of Weslaw Internet Research.

SESSION III GENERAL PRACTICE SKILLS
This session will provide an overview of areas of the law such as divorce and family law, bankruptcy, worker’s compensation, estates, and wills and trusts.
SESSION IV   LITIGATION
Overview of a lawsuit; the discovery process; drafting of pleadings, including discovery; overview of medical terminology, interviewing and investigating; deposition summary; preparing for trial and trial responsibilities of a paralegal.

SESSION V   CRIMINAL LITIGATION
Overview of criminal litigation. A courtroom visit is required.

SESSION VI   CIVIL LITIGATION
Overview of civil litigation.

SESSION VII   BUSINESS ORGANIZATIONS
Examination of various forms of business organizations including partnerships, limited partnerships, and corporations.

SESSION VIII   REAL ESTATE
Real estate sales contracts, title examinations, materialman liens, easements, foreclosures, encumbrances, and closings.

SESSION IX   CAREER OF PARALEGAL
Resume writing, job interview preparation, review salaries and the job market, and techniques for job hunting and networking.

*This Course Outline is subject to change.

Class size is limited. Call 706-295-6382 for more information.