



Paralegal Certificate

CTF 05 Practical Paralegal I & Notary Public -Hybrid (T)(M) \$400
TueThur 6:45-9:45pm
April 7-June 23

This hybrid (online and classroom) course is an introduction to the practical aspects of being a paralegal, including filing, legal proofreading, legal draftsmanship, legal research, and other office skills.

There is a mandatory Notary Public session on Tuesday, May 5, 2020 and is included in the above tuition cost.

CTF 060 Practical Paralegal II \$325
Online
MonWed
April 6-June 24

This course deals with the computer and the essential part it plays in paralegal training. Topics include: computer legal research, legal keyboarding, and understanding language and terms used by attorneys in order to be a well-trained and successful paralegal.

Materials fee: \$75

The materials fee provides students with an individual password for access to the Westlaw Legal Library, which offers a wide range of federal and state law resources. In addition, students will be provided with the analytical materials to become familiar with the aspects of legal research, law reviews, federal treatises, jurisdictional treatises, practice guides, jury instructions, litigation forms and analytical materials from all 50 states.

Prerequisite: CTF05 and computer and internet access.

Notary Public

VTP 36 Preparation for Notary Public \$75
Tue 6:45-9:45pm
May 5

This one-session course prepares you for the Notary Public Examination, provides an overview of the tasks undertaken by a Notary Public, and offers guidance in positioning yourself to provide this service on a fee-for-service basis.

All course titles with a (T) require a textbook.