

Legal Assistant Certificate Program

Legal assistants 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. They are needed in almost every field imaginable and often specialize in such diverse areas as government, medical, real estate, family and estate planning, litigation or corporate law.

This six month program will prepare you for a career in this exciting field! The next session starts January 9, 2012. Classes meet on Monday and Thursday evenings from 6:00 until 9:00. Cost of the program is \$1200 plus books (approximately \$170). Register by December 1, 2011, and receive an early bird discount of \$200. Fees are not covered by HOPE. Program applicants must have a high school diploma or a GED, and must hold a Georgia Work Ready Certificate at a minimum of a Silver level. The Georgia Work Ready assessment is offered free of charge at Georgia Northwestern Technical College. To learn more about the Georgia Work Ready Assessment or to register for the assessment, please call 706-295-6553.

For more information on the program, including detailed instructions for registration, please call 706-295-6382.

SESSION I ROLE OF THE LEGAL ASSISTANT

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 a session on Internet Research with an instructor from Westlaw.

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, 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 LEGAL ASSISTANT

Learn to write a resume, prepare for a job interview, review salaries and the job market, and discuss job hunting and networking