



Beginning Paralegal Certificate Program

Paralegal Certificate Program

Ten Saturdays of Hands-on Intensive Instruction!
Classes held every Saturday from 9:00 a.m.-2:00 p.m.

2012 Classes:

Jan. 7 – March 17, 2012

March 31 – June 9, 2012

June 16 – August 18, 2012

(Class does not meet

Jan. 15 & May 26, 2012)

Cost: \$750.00



For registration details contact:

Virginia Beach Higher Education Center
1881 University Drive
Virginia Beach, VA 23453
Phone: 368-4150

<http://www.nsu.edu/vbhec/>

This course is designed for individuals interested in pursuing a career assisting lawyers by conducting legal research, preparing legal documents, and investigating case relevant facts. In addition to litigation, students will be taught to work in areas of bankruptcy, criminal law, real estate, domestic relations, personal injury, corporation law, wills, trusts, estates and elder law, legal research and writing, and law office technology. A practical hands-on intensive program designed to train program enrollees in specific legal areas. The program consists of eight modules that focus on a particular aspect of the legal profession. Relevant terms and skill competencies are identified and packaged as requirements for the successful paralegal. Student will also be taken through the steps to become a Notary Public and be able to apply for licensure at the conclusion of the class.



According to the 08-09 Occupational Outlook Handbook:

- Paralegal employment projected to **grow much faster than average** through 2016
- Employers are trying to reduce costs and legal services by hiring paralegals to perform tasks formerly carried out by lawyers
- Additional job openings will arise as people leave the occupation
- Salaries depend on education, training, experience, the type and size of employer, and the geographic location of the job
- Paralegals who work for large law firms or in large metropolitan areas earn more than those who work for smaller firms or in less populated regions
- In addition to earning a salary, many paralegals receive bonuses
- In May 2006, full-time wage and salary paralegals had median annual earnings, including bonuses, of \$43,040

NSU/VBHEC reserves the right to cancel due to low enrollment.

Parking is decal controlled; students are required to purchase a parking decal.