YOUR CAREER STARTS HERE!



PARALEGAL STUDIES

Paralegal studies is a program designed for students seeking a career in a law-related field as a paraprofessional. This program is suitable for students who seek a broad-based foundation in legal studies and business, as well as for students who would like to use their paralegal training as a stepping-stone.

Upon successful completion of this program, a student will be able to work under the supervision of an attorney and perform many vital functions as a paralegal. Paralegals may be responsible for interviewing, investigation, research document preparation and other tasks. Paralegals work in law firms, legal departments of major corporations, government agencies real estate departments of large businesses, trust departments of banks, brokerage houses, and insurance companies.

PROGRAMME GOAL/OBJECTIVES:
To provide students with an overview of the legal system and law practice; to provide students with in-depth knowledge and skills to work in civil litigation; to prepare students to perform legal research and to draft a variety of legal documents; to teach students the rules and laws governing the conduct of paralegals and to help them internalize high ethical values and behavior.

EMPLOYMENT OPPORTUNITIES AND JOB OUTLOOK:

A career as a paralegal may suit you if you thrive under pressure; have good analytical and communications skills and a strong interest in the law.

Areas of specialization include::
+Advocacy/Conveyancing
+Contracts/dispute resolution
+Crime/Employment
+Family/Litigation/Personal injury
+Wills, probate and administration of estates

As a paralegal, you will need to:
+carry out office administration, including billing and writing letters, organize diaries, schedule meetings and respond to telephone queries, write first document drafts and proofread documents, organize case files, attend court inquests, transcribe legal opinion.

CyberTech Career College
New Campus Location: No. 345 Soldier Road, West of East Street
PH: 324-2323 / 525-8535

Registered and Approved by NAECOB and Accepted by The Ministry of Public Service

ASSOCIATES DEGREE - PARALEGAL STUDIES

FEE STRUCTURE

TRIMESTER 1

Application Fee		$50.00	
Orientation Fee		$85.00	
Registration Fee		$50.00	
Student ID		$25.00	
Student Services		$40.00	
Student Insurance		$35.00	
Technology Fee		$100.00	
Tuition Payment Agreement		$130.00	
TOTAL ANCILLARY FEES			$515.00
Credits	10 $160.00	$1,600.00	
Scholarship/Bursary		-$500.00	
TOTAL TUITION FEES			$1,100.00
TOTAL AMOUNT DUE TRIMESTER 1			$1,615.00

4 EASY PAYMENTS OF $403.75

TRIMESTER 2

Registration Fee		$50.00	
Student Services		$40.00	
Student Insurance		$35.00	
Tuition Payment Agreement		$130.00	
Technology Fee		$100.00	
TOTAL ANCILLARY FEES			$355.00
Credits	12 $160.00	$1,920.00	
Scholarship/Bursary		-$500.00	
TOTAL TUITION FEES			$1,420.00
TOTAL AMOUNT DUE TRIMESTER 2			$1,775.00

4 EASY PAYMENTS OF $443.75

TRIMESTER 3

Registration Fee		$50.00	
Student Services		$40.00	
Student Insurance		$35.00	
Tuition Payment Agreement		$130.00	
Technology Fee		$100.00	
TOTAL ANCILLARY FEES			$355.00
Credits	12 $160.00	$1,920.00	
Scholarship/Bursary		-$500.00	
TOTAL TUITION FEES			$1,420.00
TOTAL AMOUNT DUE TRIMESTER 2			$1,775.00

4 EASY PAYMENTS OF $443.75

This Associates Degree Program is two years long. There are three Trimesters each year, excluding the Summer Semester. Each Trimester is thirteen weeks. Cost indicated above is just for your first year and does not include the cost of College Prep.

RECOMMENDED SEQUENCE

RECOMMENDED SEQUENCE
(Full-Time Students)

First Trimester
- SCS 1100-4-01 Student College Success
- ENG 1101-4-01 English Composition I
- CIS 1101-4-01 Computer Fundamentals
- MAT 1115-4-01 College Algebra I

Second Trimester
- MAT 1116-4-01 College Algebra II
- PSY 1101-4-01 Introduction to Psychology
- BIO 1101-4-01 Introduction to Biology
- ENG 1110-4-01 English Composition II

Third Trimester
- SPA 1101-4-01 Conversational Spanish I
- LAW 1115-4-01 Introduction to Criminal Justice
- LAW 2205-4-01 Legal Writing
- LAW 2215-4-01 Constitutional Law

SUMMER BREAK

Fourth Trimester
- LAW 2219-4-01 Criminal Law & Procedures
- LAW 1120-4-01 Introduction to Legal Research & Writing
- LAW 2225-4-01 Business Law
- LAW 2250-4-01 Equity and the Law of Trust

Fifth Trimester
- LAW 1145-4-01 Principles of Accounting I
- LAW 2202-4-01 Introduction to Paralegal Studies
- LAW 2201-4-01 Civil Litigation I
- LAW 2225-4-01 Law Practice Management

Sixth Trimester
- LAW 2230-4-01 Family Law
- LAW 2222-4-01 Civil Litigation II
- LAW 2280-4-01 Real Property
- LAW 2290-4-01 Wills, Trust & Probate Administration

SUMMER BREAK

CYBER TECH CAREER COLLEGE
New Campus Location - No. 345 Soldier Road, West of East Street
PH: 322-4223 | 525-8535
Web Site: www.cybertech242.com
Email: admissions@cybertech242.com