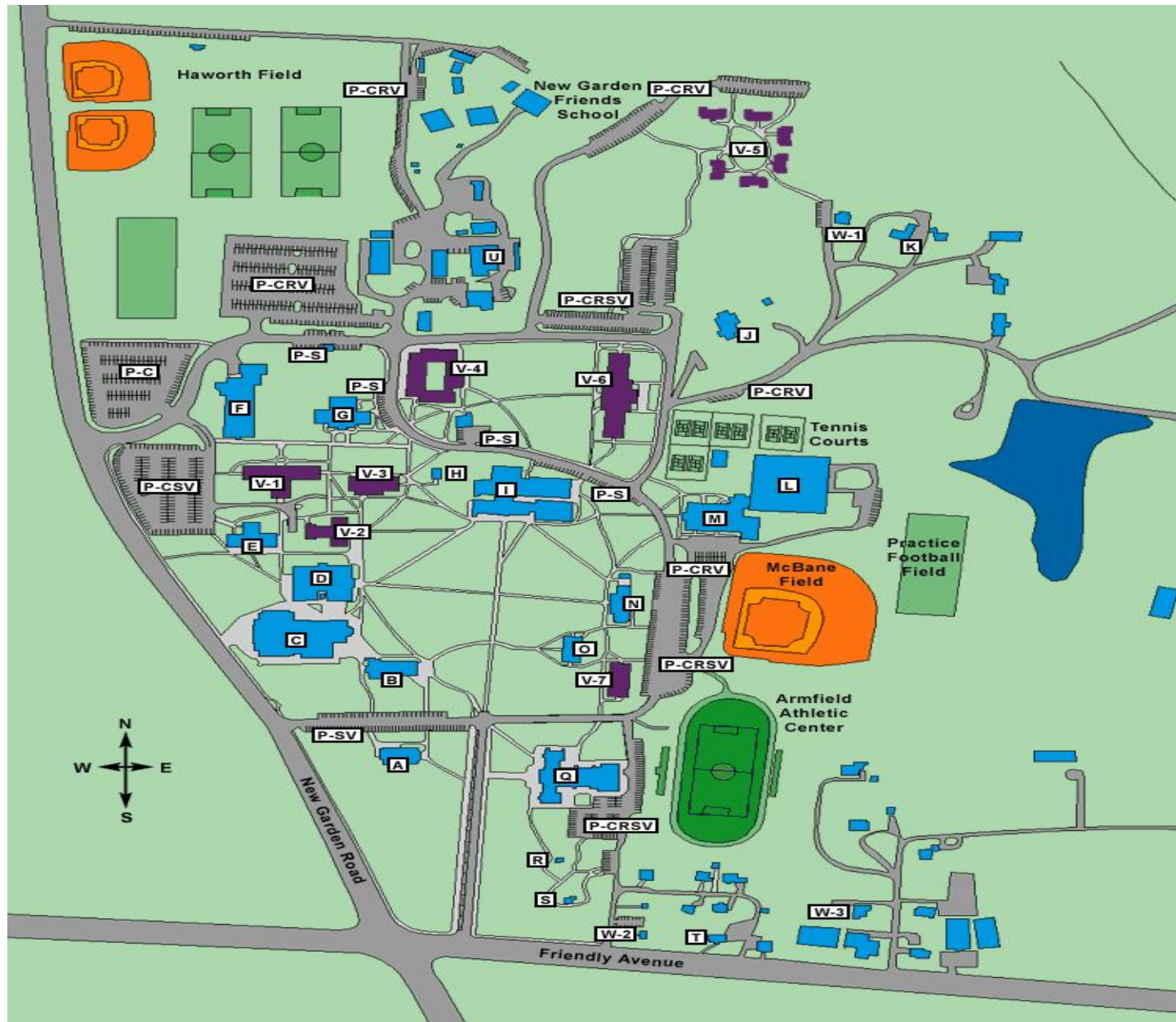


Campus Map



- A. New Garden Hall
- B. Duke Memorial Hall
- C. Hege Library
- D. King Hall
- E. Hendricks Hall
- F. Frank Family Science Center
- G. Bauman Telecommunications Center
- H. The Hut
- I. Founders Hall
- J. Ragsdale House
- K. Milner Guest House
- L. Ragan-Brown Field House and P.E. Center
- M. Alumni Gym
- N. Hege-Cox Hall

- O. Archdale Hall
- P. Parking
 - P-C. Commuter Parking
 - P-R. Resident Parking
 - P-S. Staff/Faculty Parking
 - P-V. Visitor Parking
- Q. Dana Auditorium
- R. The International Center
- S. Alumni House
- T. George White House
- U. Physical Plant
- V. Student Residence Halls and W. Apartments
- W. Special Interest Housing for Students



Paralegal Certificate Education Program

The purpose of the Guilford College Paralegal Certificate Program is to help students prepare for a career as a paralegal (sometimes referred to as a legal assistant). There are many areas of employment opportunities. The most common is employment with a law firm, which can vary in size from one attorney to hundreds. Local, state and federal governmental entities also require the services of paralegals. Corporations also hire a significant number of paralegals.



The demand for paralegals has grown tremendously in the last 30 years, and it is anticipated that demand will increase in the future. The Guilford College Paralegal Certificate Program prepares individuals for the growing paralegal profession with an intense program of study that will take place over 18-20 weeks. Classes are held during the evenings and/or Saturdays for approximately 10 hours per week. Students will also be required to do more than 100 hours of study, as well as research and writing assignments, outside of the classroom.

“Employment for paralegals and legal assistants is projected to grow much faster than average for all occupations through 2014. Despite projections of rapid employment growth, competition for jobs should continue, as many people seek to go into this profession; however, experienced, formally trained paralegals should have the best employment opportunities.”

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-07 Edition*, Paralegals and Legal Assistants, on the Internet at <http://www.bls.gov/oco/ocos114.htm> (website visited May 2, 2007)



Course Outline

Course Format:

The Paralegal Certificate Program consists of a total of approximately 190 in-class hours and at least 300 hours overall (including on-line assignments) over a period of 18-20 weeks.

Paralegal Skills:

Paralegal Skills teaches the basic knowledge that the student needs to be a paralegal, regardless of the type of law firm or legal environment.

The Law Courses:

The Law Courses cover four separate major areas of law; each consisting of approximately 20 in-class hours. Each Law Course is five or six weeks in length and are staggered throughout the program.

1) Contracts - The student will learn the fundamentals of contracts, including mutual assent (offer and acceptance), consideration and consideration substitutes, damages, and defenses to contract formation.

2) Criminal Law - The student will learn the fundamentals of crimes, probable cause, arrest, search criminal law and procedure, including the elements and seizure, indictment, discovery and trial practice.

3) Real Estate - The student will learn about the various forms of ownership of real property (types of estates), easements, eminent domain and condemnation, trespass to property, landlord-tenant law, and the basics of title searching and closings.

4) Torts - The student will learn about intentional torts, including assault, battery, false imprisonment, trespass, conversion, and invasion of privacy.

Who Should Attend

The course is specifically designed for people looking for a career in the legal field including:

- Recent college graduates with an Associate's or Bachelor's Degree seeking a career
- Someone presently working as a paralegal, paraprofessional or legal assistant
- Working professionals who want to join the legal field
- Those interested in seeking paralegal certification to enhance their current career

Program Requirements

Applicants must hold either an Associate's Degree or a Bachelor's Degree. Students must have access to a computer, be proficient in basic computer skills and be fluent in the English language.

Program Benefits

Career Advancement: This course is rigorous, preparing students for career advancement opportunities.

Experienced Instructors: All of the instructors are either experienced attorneys or paralegals.

Tuition Reimbursement: Many students will be eligible to apply for employer tuition reimbursement.

Action-oriented Curriculum: The course provides opportunities for participants to network and apply the skills that they learn in the workplace.

Certification Information: Upon successful completion of the Guilford College Paralegal Program, students will be eligible to sit for the North Carolina State Bar Paralegal Certification examination.



Contact, Registration & Tuition Information

- For more information, call (336) 316-2169 or e-mail pdtc@guilford.edu.
- To register online or to download a registration form, visit www.guilford.edu/para.
- Tuition is \$4,495.00 (includes books and supplies), and classes are offered in the spring and fall semesters.
- For upcoming North Carolina State Bar Paralegal Examination dates, please visit www.nccertifiedparalegal.org.

Professional Development and Training Center
5800 West Friendly Avenue
Greensboro, NC 27410

