



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

CONTINUING  
EDUCATION

## Paralegal

This paralegal program is modeled after the American Bar Association and Professional Paralegal Association - such as NALA and NFPA - standards. Although not accredited by the ABA, the program goal is to offer students the skills necessary to work effectively as a paralegal at a standard that is equal to the requirements set by ABA.

Students who successfully complete the UT Arlington Paralegal Certificate Program will be able to...

- Understand and demonstrate the functions, skills, and roles of paralegals
- Learn effective writing and analytical techniques
- Understand the ethical standards applicable to paralegals including knowing and avoiding the unauthorized practice of law
- Conduct legal research and follow standard legal procedures
- Understand and use legal terminology correctly and work effectively within a law office and within the court systems
- Perform standard paralegal tasks in basic areas which include but are not limited to: legal interviewing and investigation, law office management, computer applications in the law, civil procedure, mediation and arbitration, computer-assisted legal research, and perform specific paralegal tasks in one or more of the specialty areas we offer

### [Required Courses \(effective January 1, 2013\)](#)

- Paralegal Fundamentals **Online**
- Intro to Legal System **Online**
- Legal Terminology
- Legal Ethics
- Legal Research
- Legal Writing
- Real Estate Law **Online**
- Family Law
- Criminal Law & Procedure
- Civil Law & Advanced Civil Discovery
- Trial Prep & Technology in the Law Office

## Choose Three Electives (effective January 1, 2013)

- Bankruptcy Law **Online**
- Employment Law
- Intellectual Property Law **Online**
- Intro to Business Law/Trans. **Online**
- Probate Law & Estate Planning **Online**
- Torts **Online**
- Law Office Management **Online**
- Interviewing Techniques **Online**
- Introduction to Negotiation
- Basic Mediation Training
- Mediation in the Employment Sector
- Paralegal Career Preparation

### **Course Formats**

Live courses are offered in a 10-week format and meet for 1.5 hours one night per week or on Saturday for a total of 15 hours per course. Live courses start and end according to the UT Arlington regular 4 quarter calendar. Please consult the UT Arlington Continuing Education Catalog or Website for information on start dates and course offerings for the live classes.

Online courses may be started at anytime and are self-facilitated. Online courses are completely self-contained with video lectures, text, hyperlinks, additional resources, self-assessment quizzes and assignments. Some courses have required textbooks that are not included in the price of the course. To access an online course you will need a computer with a high-speed Internet connection and a browser to access the Internet. You can register for an online course the same way you would register for a live course.

You may complete the Paralegal Certificate Program by taking a combination of Live and Online courses.

### [Original Paralegal Program Course Requirements and Elective Options](#)

### **Program Costs**

Click here [for program application and application fee](#). A student may elect to pay for the entire certificate program in advance and receive a free course. Please contact our office at 817-272-2581 if you would like to take advantage of our prepayment program. This must be paid before the start of the first class in the certificate program. The course fee does not include books. Books may be purchased from the [UT Arlington Bookstore](#).

Courses are offered on a rotating basis each quarter.

### **Application and Admission**

Entrance into the Paralegal Certificate Program requires the submission of a college transcript showing 60+ hours. If a potential participant has less than 60 hours of college credit, please submit transcript, history of work experience and a letter of reference.

If it is impractical for the transcripts to accompany the application, they are expected to be on file within two weeks after the beginning of class. Any student who has not furnished a transcript within the required time will be dropped from classes with a grade of "F".

Course fees are payable prior to the start of classes. There are no refunds or transfers once classes begin. Classes cannot be audited.