

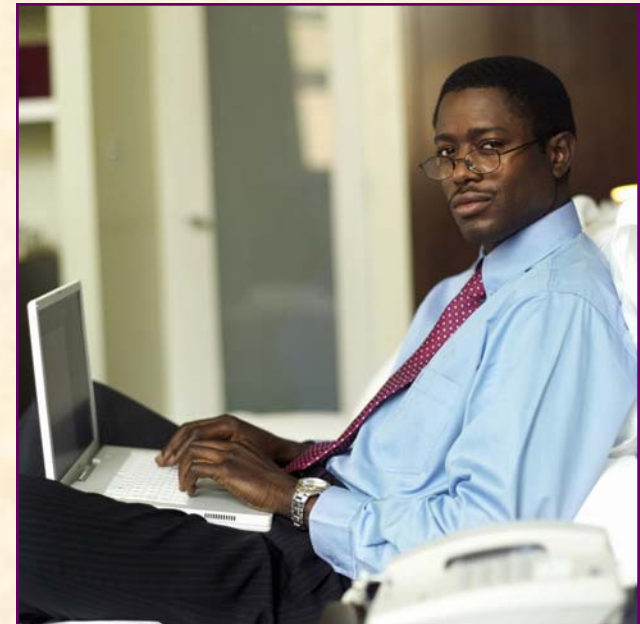
## Paralegal Employment Opportunities

Where will you find paralegals? They are an integral part of the legal field, working in private law firms, courtrooms, public defender's offices, corporations, government agencies and non-profit organizations. The opportunities are many and varied — the qualified paralegal will find just the right career fit!



**Jefferson State**  
**Community College**

## Professional Paralegal Training



**Jefferson State**  
**Community College**

Center for Community and Corporate Education  
George Wallace Hall, Room 202  
2601 Carson Road  
Birmingham, AL 35215

Registration  
Fax: 205-856-7782  
E-mail: [workforcedev@jeffstateonline.com](mailto:workforcedev@jeffstateonline.com)

**The Center for Community  
and Corporate Education**

# Enter the Legal Profession as a Paralegal



If you've been looking for a career that is fast-paced, challenging and offers a variety of opportunities, working as a paralegal could be just what you've been seeking!

The backbone of the legal profession, paralegals work side-by-side with attorneys in every imaginable legal field. Paralegals are much in demand and receive excellent pay and benefits.

Jefferson State's paralegal skills course teaches students how to assist in preparing legal documents in a variety of legal areas such as litigation, probate, domestic relations, criminal and corporate. Some of the skills students will learn include: interviewing clients; assisting in preparing complaints, summons and motions; discovery; organizing business entities, wills, powers of attorney and advanced directives.

Upon completion of the course, students will have a broad base of knowledge and the tools necessary to make them very marketable as a paralegal in the legal community.

## Paralegal Course Disciplines

- Civil Procedures and Evidence
- Family Law
- Criminal Law
- Legal Investigation
- Real Estate Transfer and Ownership
- Tort Law
- American Jurisprudence
- Corporations
- Partnerships and Agency
- Commercial Law
- Estates
- Trusts
- Legal Analysis
- Writing
- Computerized Legal Research Training
- Asset Search Team

## Jefferson State Certificate of Completion

Successful completion of Jefferson State Community College's Professional Paralegal Training Program tells potential employers that you've got the skills needed to be a valuable asset. You have the multi-disciplinary legal training that prepares you for any legal team without missing a step!

## Registration Process

### Fees

Course fee ( <b>Due Upon Registration</b> ).....	\$899
*Textbook.....	\$180 approx
* Textbook price subject to change.	

Complete the Center for Community and Corporate Education Registration Form and return it to us via:

- > Mail
- > Fax
- >E-mail
- >Walk In

Jefferson State Community College  
The Center for Community and Corporate Education  
2601 Carson Road  
Birmingham, AL 35215  
Phone: (205) 856-7710  
Fax: (205) 856-7782

Email: [workforcedev@jeffstateonline.com](mailto:workforcedev@jeffstateonline.com)  
Web: [www.jeffstateonline.com/ccce](http://www.jeffstateonline.com/ccce)

## Payment

Payment is due at the time of registration. Please note that registration is not complete until course fees are paid in full. Payment may be made by phone by VISA, MasterCard, Discover, check, money order, cash, or company-sponsored purchase order/documentation. Please deliver cash payments in person to Jefferson State's Center for Community and Corporate Education, George Wallace Hall, Room 202, 2601 Carson Road, Birmingham, Alabama. Make checks and money order payable to Jefferson State Community College.

## Refunds/Withdrawals

Jefferson State reserves the right to cancel any course for any reason, including insufficient enrollment. If JSCC cancels a course for which a student is registered, the student will automatically receive a full refund. If the date and/or time of the course is changed by JSCC, the student may request a refund by completing a "Withdrawal Form." within three business days following the date change notification. Jefferson State will not issue full or partial refunds for classes which have been cancelled, nor dismissed early due to inclement weather or other circumstances beyond our control. To withdraw and receive a refund after registering, students must submit a completed "Withdrawal Form" to the Center for Community and Corporate Education at least ten days in advance of the first day of class. Refunds are less an administrative fee of five percent (5%) of the refund amount. Students who register less than ten business days in advance of the first day of class, waive their rights to a refund except for insufficient enrollment. The "Withdrawal Form" may be found at [www.jeffstateonline.com](http://www.jeffstateonline.com).