

LEGAL ASSISTANT CERTIFICATE



6 Easy Ways to Register

Online

ce.unm.edu

Phone

505-277-0077, Option 1
M-F, 8am-5pm

Email

ceregistration@unm.edu

Mail

UNM Continuing Education
Attn: Registration
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001

Fax

505-277-1990
Fax/Mail instructions
see website.

In Person

M-F, 8am-5pm
UNM Continuing Education
1634 University Blvd. NE
(just north of Indian School)

This certificate program builds a comprehensive skillset to prepare students for legal support careers. This course provides an introduction to legal concepts, including vocabulary and legal procedure. Strengthen written communication skills by learning how to prepare legal documents, notices, and pleadings. Learn about how to process law office billing and utilize eFiling programs. Enhance administrative skills such as phone etiquette, working with clients, filing and organization skills.

According to O*Net

www.onetonline.org

Paralegal and legal assistant positions are expected to have a faster than average growth rate in the U.S. between now and 2022. And the Bureau of Labor Statistics shows the annual salary range for this field in New Mexico is \$30K-58K. Our Paralegal Post-Baccalaureate or Legal Assistant certificates can help get you into this promising career!

Legal Assistant Certificate

This certificate program builds a comprehensive skillset to prepare students for legal support careers. This course provides an introduction to legal concepts, including vocabulary and legal procedure. Strengthen written communication skills by learning how to prepare legal documents, notices, and pleadings. Learn how to process law office billing and utilize e-Filing programs. Enhance administrative skills such as phone etiquette, working with clients, filing and organization skills.

Course #	Date	Days	Time	Hours	Cost
37302 SUA-PD	Jun 6-Aug 1, 2017	TTh	6:00-9:00pm	48	\$1195

Note: No Class July 4.

This program is open to all students at any experience or skill level.

Tuition Remission Benefit:

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes. Visit ce.unm.edu/TR for more details.



UNM

Continuing Education

ce.unm.edu

This certificate provides information and skills that lead to entry-level employment.

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For more information: Contact careertraining@unm.edu or 505-277-0698 or visit our website at ce.unm.edu.