



## 6 Easy Ways to Register



### ONLINE

ce.unm.edu



### EMAIL

ceregistration@unm.edu



### PHONE

505-277-0077 Option 1  
M-F, 8:00am-5:00pm  
Most credit cards accepted.



### 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, 8:00am-5:00pm  
UNM Continuing Education  
1634 University Blvd. NE  
South Building, Room 101  
(just north of Indian School)

### Tuition Remission Benefit

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes.



**CONTINUING  
EDUCATION**

[ce.unm.edu](http://ce.unm.edu)



## Paralegal Post-Baccalaureate Certificate Course

This program is an accelerated-learning course that teaches the real-life skills needed to be a successful paralegal. Learn how to prepare trial notebooks, conduct legal research using LexisNexis\*\*, draft documents, and submit billable hours using Tabs3. Learn about the various areas of practice within the law. Participate in a hands-on legal service-learning project. Network and connect to the legal community by participating in mock interviews with attorneys. This program prepares students for entry to mid-level positions in the legal field.

Course #	Date	Days	Time	Hours	Cost
37326 SPA-PD	Apr 3-May 25, 2018	TTh	5:30-8:30pm	96	\$2495

**Note:** This is a hybrid course. The class will meet in person for 48 hours on the dates and times listed above. The other 48 hours of the course will be taken through an online course management system. In addition, to keep progress of these hours, students will learn how to use a billable hour program, Tabs 3.

The Paralegal Certificate Program requires a minimum of a bachelor's degree to be accepted. For admission, please submit a transcript (unofficial is allowed) to: Paralegal Program Supervisor, UNM Continuing Education, MSC07 4030, 1 University of New Mexico, Albuquerque, NM 87131. For questions, please contact [careertraining@unm.edu](mailto:careertraining@unm.edu).

\*\*A free subscription to LexisNexis® is included in the tuition and is available to the students throughout the course. As a subscriber to LexisNexis®, students qualify to complete the LexisNexis® Paralegal Student Certification of Mastery training program, designed specifically to help students increase proficiency in online legal research using [lexis.com](http://lexis.com).

As a post-baccalaureate certificate program, graduates of our program are eligible for membership into the State Bar of New Mexico Paralegal Division. For more information, visit their website at: [www.nmbar.org/nmstatebar/about\\_us/paralegal\\_division/paralegal\\_division.aspx](http://www.nmbar.org/nmstatebar/about_us/paralegal_division/paralegal_division.aspx)

**Like us**

[www.Facebook.com/UNMCEParalegal](http://www.Facebook.com/UNMCEParalegal)



SEE NEXT PAGE >

**For more information:** Visit our website at [ce.unm.edu](http://ce.unm.edu).

**Questions:** Contact [bizskills@unm.edu](mailto:bizskills@unm.edu) | 505-277-6033



## UNM Staff, Faculty and Retirees:

### Use your Tuition Remission:

Fees up to \$2,626.88 for Fall, \$2,626.88 for Winter & Spring, \$1,313.44 for Summer may be applied to Professional Development courses.

Questions about this benefit? Visit us online at: <http://ce.unm.edu/TR> or call the benefits office at (505-277-MyHR).

To register, send completed forms for registration & tuition remission to [ceregistration@unm.edu](mailto:ceregistration@unm.edu) or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).

Learn the skills essential to perform substantive legal work that requires knowledge of legal concepts under the supervision of a licensed attorney. Paralegals tend to have diverse backgrounds and work experience. Paralegals are employed in private law firms, courts, government agencies, corporations, and in many other areas where law-related work is performed.

## Paralegal Internship

The Paralegal Internship is part of the UNM Continuing Education Experiential Learning Program which gives students the opportunity to practice the skills learned in the classroom and apply them to real-life work-place situations. Paralegal interns are placed in various fields of the law, including government agencies such as Offices of the District Attorney and the New Mexico Public Defender Department, large and small law firms, and other areas. The students work under the direct supervision of a site supervisor which is typically an attorney or senior paralegal. In addition, the UNMCE internship supervisor will offer additional support to the student and monitor his or her progress in the program.

The Paralegal internships are only open to graduates of the UNMCE Paralegal Post-Baccalaureate Certificate Program. Acceptance requires successful completion of the program and instructor recommendation.

Course	Dates	Hours	Cost
37327 SUA-PD	Jun 1-Jul 31 Time to be arranged	160	\$1695



### According to O\*Net

[www.onetonline.org](http://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!



CONTINUING  
EDUCATION

[ce.unm.edu](http://ce.unm.edu)

**For more information:** Visit our website at [ce.unm.edu](http://ce.unm.edu).

**Questions:** Contact [bizskills@unm.edu](mailto:bizskills@unm.edu) | 505-277-6033