

MyCAA Education & Training Plan (ETP)

The University of Texas at El Paso
Professional and Public Programs
101 W. Robinson Ave, Memorial Gym; Rm. 111 El Paso, TX 79968
915-747-7578
<http://www.ppp.utep.edu/>

Student Information:

Student Name:	
School Issued Student ID:	N/A
Program Name:	Legal Writing Specialist Certificate Program with Externship C.14.50
Program Type:	Certificate
Program Duration:	6 Months
Scheduled Start Date:	
Estimated Completion Date:	
Course Delivery Format	Online

Program Overview:

For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. Using a problem-solving approach, students will use the tools and techniques introduced to represent a fictional client and provide the clients with legal advice. Students will learn essential skills of successful lawyers, including researching legal authorities, applying the law to a client's situation, and communicating that analysis both in writing and verbally. This program is designed to provide students with a solid working knowledge of the tools available in law libraries, including both state and federal primary and secondary materials. Students will find, analyze, and solve problems in the legal world. In addition, students will adapt the research material into legal memoranda, briefs and other useful work product while communicating the results in a competent and ethical manner.

Certification/Licensure Eligibility upon Program Completion:

Students should have or be pursuing a high school diploma or GED.

- There are no state approval and/or state requirements associated with this program.
- There is a National Certification exam available to students who successfully complete this program:
 - Microsoft Office Specialist (MOS) Certification Exam.

Tuition Cost:

\$3,799

Course Breakdown:

Course/Program Code	Course/Program Title	Course Credits (if applicable)
UTEP-L-WRIT	Legal Writing Specialist Certificate Program with Externship	375 Contact Hours/ 37.5 CEU's

School Official Certification:

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

Signature/Title of Authorized School Official

Date

School Official Printed First and Last Name

School Official E-mail and Phone Number