



Paralegal/Legal Office Assistant Training Program

15676 State Route 691
Nelsonville, OH 45764
(740) 753-3511

DATE	DAY	TIME	COURSE	HOURS
9/22/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
9/24/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Introduction to the Law Office - Civil)	4
9/29/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
10/1/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Introduction to the Law Office - Civil)	4
10/6/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
10/8/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Introduction to the Law Office - Criminal)	4
10/13/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
10/15/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Introduction to the Law Office - Criminal)	4
10/20/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
10/22/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Preparing Legal Documents)	4
10/27/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
10/29/2008	Wednesday	4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Preparing Legal Documents)	4
11/3/2007	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
11/5/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Preparing Legal Documents)	4
11/10/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
11/12/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Divorce & Dissolution)	4



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11/17/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
11/19/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Divorce & Dissolution)	4
11/24/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
11/25/2008	Tuesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Real Estate)	4
12/3/2008	Wednesday	4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Real Estate)	4
12/8/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
12/10/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Criminal Procedure & Law)	4
12/15/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
12/17/2008	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Criminal Procedure & Law)	4
12/29/2008	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
12/30/2008	Tuesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Criminal Procedure & Law)	4
1/5/2009	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
1/7/2009	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Criminal Procedure & Law)	4
1/12/2009	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
1/14/2009	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Legal Research)	4



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DATE	DAY	TIME	COURSE	HOURS
1/20/2009	Tuesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
1/21/2009	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Legal Research)	4
1/26/2009	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
1/28/2009	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Legal Research)	4
2/2/2009	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
2/4/2009	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Legal Research)	4
2/9/2009	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
2/11/2009	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Legal Research)	4
2/16/2009	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
2/18/2009	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Legal Research)	4
2/23/2009	Monday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
2/25/2009	Wednesday	9:30 a.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	5
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Legal Research)	4
3/4/2009	Wednesday	12:00 p.m. - 3:00 p.m.	Legal Assistant/Paralegal - Office Skills	3
		4:00 p.m. - 8:00 p.m.	Legal Assistant/Paralegal (Legal Research)	4
STUDENTS MUST COMPLETE A MINIMUM OF 480 HOURS INTERNSHIP EXPERIENCE (TO BE ASSIGNED BY PROGRAM MANAGER)				