

Sample Education and Training Plans

Education and Training Plan on School Letterhead



Certificate Program

In addition to the [Associate's Degree Program](#) and the [Bachelor's Degree Program](#), National Paralegal College offers a course of study leading to a certificate in paralegal studies. This program is suitable for students who are looking to complete their training and enter the job market as quickly as possible, and for students who already have an associate's or bachelor's degree in another subject.

The amount of time required to complete the certificate program varies with student course load, as illustrated below.

- For students taking 3 courses at a time: 7 months
- For students taking 2 courses at a time: 9 months
- For students taking 1 course at a time: 17 months

To earn a paralegal certificate, a student must earn a total of 24 credits, as follows:

Optional, self-paced introductory course:	
Introduction to the Law	0 credits
The following 4 core courses: Total: 12 credits	
PLG-101: Torts & Personal Injury	3 credits
PLG-102: Contracts	3 credits
PLG-108: Legal Research, Writing & Civil Litigation	3 credits
PLG-109: Professional Responsibility & Legal Ethics	3 credits
Pick 4 of the following specialty and advanced legal courses: Total: 12 credits	
PLG-103: Criminal Law	3 credits
PLG-104: Real Property	3 credits
PLG-105: Business Law & Bankruptcy	3 credits
PLG-106: Wills, Trusts and Estates	3 credits
PLG-107: Domestic Relations	3 credits
PLG-110: Constitutional Law and Criminal Procedure	3 credits
PLG-111: Alternative Dispute Resolution	3 credits
PLG-112: Patents, Trademarks and Copyrights	3 credits
PLG-201: Federal Income Taxation	3 credits
PLG-202: Employment Law	3 credits
PLG-203: Environmental Law	3 credits
PLG-204: Immigration Law	3 credits
PLG-301: Laws of Evidence *	3 credits
PLG-302: Administrative Law *	3 credits
PLG-303: Public Communications Law *	3 credits
PLG-304: White Collar Crime *	3 credits
PLG-401: Advanced Legal Analysis and Writing **	3 credits
PLG-402: Advanced Civil Litigation **	3 credits
PLG-403: Drafting Contracts and Contract Provisions **	3 credits
PLG-404: Legal Document Preparation **	3 credits



* These courses have recommended prerequisites.
 ** These courses have required prerequisites.
 Click the course name for more information.

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School Brochure Sample

Admission

Applicants for the program must follow the regular procedure for admission to Central Texas College. In addition, the following is required of all applicants for admission to the Mental Health Services Program:

- Complete the Mental Health Services (MHSV) Department Application.
- Make an appointment for an interview with a Mental Health Services program advisor.
- Take the THEA or ASSET unless exempt or in a certificate-waived program. Achieve reading and mathematics scores of 230 and a writing score of 220 with at least a 5 on the essay or concurrently enroll in appropriate developmental courses.
- Satisfy specific departmental requirements before enrolling in English or mathematics.

Before participating in any practicum experiences, the student must:

- Sign and agree to comply with the MHSV Department Ethics statement.
- Provide proof of CPR/First Aid Course completion.
- Purchase liability insurance at the time of registration and provide proof to the department.
- Be aware that field placement experiences will require travel at your expense.
- Be aware that neither Central Texas College nor clinical facilities in which field placement occurs provide medical coverage, workers' compensation, or emergency care. Medical coverage is the responsibility of the student.

Meet physical exam and immunization requirements which include:

- Proof of a physical exam completed within the last six months, signed appropriately.
- Proof of immunization/protection against (MMR, Measles Booster, DT, Varicella).
- TB Skin Test annually.
- Hepatitis B series that takes six months to complete.

Contact Information

Mental Health Services Department
Phone: 254-526-1891 or 1-800-792-3348, ext. 1891
Fax: 254-526-1212
Building 152, Room 230
Planetarium & Technology Building

Physical Address:
Central Texas College
ATTN: Mental Health Services Department
6200 W. Central Texas Expressway
Killeen, TX 76549-4199

Mailing Address:
Central Texas College
ATTN: Mental Health Services Department
P.O. Box 1800
Killeen, TX 76540-1800

Toll Free:
In State: 1-800-223-4760, ext. 1891
Out-of-State: 1-800-792-3348, ext. 1891

Office Hours at Central Campus:
Monday thru Thursday, 7:30 a.m. to 5:30 p.m.
Friday, 7:30 a.m. to 11:30 a.m.



School Name is required

Central Texas College is a member of the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion.

Central Texas College District is an Affirmative Action/Equal Opportunity Educational Institution. Minorities and females are encouraged to apply.

Mental Health Services

At-Risk Youth



CENTRAL TEXAS COLLEGE

Education For The Individual
August 2009

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Careers

The Mental Health Services program prepares students for careers in mental health services including social work, chemical dependency counseling and work with at-risk youth. Employment in these fields is expected to rise in response to growth in number of older persons, many of whom will require mental health services, increasing public acceptance of formal treatment for substance abuse, and a lessening of the stigma attached to those receiving mental health care.

The Mental Health Services programs include a core curriculum that provides a foundation for the Associate of Applied Science degree with specialization options in Chemical Dependency, At-Risk Youth, or Social Work.

Students completing this program of study find work in the public school system as specialized teachers aides; in a residential treatment setting as psychtechs; in the juvenile justice system; and in local community based after-school programs.



Course Listing is required

At Risk Youth Specialization Advanced Certificate (MHAR) Certificate of Completion

First Semester

PSYT 1329 Interviewing & Communication Skills
DAAC 1319 Introduction to Alcohol and Other Drug Addictions
DAAC 1304 Pharmacology of Addiction
CMSW1309 Problems of Children and Adolescents
PSYC 1300 Learning Frameworks

Second Semester

DAAC 2307 Addicted Family Intervention
PSYT 1345 Principles of Behavior Management and Modification
CMSW1313 Assessment and Service Delivery
DAAC 1311 Counseling Theories
PSYT 2321 Crisis Intervention

Third Semester

SCWK 2301 Assessment and Case Management
PSYT 2331 Abnormal Psychology
DAAC 2354 Dynamics of Group Counseling
CMSW1167 Practicum
Total Hours 40

Choose from Classroom or Online Courses

All department courses and degree programs are available online.

At Risk Youth Specialization (MHAS) Associate of Applied Science Degree

First Year

First Semester
PSYT 1329 Interviewing & Communication Skills
DAAC 1319 Introduction to Alcohol and Other Drug Addictions
DAAC 1304 Pharmacology of Addiction
PSYC 1300 Learning Frameworks
PSYT 1309 Health Psychology

Second Semester

CMSW 1319 Adolescent Development
ENGL 1301 Composition I
CMSW 1309 Problems of Children and Adolescents
DAAC 1311 Counseling Theories
PSYC 2301 General Psychology

Third Semester

KINE Physical Activity Course
PSYT 2331 Abnormal Psychology
PSYT 2321 Crisis Intervention

Second Year

First Semester
PSYT 1345 Principles of Behavior Management and Modification
ELCT Mental Health Elective
ENGL 2311 Technical and Business Writing
DAAC 2307 Addicted Family Intervention
DAAC 2354 Dynamics of Group Counseling

Second Semester

MATH MATH 1332 or 1342
SCWK 2301 Assessment and Case Management
CMSW 1167 Practicum
SPCH SPCH 1315 or 1321
ELCT Humanities/Fine Arts Selection
Total Hours: 65

www.ctcd.edu

Education for the Individual

Sample Training and Education plan provided with the permission of Central Texas College for demonstration purposes only.

Course Catalog Sample

Northern Virginia Community College 2010-2011 Catalog

School Name is required

COMPUTER SCIENCE

Associate of Science Degree

AN, LO, MA, WO

Purpose: The curriculum is designed primarily for students who wish to transfer to a four-year college or university to complete the baccalaureate degree in Computer Science. The curriculum emphasizes the study of the science of computing and the use of computing in a scientific setting.

Transfer Information: Students are advised to work closely with the faculty and counseling staff for program and course scheduling. Electives should be chosen carefully to meet requirements of transfer institution. The responsibility for proper course selection rests with the student.

Recommended Preparation: Satisfactory completion of the following high school units or equivalent: 4 units of English and 4 units of college preparatory mathematics.

Two Years	Credits
1st Semester	
CSC 130 Scientific Programming	3
ENG 111 College Composition I	3
MTH 173 Calculus with Analytic Geometry I	5
¹ Social Science Elective	3
² SDV Elective	
Total	
2nd Semester	
*CSC 185 Programming Tools	1
CSC 201 Computer Science I	4
³ ENG 112 College Composition II	3
⁴ MTH 174 Calculus with Analytic Geometry II	5
¹ Social Science Elective	3
Total	16
3rd Semester	
CSC 202 Computer Science II	4
CST 110 Intro to Communication	3
⁵ Natural Science/Lab Elective	4
⁶ PED 116 Lifetime Fitness & Wellness	1
¹ Social Science Elective	3
Total	15
4th Semester	
CSC 205 Computer Organization	3
⁷ Humanities/Fine Arts Elective	3
⁷ Humanities/Fine Arts Elective	3
⁵ Natural Science/Lab Elective	4
⁶ PED/RPK Elective	1
Total	14

Course Listing is required

Total credits for the A.S. Degree in Computer Science = 60

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Education and Training Plan Copied from School Website



School Name is required

Programs



Paralegal Programs: Associate Degree in Paralegal Studies (ADPS)

[Paralegal Programs](#) | [Paralegal Diplomas](#) | [Paralegal Associate Degree](#) | [Paralegal Continuing Education](#)

- [Paralegal Degree Overview](#)
- [Tuition & Fees](#)
- [Course Descriptions](#)

The Paralegal Institute offers an additional opportunity for you to add a competitive edge in your pursuit of the best available position in the Paralegal field by offering Paralegal programs like the Associate Degree in Paralegal Studies.

Students must successfully complete the same courses outlined in the [Paralegal Diploma Program](#), as well as, the five following specialty courses of 15 credit hours. To complete the requirements for the ADPS, students are required to take five general education courses (or transfer credits showing completion and competence in these courses passing with a C or better). The ADPS is composed of sixty (60) semester hours and 2700 clock hours, which includes the general education courses of fifteen (15) semester hours.

Duration

We offer open enrollment within our [paralegal programs](#), thus you may register at any time. Completion of the Paralegal Associate Degree program solely depends on the study schedule you set for yourself. We recommend that you maintain a consistent submission of lessons. The Paralegal Institute gives you up to 2 years to complete the Paralegal Associate Degree program. Although completion solely depends on the study schedule you set for yourself, we recommend that you maintain a consistent submission of lessons.

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Once you, as the student, successfully complete the first ten (10) courses outlined below, you will be eligible to sit for the National Association for Legal Assistants (NALA) Certification Exam.

[Request information](#) or [Enroll in the Paralegal Associate Degree Program](#)

CORE PROGRAM

- Paralegal Today
- Legal Research
- Legal Analysis and Writing
- Litigation and Trial Practice
- Administrative Law
- Business Organizations
- Real property
- Criminal law
- Torts: Personal Injury Litigation
- Contracts

Specialty Courses

Choose 5 courses in your area of interest

- Domestic Relations
- Trusts, Wills and Estate Administration
- Immigration Law
- Environmental Law
- Intellectual Property
- Bankruptcy
- Social Security Disability

General Education Courses

- English
- Interpersonal Communications
- Business Management
- Mathematics Essentials
- Psychology

Course Listing is required

PARALEGAL ASSOCIATE DEGREE PROGRAM TOTAL CREDITS: 60

The Web Site address is required if course information is copied from program Web Site.

<http://www.theparalegalinstitute.edu/programs/paralegal-programs/degree.aspx>

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