

**PARALEGAL TRAINING – AUGUST 2023 INTAKE**

**CLASS TIMETABLE (3 WEEKS RESIDENTIAL)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **09:00 – 10: 00 Hours** | Introduction to Law and Human Rights | Civil Law | Paralegal Practice Skills and Ethics | Civil and Criminal Procedure | Criminal Law |
| **10:00 – 11:00 Hours** | Introduction to Law and Human Rights | Civil Law | Paralegal Practice Skills and Ethics | Civil and Criminal Procedure | Criminal Law |
| **11:00 – 11:30 Hours** | **BREAK** |
| **11:30 – 12:30 Hours** | Introduction to Law and Human Rights | Civil Law | Paralegal Practice Skills and Ethics | Civil and Criminal Procedure | Criminal Law |
| **12:30 – 14:00****Hours** |  **LUNCH TIME** |  |
| **14:00 –16:00 Hours** | Entrepreneurship | Introduction to Computers | Communication Skills | Introduction to Law and Human Rights | Civil Law |
| **15:00 - 16:00****HOURS** | Entrepreneurship | Introduction to Computers | Communication Skills | Paralegal Practice Skills and Ethics | Civil and Criminal Procedure |



**PARALEGAL TRAINING – AUGUST 2023 INTAKE**

**CLASS TIMETABLE (VIRTUAL/ONLINE) FIRST TWO WEEKS OF EACH MONTH**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **14:00 – 15:00 Hours** | Introduction to Law and Human Rights | Civil Law | Paralegal Practice Skills and Ethics | Civil and Criminal Procedure |  |
| **15:00 – 15:30****Hours** |  **BREAK** |  |
| **15:30 –16:30 Hours** | Entrepreneurship | Introduction to Computers | Communication Skills | Criminal Law |  |

**NOTE:** ***THE SESSIONAL DATES CAN CHANGE AT SHORT NOTICE.***

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| **S/N** | **COURSE** | **ALLOCATED HOURS AS PER SYLLABUS** | **EXPECTED HOURS TO BE COVERED (RESIDENTIAL CLASSES) X** | **EXPECTED HOURS TO BE COVERED (VIRTUAL/ONLINE CLASSES)** | **TOTAL CONTACT EXPECTED HOURS TO BE COVERED AS PER SESSIONAL DATES** | **ONLINE SUPPORT** |
| 1 | 362-01-A Introduction to Law and Human Rights  | 300 | 30 | 22.5 | 52.5 | 27.5 |
| 2 | 362-02-A Civil Law  | 330 | 30 | 22.5 | 52.5 | 27.5 |
| 3 | 362-03-A Criminal Law  | 230 | 30 | 22.5 | 52.5 | 27.5 |
| 4 | 362-04-A Civil and Criminal Procedure  | 200 | 30 | 22.5 | 52.5 | 27.5 |
| 5 | 362-05-A Paralegal Practice Skills and Ethics  | 320 | 30 | 22.5 | 52.5 | 27.5 |
| 6 | 362-06-B Communication Skills  | 80 | 12 | 22.5 | 52.5 | 10 |
| 7 | 362-07-B Introduction to Computers  | 80 | 12 | 22.5 | 52.5 | 10 |
| 8 | 362-08-B Entrepreneurship | 80 | 12 | 22.5 | 52.5 | 10 |

***NOTE:***

***LEAH N. NGULUBE***

***ACTING DIRECTOR***