



**UMS LINK CENTRE FOR
PROFESSIONAL
DEVELOPMENT**

In collaboration with:



School of Business & Economics,
Universiti Malaysia Sabah

Sabah Law Association

CERTIFICATE IN PARALEGAL STUDIES

Target Audience – Best Fit

It is intended to attract those interested or already at work in the legal firms, company secretarial firms, audit firms, taxation consulting firms, corporate sector, retail trade, leisure services and security or general businesses. Most suitable for those working in a paralegal administrative capacity in the legal environment, such as court clerks, legal clerks and advice centre personnel.

Objectives

- To understand the role of paralegal in the legal profession and the required skills, knowledge and ethics.
- To acquire the basic knowledge in law.
- To enhance employability in legal profession.
- To enhance skill for those working with Legal Firm.

Methodology

- Classes will be conducted on alternate weekends.
- Classes are conducted in English.
- Lecture, discussion, written assignments, class participation and exams.

Duration

- 9 months (6 months class contact hours + 3 months practicum)
- 16 hours per module

Minimum Requirements

- SPM or equivalent with credit in English
- No working experience required

Fees

- Registration Fees: RM 100.00 (Ringgit Malaysia: One Hundred only).
- Course Fee: RM 4,000 (Ringgit Malaysia: Four Thousand only)



For further clarifications, please do not hesitate to contact us at:

UMS LINK CENTRE FOR PROFESSIONAL DEVELOPMENT
Lot No. 64 & 65, Block K, K-0-2,
Alamesra Plaza Utama, Sulaman Coastal Highway, 88400
Kota Kinabalu, Sabah, Malaysia.

Tel: (+60) 88 487 311
Fax: (+60) 88 487 331
E-mail: marketing@umslink.com.my
Website: <http://www.umslink.com.my>

Contact Person: Mr. Hamdan (016-8247722)
Mr. Mohd. Osdree Bin Othman
(014-3711734)