



## **Paralegal/Legal Assistant Certification Online – B104 240 Hours**

The definition of a paralegal (sometimes called a legal assistant or lawyer's assistant) is an individual who is not an attorney, but performs tasks requiring knowledge of the law. Paralegals are commonly employed by law offices and work for lawyers. They may also work independently in private practice as freelance paralegals, for the government, or in corporations.

Paralegals often handle the legal paperwork involved with many areas of the law as it is less expensive to allow a paralegal to handle this than an attorney.

This online, generalist, entry-level program gives a comprehensive overview of paralegal roles and responsibilities. The program is recommended for people with a minimum of a high school diploma/GED or those in the legal profession seeking advancement or career change.

### **Legal Assistant / Paralegal Course Curriculum Detail**

The comprehensive Paralegal course curriculum covers a broad range of legal topics.

#### **Volume I: Law - Its Origin, Nature and Development & Contracts (220 pages)**

- Nature of Law
- Sources of Law
- Classifications of Law
- Beginnings of Law
- Making of the Common Law
- Enlargement of the Common Law
- Maturity of the Law
- American Development of the Common Law
- History of Contracts
- Offer & Acceptance
- Reality of Consent
- Contracts Under Seal
- Consideration
- Statute of Frauds & Perjuries
- Capacity of Parties
- Legality of the Subject Matter
- Limits of Contractual Obligation
- Assignment of Contracts
- Joint & Several Contracts
- Interpretation & Construction of Contracts
- Promises & Conditions
- Rules on Conditions
- Impossibility of Performance
- Breach of Contracts
- The Discharge of Contracts



## **Volume II: Torts (234 pages)**

- Fundamental Notions
- Trespass to the Person
- Battery
- Assault
- False Imprisonment
- Trespass to the Property
- Excusable Trespasses
- Conversion
- Nature of Conversion
- Particular Instances of Conversion
- Legal Cause
- Negligence
- Deceit
- The Defendant's Wrongful Conduct
- The Effect Upon the Plaintiff
- Defamation
- Two Species of Defamation
- The Plaintiff's Case in Defamation
- The Defendant's Response
- The Response
- Prima Facie Defense
- Judgement & Damages
- Malicious Prosecution
- Interference with Domestic Relations
- Interference with Contractual Relations
- Interference with Business or Employment
- Right of Privacy
- Acting at Peril - General Principles
- Liability for Inanimate Forces
- Liability for Injuries from Lawful Use of One's Land
- Joint Tort - Feasors

## **Volume III: Criminal Law (154 pages)**

- The Subject Defined
- The Act
- The Intent
- Incapacity or Limitations to Criminal Capacity
- Circumstances Affecting Criminal Responsibility
- Justification
- Parties to Crime
- Incomplete Offenses
- Homicide
- Assault, Battery, Mayhem
- Rape
- False Imprisonment
- Kidnapping & Abduction
- Burglary & Arson
- Larceny
- Robbery
- Embezzlement
- False Pretenses
- Receiving Stolen Goods
- Malicious Mischief
- Forgery
- Counterfeiting
- Extortion
- Offenses Against Religion, Morals & Decency
- Offenses Against the Public Peace
- Offenses Against Public Authority



#### **Volume IV: Real Property - Part I (180 pages)**

- Nature of Ownership
- Origin & Terminology
- Real & Personal Property
- The Feudal System
- Manors
- Sources of Title in this Country
- Tenures
- Seisin & Livery of Seisin
- Growth of Individual Rights
- Estates
- Fee Simple
- Determinable or Base Fee
- Estates Tail
- Rule in Shelley's Case
- Life Estates
- Restraints on Alienation
- Estates upon Condition
- Uses
- Equitable Conversion
- Remainders & Reversions
- Contingent Remainders
- Conditional Limitations
- Rule Against Perpetuities
- Application of Rule Against Perpetuities
- Rule Applied to Charities
- Rule Applied to Powers
- Co-Tenancy in General
- Tenancy in Common
- Joint Tenancy
- Coparcenary
- Estates Arising by Marriage
- Curtesy

#### **Volume V: Real Property - Part II (184 pages)**

- Dower
- Homestead Exemptions
- Rights Appurtenant to Land
- Fruits of the Soil
- Waste Boundaries
- Fences
- Natural Rights to Land & Air & Water
- Lateral & Subjacent Support
- Easements Licenses
- Profits
- Party Walls
- Rent
- Covenants Running With Land
- Forms of Conveyances
- Surrender & Release
- Delivery & Acceptance
- Other Essentials to Valid Conveyance
- Abstracts of Title
- Covenants of Title
- Recording Laws
- Torrens System of Land Registration
- Dedication
- Public Lands
- Powers
- Acquisition or Transfer of Title
- Forfeiture for Crime
- Sales on Execution
- Partition
- Adverse Possession
- Accretion, Alluvion & Reliction



## **Volume VI: Pleadings in Civil Actions, Practice in Civil Actions, Criminal Procedures (206 pages)**

- Necessity of Pleading & Importance of Subject
- History of Courts & Pleading
- Course of Action
- Common Law
- Causes of Action
- Proceedings in Other Courts & Effect of the Code on Forms of Action
- Parties to Actions and Joinder of Actions
- The Plaintiff's First Pleading
- General Rules of Pleading
- The Defenses to an Action
- Defendant's Pleading & Rules Governing Them
- The Plaintiff's Second Pleading
- Closing of Issues & Judgment
- Beginning Suit
- Preliminary Motions
- Non-Jury Cases
- Jury Trials
- Opening Statements - Excluding Witnesses
- Depositions
- Examinations of Witnesses
- Charging the Jury
- Verdicts
- Entering Judgment
- Appeals
- Introduction to Criminal Procedure
- Jurisdiction & Venue
- Preliminary Proceedings
- Indictments
- Procedure Between Indictment & Trial
- The Trial
- Steps After the Trial

## **Volume VII: Wills and Trusts (190 pages)**

- Introduction & Classification
- Descent
- Distribution
- Wills Defined
- Origin, History & Nature of Wills
- Capacities of Testators & Beneficiaries
- Execution of Wills
- Revocation of Wills
- Republication & Revival
- Lapsed & Void Legacies & Devises
- Ademption
- Probate of Wills
- Administration of Estates
- Guardian & Ward
- History of Trusts
- Trusts Distinguished From Other Relationships
- Creation of Express Trusts
- Creation of Implied Trusts
- Private Trusts
- Public Trusts
- Trustee - Appointment, Qualifications & Powers
- Trustee - Duties, Rights, Liabilities & Removal
- Beneficiary - Rights & Liabilities
- Beneficiary - His Remedies



### **Volume VIII: Partnerships & Corporations (222 pages)**

- Legal Conception of Corporation
- Formation of Corporations
- Irregularly & Defectively Organized Corporations
- Promotion of Corporations
- Subscribers & Stock Subscriptions
- Corporation & State
- Corporate Powers
- Ultra Vires Transactions
- Corporate Crimes & Torts
- Directors
- Corporate Membership
- Rights of Stockholders
- Corporate Creditors
- Foreign Corporations
- Partnerships - Characteristics
- Creation of Partnership
- Name & Property of Partnership
- Partnership Liability
- Duties of Partners
- Remedies of Creditors
- Actions Between Partners
- Action Between Partners & Third Persons
- Termination of Partnership

### **Volume IX: Constitutional Law - Part I (104 pages)**

- Constitutions, Their Nature & Law
- American Constitutions & Constitutional Law
- Organization & Powers of United States Government
- Relations Between Union & the States
- Powers of President
- Powers of Congress

### **Volume X: Constitutional Law - Part II (118 pages)**

- Constitution as a Bill of Rights
- Political Privileges & Their Protection
- Civil Rights & Their Guaranties
- Protection of Person Accused of a Crime
- Due Process of Law
- Equal Protections of Law
- Impairment of Obligation of Contracts
- The Constitution of the United States

### **Volume XI: Legal Research and Writing - Part I, by Tracey Biscontini (116 pages)**

- Introduction to the Law and the U.S. Legal System
- Primary Sources
- Secondary Sources
- Computer-Assisted Legal Research
- Conducting Legal Research
- Updating and Verifying Legal Research
- Legal Analysis

### **Volume XII: Legal Research and Writing - Part II, by Tracey Biscontini (110 pages)**

- Introduction to Legal Writing
- Writing Legal Letters
- Legal Research Memorandums
- Trial Court Legal Memorandums
- Appellate Briefs



**Volume XIII: Paralegal Career Starter, by Jo Lynn Southard (206 pages) and How to Find a Job as a Paralegal Study Guide, by Tracey Biscontini (72 pages)**

- Choosing a Career as a Paralegal
- Finding Your First Job
- Job Search Skills; Resume and Cover Letter Writing; Interviewing
- Succeeding on the Job

**Volume XIV: Ethics for Paralegals (94 pages)**

- Tasks of a Paralegal
- Attorney vs. Paralegal Responsibilities
- Certification and Licensing
- Freelance and Independent Paralegals
- Confidentiality, Ethical Walls, and Screening
- Integrity of the Paralegal Profession
- ABA Model Guidelines
- NALA Model Guidelines
- NALA Code of Ethics
- NFPA Code of Ethics

**Course Materials**

We will provide you with the following tools for your success in the paralegal profession, all of which are included in your tuition:

- **Modern American Law Series**  
This ten-volume set of standard texts will become a valuable lifelong reference. Texts average 155 pages, with almost 2,150 pages in all.
- **Law Glossary**  
This extra volume gives a concise definition of legal words and phrases that the law student is likely to encounter, plus the phonetic pronunciation of words - an invaluable tool when going through the course. This will arrive with your first shipment.
- **Black's Law Dictionary (Pocket Edition)**  
This is an authoritative and up-to-date dictionary, fully defining over 10,000 terms. Based on the award-winning Black's Law Dictionary Abridged Edition, it is unmatched in readability and ease of use. This 796 page deluxe, perfect bound book - a must for every law student - will be sent at the midpoint of your course.
- **Legal Research and Writing - Part I Study Unit**  
This text provides a solid foundation in legal research, covering an introduction to the U.S. legal system; primary and secondary sources; computer-assisted legal research; conducting, updating and verifying legal research; and legal analysis.
- **Legal Research and Writing - Part II Study Unit**  
Building on the information presented in Part I, this text focuses on the skills paralegals need to perform on-the-job professional legal writing. The text covers the preparation of legal letters, legal research memorandums, trial court legal memorandums, and appellate briefs.



- **Paralegal Career Starter, by Jo Lynn Southard**  
The Paralegal Career Starter gives readers the vital information necessary to begin an exciting career in the legal field. In addition to valuable tips on breaking into the legal sector, this book also contains comprehensive information about education, training programs, financial aid opportunities, and new trends within this growing and exciting profession. In addition, candidates learn about non-legal careers for which paralegals are in demand. This new edition is packed with useful online resources, updated and revamped with a comprehensive directory of paralegal programs, and chockfull of contact information for professional associations, and more.
- **How to Find a Job as a Paralegal Study Guide**  
Accompanies the text Paralegal Career Starter.
- **Ethics for Paralegals Study Unit**  
This text covers the evolution of the paralegal profession; job responsibilities; confidentiality, conduct, and ethics; working as a freelance or independent paralegal; and lifelong learning.
- **Access to the Online Student Center**  
Along with your traditional course items, you will gain unlimited access to the Online Student Center, where you can take exams and receive instantaneous Grade Reports, chat real-time with other students, participate in online discussions, and receive up-to-the-minute news