

# Paralegal Certificate Course<sup>®</sup>

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which paralegals are most in demand. The Paralegal Certificate Course<sup>®</sup> will also teach you how to work as a full-time or part-time paralegal, or how to open your own freelance business. There are no prerequisites, but students must be prepared to complete a significant amount of homework for each weekly session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills.

The course is available in the following formats: live campus lectures, online, or correspondence which includes DVD, VHS, audiotape, or text-only.

Successful graduates will be awarded a Certificate of Completion from St. Cloud State University. To receive a Certificate, students must pass quizzes and successfully complete several legal document writing assignments.

## Course Outline

### ***Legal Terminology, Documents, Ethics, and the Litigation Process***

This session will focus on the history of American jurisprudence, the theory of law, the legal process, and the nature of litigation. Discussion will cover pre-trial, trial, and post-trial procedures as well as an in depth coverage of legal ethics. Students will learn how to prepare a Complaint, Answer, Third Party Complaint, and Motion for Summary Judgment based upon tort and contract causes of action.

### ***Introduction to the Evidentiary Predicate***

During this session we will review the rules of evidence and civil procedure as well as basic interviewing and investigation techniques and the development and use of demonstrative evidence. Students will prepare discovery matter such as Interrogatories, Requests for Admissions, and Requests for Production of Documents.

### ***Identifying Relevant Authority***

Throughout this session you will learn how to identify relevant law and determine the differences between primary and secondary authority, and between mandatory and persuasive authority through the use of hypothetical situations.

### ***Introduction to Legal Research***

During this session you will learn research techniques for use in legal memoranda, motions, and briefs. A concise approach to legal research will be developed including an introduction to Westlaw Online Legal Research.

### ***Legal Research Practice and Document Preparation***

Legal research skills will be reviewed during this session with emphasis on shepardizing statutes and case law. Numerous research assignments will be given, discussed, and critiqued. Students will learn how to prepare important legal documents relating to real property, corporations, partnerships, wills, trusts, bankruptcy, and domestic relations.

### ***Legal Writing and Appellate Procedure***

This session will concentrate on the preparation and critique of legal memoranda, including an Interoffice Memorandum of Law and Appellate Brief. Principles of appellate procedure will be reviewed, as well as proper citation format. Job hunting techniques and job leads for those seeking their first employment as paralegals will also be discussed.

## Instructors

The program is coordinated by our educational partner, The Center for Legal Studies, one of America's most respected legal education training centers, offering legal programs nationally since 1980. CLS courses are currently offered at over 1000 universities and colleges across the U.S.

The live lecture course will be taught by area legal professionals selected by The Center for Legal Studies.

Nationally renowned legal professionals including Daire Irwin, J.D., and Peggy Kirk, C.L.A., teach the online course.

## Financial Aid

Sallie Mae<sup>®</sup> offers the Career Training Loan for qualified students enrolled in degree and non-degree continuing education programs by calling 1-888-2-SALLIE.

Please visit [www.easyyaid.com](http://www.easyyaid.com) for more possible financial aid options.

## Registration Information

Please complete the attached registration form and mail it with your check or credit card information at least one week prior to the first class session to:

The Center for Legal Studies  
523 Park Point Dr., Ste. 320  
Golden, CO 80401

Or register by:

Phone: 1-800-522-7737

Online: [www.legalstudies.com](http://www.legalstudies.com)