

Legal Assistant/Paralegal

PROGRAM SYLLABUS



YOUR Program Overview

IN BRIEF

The Legal Assistant/Paralegal program is designed to prepare you for a career as an entry-level legal assistant or paralegal in a variety of legal work environments. It discusses the fundamentals of several areas of law, the differences in civil actions and criminal procedures, the most efficient way to conduct legal research, the duties and ethics of a legal assistant or paralegal, and tips on how to begin your career.

Volume 1 Law - Its Origin, Nature and Development & Contracts

This volume covers 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 and acceptance, reality of consent, contracts under seal, consideration, statute of frauds and perjuries, capacity of parties, legality of the subject matter, limits of contractual obligation, assignment of contracts, joint and several contracts, interpretation and construction of contracts, promises and conditions, rules on conditions, impossibility of performance, breach of contracts, and the discharge of contracts.

Volume 2 Torts

Volume 2 includes 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 and 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 tortfeasors.

Volume 3 Criminal Law

This volume explains 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 and abduction, burglary and arson, larceny, robbery, embezzlement, false pretenses, receiving stolen goods, malicious mischief, forgery, counterfeiting, extortion, offenses against religion, morals and decency, offenses against the public peace and public authority.

Volume IV Real Property - Part I

Volume 4 includes nature of ownership, origin and terminology, real and personal property, the feudal system, manors, sources of title in this country, tenures, seisin and livery of seisin, growth of individual rights, estates, fee simple, determinable or base fee, estates tail, rule in Shelley's Case, life estates, restraints upon alienation, estates upon condition, uses, equitable conversion, remainders and 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, and curtesy.

Volume V Real Property - Part II

This volume covers dower, homestead exemptions, rights appurtenant to land, fruits of the soils, waste boundaries, fences, natural rights to air and water, lateral and subjacent support, easements, licenses, profits, party walls, rent, covenants running with land, forms of conveyances, surrender and release, delivery and acceptance, other essentials to valid conveyance, abstracts of title, covenants of title, recording laws, Torrens System of Land Registration, dedication, public lands, powers, acquisition and transfer of title, forfeiture for crime, sales on execution, partition, adverse possession, accretion, alluvion and reliction.

Volume VI Pleadings in Civil Actions, Practice in Civil Actions, Criminal Procedures

Volume 6 discusses necessity of pleading and importance of subject, history of courts and pleading, course of action, common law, causes of action, proceedings in other courts and 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 and rules governing them, the plaintiff's second pleading, closing issues and 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 and venue, preliminary proceedings, indictments, procedure between indictment and trial, the trial, steps after the trial.

Volume VII Wills and Trusts

In Volume 7, you will read about introduction and classification, descent, distribution, wills defined, origin, history and nature of wills, capacities of testators and beneficiaries, execution of wills, revocation of wills, republication and revival, lapsed and void legacies and devises, ademption, probate of wills, administration of estates, guardian and ward, history of trusts, trusts distinguished from other relationships, creation of express trusts, creation of implied trusts, private trusts, public trusts, trustee - appointment qualifications and powers, trustee - duties, rights, liabilities and removal, beneficiary - capacity, acceptance, rights, and liabilities, beneficiary - beneficiary's remedies.

Volume VIII Partnerships and Corporations

Volume 8 discusses 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

In Volume 9, you will learn about constitutions, their nature and law, American Constitutions and constitutional law, organization and powers of the United States government, relations between the Union and the States, powers of the President and powers of Congress.

Volume X Constitutional Law - Part II

Volume 10 covers the constitution as a Bill of Rights, political privileges and their protection, civil rights and their guaranties, protection of a 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 1

This volume includes an introduction to 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.

Graded Assignment: Shepardizing

Graded Assignment: LexisLearn modules

Effective Legal Research Using LexisAdvance® study guide

LexisAdvance® Student Membership includes:

- *Online tutorials*
- *24/7 individual search assistance provided via Lexis customer service*
- *Interactive training modules on LexisLearn*

Volume XII Legal Research and Writing - Part II

Volume 12 covers an introduction to legal writing, writing legal letters, legal research memorandums, trial court legal memorandums, and appellate briefs.

Graded Assignment: Demand Letter

Graded Assignment: Legal Research Memorandum

Graded Assignment: Q and A Appellate

Volume XIII How to Find a Job as a Paralegal

This volume discusses the paralegal profession, the job search, job search correspondence, job interviews and succeeding on the job.

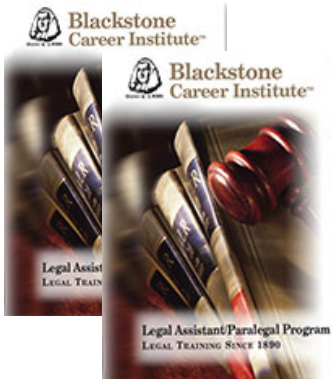
Graded Assignment: Resume

Graded Assignment: Cover Letter

Volume XIV Ethics for Paralegals

This final volume explains the 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, NALS Code of Ethics.

What you receive with your program



Your program consists of **fourteen units, including the following e-volumes and electronic resources, to assist you step-by-step through the program.**

Modern American Law

Fourteen e-volumes based on the historic Modern American Law series provide an overview of the evolution of the legal system in the U.S. and a thorough background in the basics of the law. E-volumes average 155 pages with almost 2,150 pages in all.

Blackstone Law Glossary

This extra e-volume gives concise definitions of legal terms and phrases that the paralegal student is likely to encounter, plus the phonetic pronunciation of each word—a valuable asset to use as a reference.

Additional Blackstone Study Units

In addition to the ten-online e-volume Modern American Law series, you will receive four more exclusive Blackstone study units to guide you through your studies: Legal Research and Writing— Parts I and II, How to Find a Job as a Paralegal, and Ethics for Paralegals.

LexisAdvance® Student Membership

As a Blackstone Paralegal student, a 4-month membership to LexisAdvance®, the leading online legal, news and business information service, is automatically included in your tuition. This invaluable tool will give you a real-world experience conducting online legal research. The start of your LexisAdvance® membership will coincide with the beginning of your legal research and writing studies, e-volume XI.

Online Student Center

Included with your tuition, you will have online access to your study guides and study units, exams, grades, payment history, discussion boards, and more.

Graduation Documents

Upon successful completion of the entire program, you will receive an official transcript and a diploma. A copy of your transcript will be on permanent file and available at a nominal fee.

