

# *Legal Assistant/ Paralegal* PROGRAM



**B**lackstone Career Institute's distance learning programs enable you to learn a new career at your own pace without disrupting your present job or lifestyle. Upon completion, you will have a Legal Assistant/Paralegal diploma, along with the skills and confidence necessary to obtain employment in one of the fastest growing career fields.

## The Job of the Future

Entry-level paralegal jobs remain in demand! Across the nation, attorneys are looking for ways to reduce their expenses, so the need for trained paralegals who understand the legal system, tort law, litigation process, contracts, and legal research will continue to grow. The U.S. Department of Labor, predicts a growth rate of 15 percent through 2026.

# Why Choose Legal Assistant/Paralegal

## The Career

Paralegal, legal assistant and lawyer's assistant are all terms used to describe an individual who has substantial responsibility within the legal community. This is a challenging career for those interested in doing research, drafting legal documents, working with clients, and assisting in trial preparation.

## Job Opportunities<sup>1</sup>

The demand for paralegals and legal assistants is increasing as firms try to reduce costs and improve efficiency by hiring paralegals to do tasks once done by lawyers. More than 70 percent of paralegals work for private law firms. The remaining paralegals are primarily employed in corporate legal departments (including banks, insurance companies and other businesses) or by the government. Paralegals also find work in legal service/legal aid offices, special interest groups or associations, criminal law offices, and service companies/consulting firms. Some paralegals work in related fields, as law librarians, teachers, or elected officials. Still others work for themselves as freelance or independent paralegals.

<sup>1</sup>Statsky, William P. Introduction to Paralegalism. (Copyright 2009, Delmar Cengage Learning: Clifton Park, NY) pp.31-41

## Employment Outlook

Choosing to become a paralegal opens up a wide range of employment opportunities at private law firms, large corporations, insurance companies, and government agencies. Some paralegals choose to work in community legal aid offices, helping to bring legal services to those who wouldn't normally have access to such help.

A steadily increasing need for paralegals in the private sector as well as in various government offices means even when other elements of the economy slow down, the need for paralegals will continue to grow. The U.S. Department of Labor estimates employment for paralegals will grow up to 15% by 2026.

## What You Can Earn

You can expect to earn an attractive salary when you become a paralegal. According to the 2016-2017 Occupational Outlook Handbook, top paralegal pay was over \$80,260 in 2016, while the middle 50 percent of paralegals earned an average of \$49,500.

## Certification

Students who graduate from BCI's Legal Assistant/Paralegal program are eligible to sit for the Certified Legal Assistant/Certified Paralegal (CLA/CP) Exam administered through the National Association of Legal Assistants (NALA). Graduates will also meet the accredited business/legal course criteria needed to sit for the Accredited Legal Professional (ALP) exam and/or the Professional Paralegal (PP) certification, given by NALS...the association for legal professionals. Obtaining this professional standard signifies a paralegal's capability of providing superior services to employers.



## What you receive WITH YOUR program

- Modern American Law series
- Blackstone Law Glossary
- Additional Blackstone Study Units
- LexisAdvance® Student Membership
- Online Student Center
- Graduation Documents

## YOUR Program Overview

### Volumes 1 through 14

1. Law - Its Origin, Nature and Development & Contracts
2. Torts
3. Criminal Law
4. Real Property - Part I
5. Real Property - Part II
6. Pleadings in Civil Actions, Practice in Civil Actions, Criminal Procedures
7. Wills and Trusts
8. Partnerships and Corporations
9. Constitutional Law - Part I
10. Constitutional Law - Part II
11. Legal Research and Writing - Part I
12. Legal Research and Writing - Part II
13. How to Find a Job as a Paralegal
14. Ethics for Paralegals

## *A Blackstone Education Provides...*

### Superior Student Services

You are not alone when studying with Blackstone. While there is no formal campus or classrooms, we offer assistance to our students that is second to none.

### Program Assistance

Our education department is simply a phone call, fax, or e-mail away if you need help with your course studies. Use our toll-free number to access our staff or e-mail your questions 24 hours a day, 7 days a week.

### Thorough Testing

Eighteen multiple-choice exams, chapter self-checks, and a required keyboarding assignment assist us in assessing your understanding of the concepts taught. Online testing is available through our Online Student Center.

### Ample Time

Students are permitted up to one year to complete the program. There are no formal classes to attend, so you can study when and where it suits you.

### Affordable Tuition

Our Legal Assistant/Paralegal Program remains one of the most reasonably priced in the country. Your tuition cost covers your entire program including all e-books, electronic resources, study guides and study units, exam and homework evaluation services, access to the Online Student Center, and your diploma.

### Financial Assistance

BCI takes the confusion out of understanding military education benefits. With career programs approved by both the Department of Veterans Affairs, and The Military Spouse Career Advancement Accounts Program (MyCAA), Blackstone offers assistance in receiving the benefits for which you are eligible.

Many employers offer benefit programs to reimburse employees for tuition expenses. Check with your employer to see if you are eligible.

Payment plans are available for financing your career training. Call Blackstone at 800-826-9228 to find out more today!

### Online Student Center

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

### The Blackstone Facebook Page

Become a member of one of the premier social networking sites to chat with other students and share career advice. This is a great tool to keep you up to date on the latest news from Blackstone. [www.facebook.com/Blackstone Career Institute](http://www.facebook.com/BlackstoneCareerInstitute)

### The Blackstone Career Center

Provides job search strategies, a job search databank, and career resources.

## LICENSURE, ACCREDITATION & MEMBERSHIPS

Blackstone Career Institute's credentials are your assurance that Blackstone meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations. Blackstone is:

- Licensed by the State Board of Private Licensed Schools, Department of Education, Commonwealth of Pennsylvania
- Nationally accredited by the Distance Education Accrediting Commission, Washington, D.C.
- Regionally accredited by the Middle States Commission on Secondary Schools, Philadelphia, PA.
- An accredited member of the Better Business Bureau with a rating of A+
- Member of the Greater Lehigh Valley, PA Chamber of Commerce



**CALL:** 800.826.9228 • **VISIT:** [blackstone.edu](http://blackstone.edu) • **EMAIL:** [info@blackstone.edu](mailto:info@blackstone.edu)  
1011 Brookside Road, Suite 300 • Allentown, PA 18106