



Paralegal



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.



The Paralegal program prepares students for entry-level employment as a Legal Assistant/Paralegal

There are no due-dates for any of your coursework and you have up to 18 months to complete your program.

To contact your Instructor Jeffrey, please email instructor@blackstone.edu. Any general questions, please email info@blackstone.edu.

Your course is broken down into units. Students who pay in full for their program have access to all course materials. Students who enroll under a monthly payment plan have access to a new unit every month upon making their monthly payment.

The program is broken down into 14 study units.

All course material is included in your tuition.

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

Our graduates are eligible upon completion of their Paralegal course to sit for national certification through these organizations.



Blackstone's nationally accredited online Legal Assistant/Paralegal Certificate Program helps you achieve the 900 clock hours of coursework 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. Graduates with a Paralegal Certificate from Blackstone will also meet the accredited business/legal course criteria needed to sit for the Certified Legal Assistant/Certified Paralegal (CLA/CP) exam given by the National Association of Legal Assistants (NALA).



Our online Paralegal Program is Nationally and Regionally Accredited through the DEAC and MSA.

It is important to check with the state licensing board or similar regulatory body in the state you plan to work in.



What you receive with your program

Your program consists of fourteen units, including the following commercial e-books 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.



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 valuable 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.



View Online Tutorials



24/7 individual search assistance provided via Lexis customer service



Interactive training modules on LexisLearn

Program Goals & Objectives

- Define law and identify basic legal terms
- Explain legal concepts related to contracts
- Outline the aspects of torts
- Identify legal cause, negligence, and deceit
- Demonstrate an understanding of civil and criminal defamation
- Explain the legal definition of property and describe damages
- Distinguish a crime from a tort and list the three classes of crime
- Describe larceny and identify the three degrees of larceny
- Identify legal terms related to real property
- Provide examples of actions to recover damages in civil suits
- Identify legal terms related to civil actions
- Identify legal terms related to criminal procedure
- Explain the process of criminal procedure
- Explain legal concepts related to wills
- Describe legal concepts related to trusts and trustees
- Explain how partnerships and corporations are formed
- Discuss the elements of constitutional law
- Conduct online legal research using the LexisAdvance® legal research system
- Compose sample legal documents
- Identify effective job-search techniques for legal assistants/paralegals
- Describe common ethics related to the paralegal profession



Law - Its Origin, Nature and, Development & Contracts

Vol. 1

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.

Torts

Vol. 2

Volume 2 includes fundamental motions, 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.



Criminal Law

Vol. 3

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.

Real Property - Part I

Vol. 4

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.



Real Property - Part II

Vol. 5

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.

Pleadings in Civil Actions, Practice in Civil Actions & Criminal Procedures

Vol. 6

Volume 6 discusses necessary 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.



Wills and Trusts

Vol. 7

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.

Partnerships and Corporations

Vol. 8

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.



Constitutional Law - Part I

Vol. 9

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.

Constitutional Law - Part II

Vol. 10

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.



Legal Research and Writing - Part I

Vol. 11

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

Legal Research and Writing - Part II

Vol. 12

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



How to Find a Job as a Paralegal

Vol. 13

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

Ethics for Paralegals

Vol. 14

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.