



# Broaden your legal knowledge

CRIMINAL LAW

REAL ESTATE

PRACTICAL BANKRUPTCY

BUSINESS & CORPORATE LAW

FAMILY LAW

CIVIL LITIGATION

PERSONAL INJURY & TORT WILLS,

TRUSTS & ESTATES

IMMIGRATION LAW

INTERVIEWING & INVESTIGATING





# Accredited Online Paralegal Training

- + There are no due dates for your course and you will have up to 6 months to complete your program
- + Each course consists of one e-Textbook and an online Study Guide
- + To contact your Instructor Jeff Hauck, please email [instructor@blackstone.edu](mailto:instructor@blackstone.edu). Any general questions, please email [info@blackstone.edu](mailto: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.

Our Advanced Paralegal Courses are designed for both professional development and to meet the continuing legal education (CLE) needs of practicing paralegals. Each advanced paralegal studies course has been reviewed by NALS - the association of legal professionals, and can be applied to the five-year PLS and PP recertification. If you are a Certified Paralegal (CP) through NALA, the National Association of Legal Assistants, each advanced course is worth 20 hours toward the 50 hours of Continuing Legal Education needed for paralegal recertification.

# Criminal Law

The predominance of criminal law cases within the legal system has caused an increasingly high demand for paralegals trained in this field. This course introduces the criminal justice system, the principles of criminal law and the paralegal's role in criminal proceedings. It explores the types of offenses and criminal procedure from the commission of the offense to trials and their aftermath, as well as the prosecutor's role in initiating cases and the defence attorney's role in defending the accused.

# Civil Litigation

This course offers paralegals specialized knowledge for a litigation firm. It discusses the paralegal's knowledge for a litigation firm. It discusses the paralegal's role in assisting the attorney before, during, and after a trial, including: investigating and gathering evidence; participating in discovery; preparing witnesses for depositions and trial; and drafting documents commonly used in litigation. It covers relevant rules and procedures, and provides examples of motions, pleadings, and discovery requests.



# Real Estate Law

The Real Estate Law course helps you to master the elements of real property; different methods used in recording and describing deeds; transference of title; rights associated with real estate ownership; elements of real estate contracts; basic landlord/tenant law; deeds, mortgages, and restrictions on land use; title insurance and title examination; the closing process; and tax implications of real estate transactions.

# Family Law

The Family Law course uses historical overviews, examples from actual cases, as well as recent Supreme Court Cases to describe the principles and practice of family law. This course includes comprehensive coverage of traditional family law topics, explores the developing law concerning non-traditional families and gay and lesbian parents' rights, describes technological innovations such as virtual visitation, and presents other high-profile topics currently under debate.



# Business & Corporate Law

This course discusses important topics related to business law, including international law, dispute resolution, contract law and theory, agency law and agency relationships, fair employment practices laws, and intellectual property law. In addition, you will receive an introduction to law, business ethics, the U.S. legal system and court jurisdiction. The course also covers constitutional regulation of business, torts and crimes that affect business.

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## Practical Bankruptcy

The Practical Bankruptcy Law course provides the building blocks of bankruptcy law by explaining cases from the perspective of the debtor, the trustee, and the creditor; and discusses the special rules and procedures that must be followed in each type of case. This course also explains how cases are commenced, converted, dismissed, and closed.



# Wills, Trusts & Estates

The Wills, Trusts, and Estates course uses succinct coverage of key topics, as well as helpful guides and step-by-step instructions, to prepare you for your role as a paralegal in the administration of wills, trusts, and estates.

This course will prepare you to assist attorneys as they plan estates, explain rights, draft wills, set up trusts, appoint personal representatives, probate wills, file estate taxes, and represent clients in probate court.

# Personal Injury/Torts

Tort law is the arena of law primarily responsible for making citizens whole after they have been injured by the wrongs of others. This course covers the essential topics that you will need to know if you plan to work in the tort law field. It addresses the skills you must develop in order to become an effective paralegal during the discovery and review of medical records, and during the tort litigation process before and after trial.



# Immigration Law

This course provides an overview of immigration and nationality law in the United States, with an emphasis on its practical application in a law firm, non-profit legal service agency or corporate environment. Students will learn about employment, family-based visas, along with the law concerning refugee protection, asylum, policies affecting certain vulnerable populations and the citizenship process. Students will learn specialized paralegal skills including client interviewing, communication, form completion and file organization with an emphasis on attention to detail and deadlines. Students will develop research skills and discover resources to obtain up-to-date information in immigration law. Students will analyze the factors involved in shaping or changing immigration policies and laws.

# Interviewing & Investigating

This course provides an overview of interviewing and investigating skills used by paralegals to gather relevant information in order to assist the legal team in case preparation. The concept of formal discovery as it relates to civil and criminal litigation is discussed. Ethical considerations that affect the interviewing and investigating process are addressed. Students will learn to identify and find witnesses, use public and private sources of information, and prepare and conduct interviews of clients and witnesses.



## *Have Questions?*

You can enroll online, anytime or call us during operating hours: Monday - Friday 8:30 a.m. - 4:30 p.m. (EST) to enroll over the phone with a student representative.

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Please email us at [info@blackstone.edu](mailto:info@blackstone.edu)

Toll Free: **800.826.9228**

Phone: **610.871.0031**