

PARALEGAL CERTIFICATE

PROGRAM OUTLINE

FOR INDIVIDUALS WHO ARE INCARCERATED



PROGRAM OVERVIEW

Blackstone's accredited Legal Assistant/Paralegal Certificate Program is based on the historic Modern American Law series developed by legal scholars and designed to provide a simple, yet authoritative, commentary on the law (Volumes I - X). Starting out with an overview of the origins of the legal system in the United States, the program moves on to cover contracts, torts, criminal law, real property, pleadings and practice in civil law and criminal procedure, wills and trusts, partnerships and corporations, and constitutional law.

These volumes are supplemented with study materials and textbooks that provide the student with the additional skills they need to enter the paralegal field, including research and writing and a background in professional ethics.

This program will provide graduates with a strong foundation in the fundamentals of the law along with essential research and writing skills. Graduates will be prepared to enter the paralegal workforce at the entry level for a general practice law firms, corporations, banks, and government agencies. For those who want to advance their career and potential income, [specialization as a paralegal](#) is one career option. Other ways to advance include networking, taking continuing education courses, upgrading your tech skills, and doing pro bono work.

PROGRAM OVERVIEW

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

VOL. 1 - LAW



- 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 & Acceptance
- Reality of Consent
- Contracts Under Seal
- Consideration
- Statute of Frauds & Perjuries
- Capacity of Parties
- Legality of the Subject Matter
- Limits of Contractual Obligation
- Assignment of Contracts
- Joint & Several Contracts
- Interpretation & Construction of Contracts
- Promises & Conditions
- Rules on Conditions
- Impossibility of Performance
- Breach of Contracts
- The Discharge of Contracts

VOL. 2 - TORTS



- 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 & 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 Tort – Feasors

VOL. 3 - CRIMINAL LAW



- 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 & Abduction
- Burglary & Arson
- Larceny
- Robbery
- Embezzlement
- False Pretenses
- Receiving Stolen Goods
- Malicious Mischief
- Forgery
- Counterfeiting
- Extortion
- Offenses Against Religion, Morals & Decency
- Offenses Against the Public Peace
- Offenses Against Public Authority

VOL. 4 - REAL PROPERTY - PART I



- Nature of Ownership
- Origin & Terminology
- Real & Personal Property
- The Feudal System
- Manors
- Sources of Title in this Country
- Tenures
- Seisin & Livery of Seisin
- Growth of Individual Rights
- Estates
- Fee Simple
- Determinable or Base Fee
- Estates Tail
- Rule in Shelley's Case
- Life Estates
- Restraints on Alienation
- Estates upon Condition
- Uses
- Equitable Conversion
- Remainders & 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
- Curtesy

VOL. 5 - REAL PROPERTY - PART II



- Dower
- Homestead Exemptions
- Rights Appurtenant to Land
- Fruits of the Soil
- Waste Boundaries
- Fences
- Natural Rights to Land & Air & Water
- Lateral & Subjacent Support
- Easements Licenses
- Profits
- Party Walls
- Rent
- Covenants Running With Land
- Forms of Conveyances
- Surrender & Release
- Delivery & Acceptance
- Other Essentials to Valid Conveyance
- Abstracts of Title
- Covenants of Title
- Recording Laws
- Torrens System of Land Registration
- Dedication
- Public Lands
- Powers
- Acquisition or Transfer of Title
- Forfeiture for Crime
- Sales on Execution
- Partition
- Adverse Possession
- Accretion, Alluvion & Reliction

VOL. 6 - PLEADINGS IN CIVIL ACTIONS, PRATICE IN CIVIL ACTIONS, CRIMINAL PROCEDURES



- Necessity of Pleading & Importance of Subject
- History of Courts & Pleading
- Course of Action
- Common Law
- Causes of Action
- Proceedings in Other Courts & Effect of the Code
- 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 & Rules Governing Them
- The Plaintiff's Second Pleading
- Closing of Issues & 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 & Venue
- Preliminary Proceedings
- Indictments
- Procedure Between Indictment & Trial
- The Trial
- Steps After the Trial

VOL. 7 - WILLS & TRUSTS



- Introduction & Classification
- Descent
- Distribution
- Wills Defined
- Origin, History & Nature of Wills
- Capacities of Testators & Beneficiaries
- Execution of Wills
- Revocation of Wills
- Republication & Revival
- Lapsed & Void Legacies & Devises
- Ademption
- Probate of Wills
- Administration of Estates
- Guardian & Ward
- History of Trusts
- Trusts Distinguished From Other Relationships
- Creation of Express Trusts
- Creation of Implied Trusts
- Private Trusts
- Public Trusts
- Trustee – Appointment, Qualifications & Powers
- Trustee – Duties, Rights, Liabilities & Removal
- Beneficiary – Rights & Liabilities
- Beneficiary – His Remedies

VOL. 8 - PARTNERSHIPS & CORPORATIONS



- 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

VOL. 9 - CONSTITUTIONAL LAW - PART I



- Constitutions, Their Nature & Law
- American Constitutions & Constitutional Law
- Organization & Powers of United States Government
- Relations Between Union & the States
- Powers of President
- Powers of Congress

VOL. 10 - CONSTITUTIONAL LAW - PART II

- Constitution as a Bill of Rights
- Political Privileges & Their Protection
- Civil Rights & Their Guaranties
- Protection of Person Accused of a Crime
- Due Process of Law
- Equal Protections of Law
- Impairment of Obligation of Contracts
- The Constitution of the United States



VOL. 11 - LEGAL RESEARCH & HANDWRITING - PART I

- Introduction to the 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 01: Shepardizing

VOL. 12 - LEGAL RESEARCH & HANDWRITING - PART II

- Introduction to Legal Writing
- Writing Legal Letters
- Legal Research Memorandums
- Trial Court Legal Memorandums
- Appellate Briefs

Graded Assignment 02: Demand Letter

Graded Assignment 03: Legal Research Memorandum

Graded Assignment 04: Q & A Appellate

VOL. 13 - HOW TO FIND A JOB AS A PARALEGAL



- The Paralegal Profession
- The Job Search
- Job-Search Correspondence
- Job Interviews
- Succeeding on the Job

Graded Assignment 05: Resume

Graded Assignment 06: Cover Letter

VOL. 14 - ETHICS FOR PARALEGALS



- 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

PROGRAM OUTCOMES

- Define law and identify basic legal terms
- Explain legal concepts related to contracts
- Identify aspects of torts
- Identify legal cause, negligence, and deceit
- Demonstrate an understanding of civil and criminal defamation
- Give 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
- Identify 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
- Identify and explain legal concepts related to wills
- Identify and explain legal concepts related to trusts and trustees
- Explain how partnerships and corporations are formed
- Discuss the elements of constitutional law
- Describe how legal research should be conducted
- Identify effective job-search techniques for legal assistants/paralegals
- Describe common ethics related to the paralegal profession

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