PARALEGAL CERTIFICATE PROGRAM OUTLINE
FOR INDIVIDUALS WHO ARE INCARCERATED
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
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VOL. 6 - PLEADINGS IN CIVIL ACTIONS, PRACTICE 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
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

Graduated 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

Graduated Assignment 02: Demand Letter
Graduated Assignment 03: Legal Research Memorandum
Graduated Assignment 04: Q & A Appellate
The Paralegal Profession
The Job Search
Job-Search Correspondence
Job Interviews
Succeeding on the Job

Graded Assignment 05: Resume
Graded Assignment 06: Cover Letter
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
WHY CHOOSE BLACKSTONE

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