

# LEGAL ASSISTANT/PARALEGAL PROGRAM OUTLINE



# PROGRAM OVERVIEW

**The Legal Assistant/Paralegal Program is designed to prepare the student for an entry-level career as a paralegal in a variety of legal work environments including private law firms, corporate legal departments, and government agencies. It covers the fundamentals in several areas of law, the differences in civil actions and criminal procedures, the most efficient way to conduct legal research, and the duties and ethics of a paralegal. More specifically, contract preparation, draft pleadings, and motions, wills preparation, real estate transactions, plus tips on how to begin your career.**



**Using the Lexis+® database, you will gain a solid foundation in the principles and practice of Legal Research and Writing.**

**Plus, once you complete your coursework, Blackstone offers a Certification Bundle that includes additional resources, practice exams, and exam vouchers for the NALA-The Paralegal Association Certified Paralegal (CP®) Exam.**

# PROGRAM OUTLINE

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

# Law - Its Origin, Nature and Development & Contracts

## VOLUME 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

## VOLUME 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

## VOLUME 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

## VOLUME 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

## VOLUME 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

## VOLUME 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 Trust

## VOLUME 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

## VOLUME 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

**VOLUME 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

**VOLUME 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

VOLUME 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.

**Legal Research and Writing - Part I**

**Graded Assignment: Shepardizing**

**Graded Assignment: LexisLearn Modules**

# Legal Research and Writing - Part II

VOLUME 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

VOLUME 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

VOLUME 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.

# 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

# PROGRAM OUTCOMES

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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