



# ADVANCED PARALEGAL COURSES



UPSKILL YOUR LEGAL CAREER

# ADVANCED PARALEGAL COURSES

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# ONLINE ADVANCED PARALEGAL COURSES

## AVERAGE COMPLETION TIME

3-6 Months

## CONTINUING EDUCATION

45 Continuing Legal Education (CLE) Hours Towards Recertification

Looking to deepen your expertise in a specific area of law? Blackstone's Advanced Paralegal Courses are designed to support both professional growth and the continuing legal education (CLE) requirements of today's working paralegals.

If you are a Certified Paralegal (CP®) through NALA — The Paralegal Association, each advanced course is eligible for **3 credits (45 CLE's)** toward your recertification requirements. These courses provide a convenient and focused way to stay compliant while building specialized legal knowledge.

Additionally, each advanced paralegal course has been reviewed by the National Association for Legal Support Professionals (NALS) and is eligible for **3 credits (45 CLE's)** may be applied toward the **5 year PLS and PP recertification** requirements.

## KEEP ADVANCING

- Strengthen your resume with specialized legal knowledge
- Demonstrate a commitment to professional development
- Build legal skills in targeted areas to open new career opportunities
- Position yourself for promotions, leadership roles, and higher earning potential
- Differentiate yourself with advanced credentials that highlight initiative and ambition

# CRIMINAL LAW

The predominance of criminal law cases within the legal system has caused an increasingly high demand for paralegals trained in this field. Blackstone's Criminal Law advanced paralegal course introduces students to the criminal justice system and its components as well as their multifaceted role as a paralegal. The accompanying e-textbook, *Fundamentals of Criminal Practice: Law and Procedure* presents the principles of criminal law and the paralegal's role in criminal proceedings. This correspondence course explores the basic principles of criminal law, the types of offenses, and criminal procedure from the commission of the offense to trials and their aftermath. The prosecutor's role in initiating cases and the role of the defense attorney in defending the accused are discussed. Along with the importance of pre-trial motions and plea bargaining, this course also covers homicide, assault and battery, arson, burglary, embezzlement and extortion.

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# IMMIGRATION LAW

Blackstone's immigration law advanced paralegal 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.

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# REAL ESTATE LAW

Representation of real estate clients is a major area of practice for many law firms. Therefore, opportunities for real estate paralegals are numerous. Blackstone's Real Estate Paralegal course covers 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. The e-textbook that accompanies this course; *Real Estate and Property Law for Paralegals* includes figures, tables and sample forms to provide visual aids for learning; annotated documents that focus on relevant sections of actual legal documents; case excerpts; and highlights of the specific skills students will need as real estate paralegals.

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## WILLS, TRUSTS, & ESTATES

Blackstone's Wills, Trusts, & Estates advanced paralegal course uses succinct coverage of key topics, as well as helpful guides and step-by-step instructions, to help prepare students for their role as a paralegal in the administration of wills, trusts, and estates. The accompanying e-textbook, *Basic Wills, Trusts, and Estates for Paralegals* presents how 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. It also includes clear examples and a state-by-state analysis of trust and estate law.

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# FAMILY LAW

Blackstone's family law advanced paralegal course uses historical overviews, examples taken from actual cases, as well as recent Supreme Court Cases to describe the principles and practice of family law. The accompanying e-textbook, *Family Law for Paralegals* presents how to assist attorneys as they draft premarital agreements, help clients start or end their marriages, set up mutually agreeable child custody arrangements, clarify paternity, adopt a child, and more. Family Law includes comprehensive coverage of traditional family law topics, explores the developing law concerning nontraditional families and gay and lesbian parents' rights, describes technological innovations such as virtual visitation, and presents other high-profile topics currently under debate.

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# CIVIL LITIGATION

BCI's Civil Litigation course contains a balanced mix of legal theory and practical legal skills designed to inform and challenge students. It addresses the skills needed to become an effective paralegal from the first contact with the client, through trial and post-judgment. Gain a deeper understanding of the litigation process, including the relevant rules and procedures, and the role a paralegal plays in a litigation trial.

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# BUSINESS & CORPORATE LAW

This Business and Corporate Law course prepares students for entry-level employment as a paralegal in a business law firm. The accompanying e-textbook, *Fundamental of Business Law*, presents important topics related to business law, including traditional and online dispute resolution, sales and leases, warranties, product liability, consumer law, e-contracts, negotiable instruments, corporations, financing, investor protection, online securities offerings, real and personal property, agency and employment, and international law in a global economy.

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# PERSONAL INJURY & TORTS

Blackstone's Personal Injury and Torts advanced paralegal course covers the essential topics paralegals need to know if they plan to work in tort law or the personal injury field. The course explores the role of a paralegal related to personal injury and tort cases. It addresses the skills necessary to become an effective paralegal during the discovery and review of medical records, and during the tort litigation process before and after trial. The accompanying e-textbook, *Personal Injury and the Law of Torts* presents substantive torts topics and contains expanded coverage of medical malpractice and an enhanced treatment of ethics. It also presents the legal terms of torts and personal injury law, definitions of the various types of torts and the defenses a defendant can raise to each and receive instruction in drafting documents commonly used in this area of law.

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# INTERVIEWING & INVESTIGATING

No case can be won without a quality investigation. Often times the preliminary investigation is performed by a paralegal – the result of which can play a key role in the client’s perception of the attorney, the firm, and the case. Blackstone’s Interviewing & Investigating advanced paralegal course provides an overview of interviewing and investigating skills used by paralegals to gather relevant information to assist the legal team in case preparation. The e-textbook, *Interviewing & Investigating: Essential Skills for the Paralegal* presents formal discovery as it relates to civil and criminal litigation. This course also includes ethical considerations that affect the interviewing and investigating process. Students will learn to identify and find witnesses, use public and private sources of information, and prepare and conduct interviews of clients and witnesses.

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# PRACTICAL BANKRUPTCY

Blackstone's practical bankruptcy advanced paralegal course is designed to prepare students for entry-level positions with law firms dealing in all types of bankruptcy cases. Accompanied by the e-textbook, *Basic Bankruptcy Law for Paralegals*, this course presents the building blocks of bankruptcy law covering bankruptcy cases from the perspective of the debtor, the trustee, and the creditor. The special rules and procedures that must be followed in each type of case are covered. This course also includes information on how cases are commenced, converted, dismissed, and closed.

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# CONTINUING EDUCATION ESSENTIALS COURSES

**Quick, focused courses designed to help you stay current and earn CLE credits efficiently.** Successful paralegals understand the importance of keeping current with the ever-changing legal field. To support continuing legal education (CLE) needs and professional development, Blackstone offers paralegals specialized online courses in a variety of legal topics. Our continuing education essential courses are designed for both professional development and to meet the continuing legal education (CLE) needs of practicing paralegals.



## AI Skills for Paralegals

### AVERAGE COMPLETION TIME

3-6 Months

### CONTINUING EDUCATION

3 CLE Hours Towards Recertification

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## Ethics for Paralegals

### AVERAGE COMPLETION TIME

3-6 Months

### CONTINUING EDUCATION

5 CLE Hours Towards Recertification

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# HAVE QUESTIONS?

**Enroll online anytime** or call us during operating hours:

**Monday - Thursday 9:00a-4:00p ET**

to enroll over the phone with a student services representative

**email** [info@blackstone.edu](mailto:info@blackstone.edu)

**toll free** 800.826.9228

**phone** [610-871-0031](tel:610-871-0031)

**ENROLL TODAY**

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