EXCELSIOR COLLEGE

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CENTER FOR PROFESSIONAL DEVELOPMENT

PARALEGAL

300 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD101** || Course Cost: **$1795**

OVERVIEW

Paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. Obtaining a quality education is the best way to prepare for the paralegal profession. This self-paced, Web-based program will get you ready for an entry-level paralegal position, and it'll prepare you to take the certification exam. You'll be paired with an instructor for one-on-one assistance, and you'll also receive free access to NALA Campus and Westlaw.

Through a special arrangement with the National Association of Legal Assistants (NALA) Campus, your tuition includes free access to the seven preparatory exam courses offered at NALA Campus. Regardless of whether or not you're eligible for certification or plan to take the exam, the NALA Campus preparatory courses are a value-added addition to your paralegal education.

You will also have free access to Westlaw to complete their assigned research projects. Westlaw is an online legal research service that provides fast and easy access to an extensive collection of legal resources, news, business, and public records information. Access to the number-one rated online legal resource, Westlaw, will benefit you tremendously as you perform your legal research assignments during your paralegal education.

OBJECTIVES

Upon successful completion of this program, you will:

- Understand the common responsibilities and duties of paralegals
- Know how the paralegal field is regulated
- Understand ethics for attorneys and paralegals
- Be familiar with how the American legal system is structured and how it operates
- Be able to perform legal analyses
- Conduct legal interviews
- Understand the duties of a litigation assistant in the four stages of litigation
- Conduct legal research
- Implement guidelines and proper etiquette for legal writing
- Understand methods of formal and informal administrative advocacy

MATERIALS INCLUDED

- *Introduction to Paralegalism*
- *Paralegal Today: Legal Team at Work*

OUTLINE

1. Paralegal in the Legal System
2. Paralegal Employment
3. On-the-Job Realities
4. Regulation of Paralegals
5. Attorney and Paralegal Ethics
6. Introduction to the Legal System
7. Introduction to Legal Analysis
8. Legal Interviewing
9. Investigation in a Law Office
10. Litigation Assistantship
11. Legal Research
12. Legal Writing
13. Introduction to the Use of Computers
14. Introduction to Law Office Administration
15. Informal and Formal Administrative Advocacy
16. Tort Law, Product Liability, and Consumer Law
17. Contracts and Intellectual Property Law
18. Insurance and Real Property Law
19. Estates and Family Law
20. Laws Affecting Business
21. Criminal Law and Procedures
22. Preparing for the CLA

COMPUTER REQUIREMENTS

- This program can be taken on a PC (Windows XP/Vista/7) or a Mac (OS X or later)
- Adobe Flash Player and Adobe Acrobat Reader are required
- Internet access (a high-speed connection is recommended)

INSTRUCTOR BIOS

Pearlie Bush was born and raised in a small town in Louisiana. After graduating high school, she attended Southern University, majoring in political science with a minor in English. While conducting her undergraduate studies, she was also active in politics and had the opportunity to work on the campaigns of Senator Willie Crain and Charles Jones, and she also served as Senator Crain's committee clerk at the Louisiana State Capital.

She went on to earn her law degree from the Southern University Law Center. In law school, she concentrated her studies in the areas of contract and constitutional law. While in law school, she worked as a law clerk for the Louisiana Public Defender's Office. While working for the Public Defender's Office, she drafted various motions and briefs on several landmark cases.

After graduating law school, she moved to Georgia and ran a private law office. Pearlie also worked as a case law editor for Lexis-Nexis and edited and prepared final drafts for legal cases stored in the company's data base. Pearlie has taught various legal courses at a variety of institutions. In her free time, as little as it is, she enjoys volunteering and spending time with her husband, children, friends, and family. She enjoys outdoor activities and attends all Atlanta Falcons football games.

Casey Thompson received his Bachelor's of Business Administration degree, with his major concentration in Management, from Texas Tech University in 1994. After beginning his business career, he enrolled in the evening law school program at Texas Wesleyan University in 1996. Casey worked full time while attending law school at night. He graduated from Wesleyan and passed the Bar exam in 2000. This experience gives Casey a better understanding of the requirements of the non-traditional student.

Casey became a licensed attorney in the State of Texas in 2000. His major areas of practice were business and corporate law, entertainment law, and intellectual property rights. Along with this online Paralegal program, he also currently teaches as a traditional classroom instructor in the areas of state and federal government.

Amy L. Becerra, earned her BA in Cultural and Linguistic Anthropology from Oregon State University in 1995. After finishing a post-graduate certificate in Latin American studies in 1996, she worked for a year as an English teacher in Yamagata prefecture, Japan. She served nine years as a Legal Affairs Specialist and Photojournalist with the Oregon Army National Guard.

A Trustees' Merit Scholar, Amy received her JD from the Willamette University College of Law in 2000. As a law student, she made presentations before the Joint Judiciary Committee of the Oregon Legislature and participated in an international law student exchange in South America. Admitted in Oregon, she has practiced U.S. immigration and naturalization law since 2000, beginning practice as an associate with one of San Francisco's oldest immigration law firms. She has represented clients in many states and countries handling a wide array of immigration and citizenship matters, with a special interest in religious workers and asylum cases based on religious persecution. She has appeared in removal cases in Immigration Court and in appellate cases before the Board of Immigration Appeals.

In addition to this Paralegal program, Amy has also taught both online and traditional lecture courses in estate planning and probate, family law, and introduction to law and paralegal studies. Having lived in California, Maryland, and Virginia, she dreams of returning to her home state of Oregon in the beautiful Pacific Northwest to enjoy breathtaking views of the Cascade Mountains, attempts at knitting and painting, and lots of time with her children and family.