

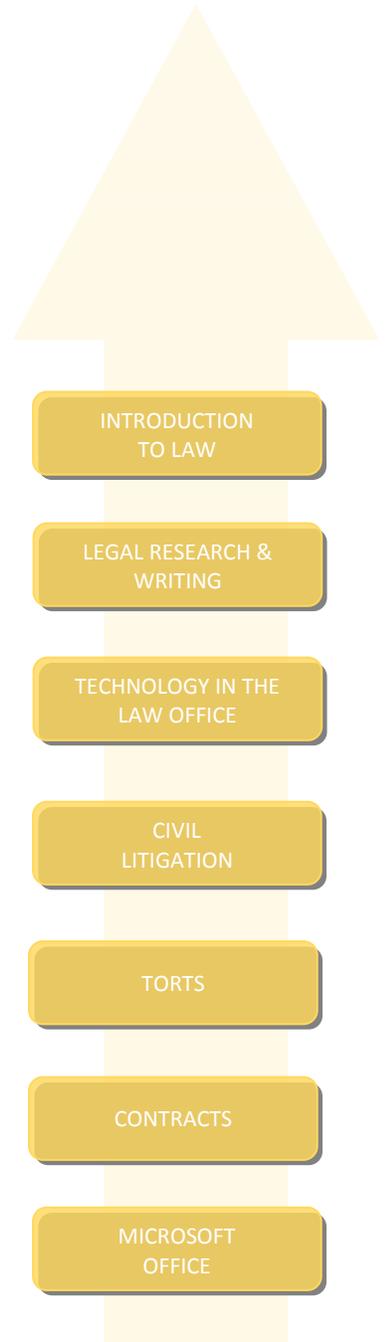
CAREER TRACKS: Legal Assistant

Given the ever-increasing pace of business, large law firms and small practices depend heavily on their support staff and resources to ensure they're delivering the highest quality work-product to their clients. Today's legal research, writing and filing takes advantage of a multitude of different technologies, web interfaces and other tools that speed up their traditional processes making it imperative for all support staff to be well-versed in these areas. With a focus on those substantive areas most common to general practices and a concentration on civil litigation procedure, this strategic set of courses also includes a look at law office technology and standard legal research and writing procedures. My Ed Today's Legal Assistant Career Track ensures students have the most up to date training in the latest law office technology, understand the administrative requirements on the job and also have a foundation for the procedural aspects of legal work that will ensure they're ready for the job starting on day one.

Programs
Introduction to Law
Legal Research & Writing
Technology in the Law Office
Civil Litigation
Torts
Contracts
Microsoft Office

Legal Assistant Career Track Package w/ eBooks

Includes traditional text if no available eBook



CAREER TRACKS

Legal Assistant Program

Introduction to Law

The American legal system is one of the most complex and fascinating systems of jurisprudence in the world. Professionals in this area work at a number of different levels from court clerks and judges to paralegals, attorneys and law enforcement officials. This course presents an overview of various substantive and procedural areas of the law and their corresponding legal practice areas. Students are introduced to the legal profession, legal ethics, sources of law, an overview of courts, alternative dispute resolution systems, various substantive and procedural areas of the law, and analyzing an application of law to factual circumstances. This course is geared towards providing students with a look at all aspects of the law, critical legal thinking, and a comparative approach to the civil and common law systems.

Legal Research & Writing

The Legal Research & Writing course is designed to introduce students to legal thought, writing styles and research methods used in profession every day. Students will be introduced to various methods used to solve clients' problems by using effective research techniques, accurate and in-depth legal analysis, and the clear and concise written and oral communication that are paramount to the legal profession. As these skills can only improve with a great deal of practice, this course offers the foundation from which students can build on these skills for years to come. This course is designed to provide students with a solid working knowledge of the tools available in law libraries, including both state and federal primary and secondary materials. Students will find, analyze, and solve problems in the legal world.

Technology in the Law Office

Advances in technology are revolutionizing today's legal landscape at a faster pace than ever before. Along with it, the role of the legal professional continues to evolve and keep up. The automation of various legal processes has forced lawyers, paralegals, legal secretaries and other legal professionals to become proficient with constantly growing array of word processing, database, telecommunications, spreadsheet, presentation and legal research software. This course provides an introduction to computer hardware and software fundamentals necessary to the successful operation of a law office, including an overview of traditional legal software, specialty law office and case management software, and litigation support software. Students will also explore various methods for learning and keeping current with software updates and changes.

Civil Litigation

Civil Procedure concerns the rules and principles that govern the litigation of a civil case. With any civil case or controversy, the first steps to civil litigation include an evaluation of personal and subject matter jurisdiction, venue, the notice required once a lawsuit has been filed, and which substantive law – state or federal – should apply. This course explores the process and procedures associated with a civil case. It includes the initial client interview and fact gathering, preparations of pleadings, trial preparation, post trial procedure, ethical considerations for handling a civil law case, and the application of technology in the preparation and trial of a law suit. Although reference is made to state laws, the course concentrates on the Federal Rules of Civil Procedure.

Torts

Tort law seeks to remedy civil wrongs that result in harm to person or property. The parameters of tort law specify how we assign a duty of responsibility to certain actors, assess damages, and determine the distribution of burdens for the everyday risks of harm that exist in modern society, in business and in everyday life. This course presents the definitions of tort laws and describes how tort laws are applied to various situations and fact patterns. Specifically, the material will focus on basic concepts such as the intentional torts, negligence, strict liability, and products liability. Students will also explore the process of filing tort cases in court in terms of parties, pleadings, timing, and the appeals process.

Contracts

Contract law serves to define the various ways in which different entities enter into an agreement. From basic consideration principles of common law through the more detailed and intuitive conclusions of the Uniform Commercial Code (UCC), this course will examine the elements of a valid contract and the process for agreement as well as the different remedies available for breach of contract. This course provides students with a general overview and understanding of the elements of a contractual relationship/agreement, the applicable laws related to contract negotiations and terms, and the remedies available if the agreement is breached.

MS Office

The Microsoft Office course introduces students to the standard business applications that most professional and academic entities use. Students will master computer basics including Windows, word processing, spreadsheets, data processing, graphics, internet, and email applications. From there, students will also learn how to transfer data from one application to another, what uses this capability has as applied to typical work functions.



Contact us to arrange a demo of these exciting new programs!

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