

CAREER TRACKS: Paralegal Professional

In any law firm or small practice, Paralegals are often the lifeblood of the organization. The everyday practice of law requires a significant amount of work from filing procedural motions and advising clients to the in-depth legal research and writing necessary for trial or appellate practice. Attorneys have a tremendous workload and rely on capable paralegals for incredibly important research, writing and filing requirements. To the untrained professional, the law unveils a vast amount of complexity and nuance that can be as much overwhelming as it is fascinating. To ensure Paralegal Professionals have the foundational knowledge they'll require for work, My Ed Today has pulled together the required substantive and procedural courses that can be taken together or blended with traditional programs to prepare students not only for the national paralegal certification exams, but also for the everyday demands of this challenging and rewarding career.

Programs
Introduction to the Paralegal Profession & Law
Legal Research & Writing
Technology in the Law Office
Paralegal Ethics
Wills, Trusts & Estates
Civil Litigation
Real Estate
Torts
Contracts
Criminal Law & Procedure
Family Law
Microsoft Office



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CAREER TRACKS

Paralegal Professional Program

Introduction to the Paralegal Profession & Law

Paralegals play one of the most important roles in the legal industry. Though individual attorneys are ultimately responsible for the legal work they produce and the strategies they devise, many tasks – from legal research and writing, source citing, filing, and others – are delegated to paralegals. It is imperative for successful Paralegals to have a fundamental understanding of the substantive and procedural elements applicable to the specific areas of law where they'll be working so that they can build on a solid foundation of knowledge starting from the first day.

This course offers students a look at the Paralegal profession and the substantive and procedural elements of the common areas of law.

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.

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.

Paralegal Ethics

The legal profession is subject to ethical laws and considerations that Paralegals encounter every day on the job. Whether collecting fees, billing clients or soliciting new clients, legal professionals are required to adhere to state ethical laws governing how this industry operates in order to protect both the clients and the legal professionals. This course provides students with a comprehensive understanding of professional responsibility in the legal field and how these laws apply to paralegals, specifically. In addition to the general legal ethical concepts presented in the course, students will research individual state professional responsibility rules as they apply to the overall field and to the paralegal role. Upon completion of this course, students will be able to recognize an ethical issue, categorize it, and research the possible solutions to the issue.

Family Law

The practice of family law examines state regulation of sexual and marital relationships, including the delicate balance of family privacy against state intervention in the marital relationship. Covering these intriguing and recently developing issues, this course provides an overview of family law. Students will explore fundamental topics including marriage, divorce, annulment, property division, parenthood, adoption, custody, support, and family violence as well as emerging areas such as legal recognition of non-marital families and assisted reproductive technology. Students will study all of these points with special attention to the legal principles, ethical issues, research, interviewing, discovery, drafting, and other essential practice skills..

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 every day risks of harm that exist in modern society, in business and in every day 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 & terms, and the remedies available in the event of breach.

Criminal Law & Procedure

This course deals with both substantive criminal law and the legal procedures that govern its enforcement in order to safeguard individual liberties. Numerous crimes such as homicide, theft, and conspiracy make up state and federal penal statutes by which the state prosecutes individuals for actions we've collectively decided are not acceptable to civil society. Likewise, Criminal Law also addresses the various defenses available to individuals accused of committing such crimes such as self-defense and insanity and the way in which these defenses can be applied. This course provides the student with the basic principles and history of American criminal law, the elements of specific crimes, the procedures of the criminal justice process, and the constitutional rights of the accused.

Wills, Trusts & Estates

From statutory intestacy and elective share provisions, wills, and trusts to planning for incapacity, future interests in property, powers of appointment, life insurance, and introductory aspects of trust and estate administration, this course examines the use of laws that govern how these instruments can be passed on from generation to generation as intended by the original or subsequent owners. This course explores the ins and outs of the legal and ethical requirements necessary to develop and administer an estate plan. Students will be introduced to highly-specialized legal vocabulary pertaining to these particular legal fields, as well as relevant substantive and procedural law that govern wills, trusts and estates.

Real Estate

Real Estate law defines the elements and principles essential to the buying and selling real property. This course takes an interdisciplinary and practice-oriented approach to real estate transactions, covering land transfers, mortgage law, and selected topics such as the structure and law of real estate transactions, including agreements of sale, title and survey matters, leasing, financing, easements, and development rights. This course offers students a fundamental understanding of property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, deeds, mortgages or deeds of trust, settlement concepts, leasing, and other property concepts.

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.



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