Paralegal/Legal Assistant Diploma Program – PARA

Law practice is one of the most noble and ancient professions in human history. This course introduces students to the subject of legal assisting and paralegal studies. For those interested in working with attorneys in a professional environment, this course provides a detailed overview of basic law principals and the growing reliance upon non-lawyers to provide efficient and ethical legal services to individuals, businesses, organizations and government agencies in today's global and technology driven world.

Learning in this course may further student's understanding of legal research, writing and analysis. Students can expect to learn about computer software prevalent in law offices and courthouses across the United States. Understanding legal protocol and having the ability to locate statutes and laws enables students to live and work more effectively in our complex and litigious society.

Type: Vocational
Program Length:
36 Weeks

Program Outcomes

- Demonstrate basic legal research with an ability to locate many court cases, statutes and laws.
- Distinguish between the roles of paralegals & attorneys.
- Use software like HotDocs, Tabs3 and Adobe commonly prevalent in legal businesses.
- Create a spreadsheet using legal billing as an example of its importance in business environments.
- Explain sources of American law from constitutions, legislative statutes and municipal ordinances.
- Demonstrate an improved understanding of legal terminology through various forms of communication within established protocol.
- Discuss how law firms operate as a business, generate revenue from clients and evaluate staff.
- Develop a career plan for employment while understanding the importance of professionalism.
- Explain common legal issues relevant in business, contracts, property disputes and more.
- Design a basic compliant for Negligence and understand common Torts and defense thereto.
- Identify how to become an Independent Paralegal/ Legal Document Preparer.
- Construct the basics of legal investigations, conduct client, witness, and informational interviews
- Interpret facts into legal issues and evaluate evidence for use in preparing office memorandums.
- Describe practical tools for avoiding common mistakes while employed within the legal profession.
- Locate and understand important ethical rules regulating legal professionals to protect clients.

Item #	Title	Credit Hours
Orientation	Introduction	0
The Paralegal Profession: A Rewarding Career!	Lesson 1	50
Computers in Law Offices	Lesson 2	50
Sources of Law; Differentiating Civil Law, Criminal Law & Dispute Resolution Systems	Lesson 3	50
Word Processing & Document Assembly	Lesson 4	75
Paralegal Regulation & Introduction to Legal Ethics	Lesson 5	50
Spread Sheets & Their Importance	Lesson 6	50
3 Major Areas of Legal Ethics: UPL, Confidentiality & Conflicts of Interests	Lesson 7	50
Additional Ethical Rules	Lesson 8	50
Legal Timekeeping & Billing	Lesson 9	50
Paralegal Skills for Workplace Success	Lesson 10	75
Database Management Systems	Lesson 11	50
Legal Researching & Briefing Cases	Lesson 12	50
The Electronic Courthouse & E – Presentations	Lesson 13	50
Legal Writing	Lesson 14	50
Interviewing, Investigating & Negotiation	Lesson 15	50
Business & Gov't Statute Related Legal Specialty Areas	Lesson 16	50
Researching Tort Law with LIRN and YouTube	Lesson 17	20
Preparation of a Legal Complaint (or Lawsuit)	Lesson18	30
	Total credits:	900