



Paralegal Professional Program with Externship

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. As such, 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. For any new Paralegal looking to enter the workplace or for experienced Paralegals perhaps moving to a different practice, an overview of these common substantive areas is extremely useful to ensure you're ready to go from the start.

Program features include:

- Programs are 100% online
- Instructor and mentor support
- Interactive content
- Career Services
- Externships* and national certification
- Microsoft training



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Program Objectives:

- ✿ Summarize the role of the paralegal in the American legal system
- ✿ Distinguish among various environments that may use the services of a paralegal
- ✿ Summarize legal accounting procedures
- ✿ Describe the process of becoming a paralegal professional
- ✿ Prepare a resume for a paralegal position
- ✿ Examine how the paralegal profession is regulated
- ✿ Analyze ethical issues commonly encountered by a paralegal
- ✿ Describe the sources of American Law
- ✿ Examine the state and federal court systems
- ✿ Prepare for a client interview
- ✿ Explain the investigation process
- ✿ Research legal matters
- ✿ Explore styles and formats used in legal writing
- ✿ Draft legal documents
- ✿ Describe elements in preparing for trial
- ✿ Explain the trial & appellate processes and ADR
- ✿ Explain criminal law and procedure
- ✿ Articulate the legal principles of tort, property, family, estate and probate, business & contract law
- ✿ Legal ethics including unauthorized practice of law, legal fees, solicitation and advertising
- ✿ Zealous representation, integrity & duty to report
- ✿ Use of Microsoft Office

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