

# **NC STATE UNIVERSITY**

North Carolina  
State University

## **Online Legal Certificate Courses**

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- ◆ **Legal Nurse Consultant Training Course**
  - ◆ **Alternative Dispute Resolution Certificate Course**
  - ◆ **Victim Advocacy Certificate Course**
  - ◆ **Legal Secretary Certificate Course**
  - ◆ **Legal Investigation Certificate Course**
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**The Center for  
Legal Studies**

Achieving Excellence in Legal Education Since 1980

## Legal Nurse Consultant Training Course

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This program prepares medical professionals for a career in the legal field as legal nurse consultants. Building on your medical education and possible clinical experience, this course provides you with the fundamental skills necessary to advise law firms, health care providers, insurance companies, and governmental agencies regarding medical issues, and to testify in court as an expert witness. The course teaches legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law, and workers' compensation. Any medical professional interested in entering the legal field can benefit from the education provided by this course. The course is also open to anyone interested in the field of forensic testimony and medical-legal issues but without a Registered Nurse background, you might not be able to take the Legal Nurse Consultant Certified (LNCC) exam after graduation. LNCC is a discretionary test separate from this training course that experienced registered nurses graduating from this class may decide to sit for. LNCC test eligibility requirements are discussed during this training course; however, RNs graduating from this course need not take the LNCC in order to practice as legal nurse consultants.

The curriculum of this course is designed to comply with the educational guidelines specified by the American Association of Legal Nurse Consultants (AALNC). 42 Continuing Education hours for nurses will be awarded by CLS to successful graduates, and these hours are approved to satisfy state nursing Continuing Education requirements. You will be awarded a Certificate of Completion from North Carolina State University upon successful completion of the Legal Nurse Consultant Training Course, and a certificate of course hours completed from The Center for Legal Studies.

### Topics of Study:

Legal Theory and Terminology, and Legal Nurse Consultant Practice in Torts, Crimes, and Contract Breaches.

Ethics, Litigation Process, and Preparing to be an Expert Witness.

Employment Areas, Trial Preparation, and Fundamentals of Legal Writing.

**Textbook:** *Legal Nurse Consulting Principles & Practices*, 3rd edition, edited by Ann M. Peterson and Lynda Kopishke

**Course Tuition: \$899**

**This continuing nursing education activity was approved by the Colorado Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.**

## About these Courses

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These programs are coordinated by our educational partner, The Center for Legal Studies, one of America's most respected legal education training centers, offering legal programs nationally since 1980. CLS courses are currently offered at hundreds of universities and colleges across the U.S.

These courses are taught by respected legal professionals selected by The Center for Legal Studies.

## Alternative Dispute Resolution Certificate Course

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Designed to train and qualify you to develop or participate in conflict mediation processes, you will learn about the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options. Specific attention will be given to mediation, arbitration, summary jury trials, mini-trials and moderated settlement conferences. You can benefit from the convenience of this online course, with the added advantage of reviewing the materials as many times as necessary for full retention of the information. ADR (Alternative Dispute Resolution) is geared to all professionals who are focused on "interest-based bargaining." This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. You will be awarded a certificate of completion from North Carolina State University upon successful completion of the Alternative Dispute Resolution Certificate Course. You will be expected to complete reading and homework assignments and will choose or be assigned project reports that deal with ADR topics. Independent project development is encouraged. Final projects will be presented for critique to The Center for Legal Studies as a prerequisite of course completion.

### Topics of Study:

Introduction, History and Origin of ADR-Mediation

Techniques for ADR: The Mediation Process & Role of the Mediator

Business Disputes, Settlement Issues in the Business Sector, Employment Disputes and Employer/Employee Relationships.

**Textbooks:** *ADR in a Nutshell*, by Jaqueline M. Nolan-Haley.

**Course Tuition: \$599**

## Victim Advocacy Certificate Course

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This intensive program is designed to train and qualify you to provide assistance to crime victims, both inside and outside of the courtroom. You will prepare to work with state and county governments as advocates for crime victims, assisting them in progressing through the criminal justice system and toward successful recovery.

There are no prerequisites, but you must be prepared to complete some homework. You will be awarded a certificate of completion from North Carolina State University upon successful completion of the Victim Advocacy Certificate Course.

### Topics of Study:

-Legal terminology and the legal process,

-Theories of victimization and the effects of crime on victims

-Guidelines for responding to victims of crime and trauma

-Crime victim statutes.

-Crisis theories and the role of the crisis interventionist

-How to respond to crisis situations, understand the actual nature of a crisis, assess the victim's situation, and implement effective listening skills to determine the best support system for the victim

-Facts and myths regarding domestic violence

-Crimes against children, sexual assault, and related crimes

-Restraining orders and basic police procedures

-Guidelines for assisting those dealing with the death of a loved one, and the role of the victim advocate.

-Job search strategies and placement possibilities

**Textbooks:** No required text

**Course Tuition: \$599**

## Legal Secretary Certificate Course

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This program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office.

This course will provide those interested in a career change with new, marketable job skills and help those already working as legal secretaries to increase efficiency and productivity in their offices. Those who successfully complete this non-credit program will be awarded a Certificate of Completion from North Carolina State University.

### Topics of Study:

- Introduction to the theory of law, the legal process, and the nature of the practice of law
- Legal terminology
- Legal ethics
- Particulars of law office management and technology in the law office
- Court documents and how to prepare them
- Intricacies of the law office, including office procedure manuals, billing techniques, and overall management techniques
- Overview of law office computer software
- Advanced word processing features and E-discovery and E-filing procedures
- Fundamentals of legal research and proper citation format.

**Textbooks:** *Legal Secretary Handbook*, 2nd edition.

**Course Tuition: \$599**

## Schedules

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**Online Schedule:** New sessions begin every 8 weeks.

### 2011 Sessions:

- Spring Session I:* January 10 - February 25, 2011
- Spring Session II:* March 7 - April 22, 2011
- Summer Session I:* May 2 - June 17, 2011
- Summer Session II:* June 27 - August 12, 2011
- Fall Session I:* August 22 - October 7, 2011
- Fall Session II:* October 17 - December 2, 2011

Each of these classes is completed in one 7-week online session, and may be taken during any session offered.

## Textbooks and Materials

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All textbooks and resources, including Westlaw access, are available for purchase from The Center for Legal Studies by calling 1.800.522.7737 or by accessing the secure online order form at [www.legalstudies.com](http://www.legalstudies.com).

Student WESTLAW access through CLS is subject to terms and conditions.

Prices, availability, and required textbooks are subject to change.

### Highly Recommended Legal Resources for all formats:

- WESTLAW legal research access
- *Black's Law Dictionary*, 3<sup>rd</sup> pocket edition

## Legal Investigation Certificate Course

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This course is designed to teach legal investigation skills to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, you will be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. You will also be taught how to create a freelance investigation business. You will be awarded a certificate of completion from North Carolina State University upon successful completion of the Legal Investigation Certificate Course.

### Topics of Study:

- Introduction to our legal system
- Legal and ethical considerations for the investigator
- Law of agency and coverage of rules of court and evidence.
- General interviewing and investigation techniques
- Sources of leads and information
- Fact analysis
- Taking witness statements, forensic photography, proper service of legal process, and surveillance.
- Personal injury investigation techniques
- Traffic accident reconstruction, premises accidents, and employment accidents
- Government investigation
- Document analysis and control
- Financial and equity analysis
- Testimony, and relevant case studies.

**Textbooks:** *Federal Civil Rules Booklet*.

**Course Tuition: \$599**

## Registration Information

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To register, please visit

[www.ContinuingEducation.ncsu.edu](http://www.ContinuingEducation.ncsu.edu)

or call NC State Continuing Education at **919.515.2261**.

**2011 Online Sessions:** *Spring Session I:* January 10 - February 25, 2011; *Spring Session II:* March 7 - April 22, 2011; *Summer Session I:* May 2 - June 17, 2011; *Summer Session II:* June 27 - August 12, 2011; *Fall Session I:* August 22 - October 7, 2011; *Fall Session II:* October 17 - December 2, 2011.

### **Course Fees:**

**Legal Nurse Consultant** \$899

**Alternative Dispute Resolution** \$599

**Victim Advocacy** \$599

**Legal Secretary** \$599

**Legal Investigation** \$599

### **Textbooks:**

The required texts for these courses are available from The Center for Legal Studies Bookstore. Students should order these textbooks at least one week prior to the first session of class to help ensure receipt before class begins. Please call 1.800.522.7737 to order textbooks and obtain exact shipping charges.

### **Questions?**

Please call North Carolina State University at **919.515.2261** or The Center for Legal Studies at **1.800.522.7737**.

You can also send inquiries by e-mail to **ContinuingEducation@ncsu.edu**.

### **To register:**

Please visit **www.ContinuingEducation.ncsu.edu** or call **919.515.2261**.

***Early Registration Is Encouraged.***

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# **NC STATE UNIVERSITY**

**Office of Professional Development**

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**Raleigh, NC 27695**

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**Legal Certificate Courses  
offered by North Carolina State University**

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