

North Carolina State University Paralegal Certificate Course®

2010 Online Sessions: *Spring Session I:* January 11 - February 26, 2010; *Spring Session II:* March 8 - April 23, 2010; *Summer Session I:* May 3 - June 18, 2010; *Summer Session II:* June 28 - August 13, 2010; *Fall Session I:* August 23 - October 8, 2010; *Fall Session II:* October 18 - December 3, 2010.

This course is completed in **2 consecutive** sessions, and students may begin with any session offered.

Tuition: \$1249

This cost covers both 7-week sessions, but does not include textbooks or Westlaw.

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.

NC STATE UNIVERSITY
Office of Professional Development
Box 7401
Raleigh, NC 27695



Paralegal Certificate Course® offered by North Carolina State University

NC STATE UNIVERSITY

Paralegal Certificate Course®

Available Online at
www.ContinuingEducation.ncsu.edu



**The Center for
Legal Studies**
Achieving Excellence in Legal Education Since 1980

**Learn Document Drafting, Legal
Research Skills, including
WESTLAW, Witness and Client
Interviewing Techniques, Jury
Selection Tactics, and much more!**

The Center for Legal Studies has been offering legal education programs nationwide since 1980. Please visit **www.legalstudies.com** for more information on this and other challenging legal education programs available.

Paralegal Certificate Course®

The Paralegal Certificate Course® offered by North Carolina State University has been offered since 1980 at colleges and universities throughout the nation, and covers all relevant topics and skill sets necessary to work as a paralegal.

The Paralegal Certificate Course® includes lectures on how to work as a full-time or part-time paralegal, or how to open your own freelance business. This intensive, nationally acclaimed curriculum is designed for beginning as well as advanced legal workers. Course topics will include how to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice oriented and relates to those areas of the law in which paralegals are most in demand.

You can benefit from the convenience of this online course that is accessible anytime of day or night, and from any computer with internet access. You can interact with other students through an online discussion board, and assignments and exams are emailed to the instructor for grading. This course is completed in two consecutive seven-week sessions.

To receive a certificate of completion, you must pass numerous quizzes and successfully complete several legal document writing assignments. You will be awarded a certificate of completion from North Carolina State University upon successful completion of both Paralegal I & II.

Schedule

New Online sessions begin every 8 weeks.

2010 Online Sessions:

Spring Session I: January 11 - February 26, 2010; *Spring Session II:* March 8 - April 23, 2010; *Summer Session I:* May 3 - June 18, 2010; *Summer Session II:* June 28 - August 13, 2010; *Fall Session I:* August 23 - October 8, 2010; *Fall Session II:* October 18 - December 3, 2010.

This course is completed in 2 consecutive 7-week sessions, and students may begin this course with any session offered.

Course Synopsis

The online Paralegal Certificate Course® provides comprehensive training in preparation of working in the challenging and rapidly growing paralegal profession. This program is designed for those who want to learn more about the American legal system, work in a law office as a paralegal, open a freelance paralegal business, litigate their own cases on a *pro se* basis, assist retained attorneys in litigating their own cases, or prepare themselves to excel during their first year of law school.

Paralegal I: Provides the foundation for the study of paralegalism. During this part of the course, we will provide a detailed understanding of the American legal system, legal terminology, and ethics. Instruction will include how to prepare pleadings, discovery, motions, and briefs and will review the rules of evidence and civil procedure.

Paralegal II: Continues the legal education developed in Paralegal I. This part of the course provides instruction on more advanced paralegal skills including legal research, writing, and proper citation format. Course topics also include how to prepare important legal documents relating to real property, corporations, partnerships, wills, trusts, bankruptcy, and domestic relations. Formal and informal advocacy techniques and principles of appellate procedure will also be covered.

NC STATE UNIVERSITY

Tuition & Registration

Tuition is \$1249, and covers both halves of the course. Both Paralegal I and Paralegal II must be successfully completed to receive a certificate of completion from North Carolina State University.

To register for this course, please call North Carolina State University at 919.515.2261.

Please call The Center for Legal Studies at 1.800.522.7737 or visit www.legalstudies.com to order textbooks.

Textbooks

Online required texts: *Federal Civil Rules Booklet; Introduction to Paralegalism*, 7th edition, by William Statsky; *Basics of Legal Document Preparation*, by Robert Cummins, *Paralegal Certificate Course® Workbook*, by Margaret J. Kirk; and *Paralegal Career for Dummies*, by Scott and Lisa Hatch.

WESTLAW online legal research access is required for the second half of the Online format.

Highly Recommended Legal Resources:

- *Black's Law Dictionary*, 3rd pocket edition
- *The Bluebook: A Uniform System of Citation*

All textbooks and resources, including WESTLAW, 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.

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

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

Financial Aid

Sallie Mae® offers the Career Training Loan for qualified students enrolled in degree and non-degree continuing education programs by calling 1.888.2.SALLIE.

Additional financial aid information may be found by consulting www.easysaid.com

Your Instructors

The program is 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 over 1000 universities and colleges across the United States

The online course will be taught by respected legal professionals selected by The Center for Legal Studies.