

PARALEGAL CERTIFICATE COURSE[®]: Six Weekend Format

(Note: Syllabus may be altered by your instructor at any time)

WEEKEND ONE: LEGAL TERMINOLOGY AND INTRODUCTION TO LEGAL PROCESS AND PARALEGALISM

I. SATURDAY

- A. Discussion of Chapter 4 in *Paralegal Career for Dummies*, (PCD).
- B. Discussion of Chapter 6 in *Introduction to Paralegalism* (Statsky).
- C. Discussion of Pages 1-3 in *Paralegal Certificate Course[®] Workbook* (Workbook).
- D. In class discussion of Exercises 1-4 in Workbook.
- E. Discussion of legal terms on pages 309-334 of PCD

II. SUNDAY

- A. Discussion from previous session, continued
- B. Quiz 1
- C. Discussion of Chapters 1 & 2 in PCD
- D. Discussion of Chapters 1 in *Introduction to Paralegalism*
- E. Discussion of Chapter 3 in *Introduction to Paralegalism*, time permitting
- F. Discussion of Optional Writing Assignment #1; Workbook Exercise 40 (Cover Letter)

ASSIGNMENT FOR WEEKEND TWO:

- 1. Prepare Writing Assignment #1 (Workbook Page 93). Submit before end of week 5.
- 2. Skim Chapters 1-3 and read Chapters 4 & 5 in *Introduction to Paralegalism*
- 3. Read Chapters 5, 7, 10, 15, and 19 in PCD.
- 4. Skim or review Chapters 4 and 9, in PCD
- 5. Read pages 4-5 in Workbook; Review Exercises 5-8, 9 & 10 for in-class completion in Week 2 as assigned by instructor
- 6. You may prepare a resume for review at any time during class.
- 7. Download American Bar Association Model Rules of Professional Conduct and review for class in Week 2 <http://www.abanet.org/legalservices/paralegals/downloads/modelguidelines.pdf>

WESTLAW ASSIGNMENTS FOR WEEKEND TWO

Access Westlaw online www.training.westlaw.com and bookmark this page.

Please complete the following exercises:

- A) In the upper right corner of the page, click on SIGN ON and log in with your OnePass User Name and Password.
- B) Hover your cursor over the word COURSES (located in the gray menu bar at the top of the page.) A drop down box will appear. In that drop down box, select WESTLAW CLASSIC.
- C) On the next page (the Training page for Westlaw Classic) scroll all the way to the bottom. In the lower left corner you will see CERTIFICATIONS. Under CERTIFICATIONS, click on WESTLAW CLASSIC FUNDAMENTALS FOR PARALEGALS.
- D) Complete the following short lessons
 - Accessing Westlaw
 - Getting Started with the Paralegal Tab

WEEKEND TWO: ETHICS, INTRODUCTION TO TORTS AND CONTRACTS, AND DOCUMENTS

I. SATURDAY

- A. Discussion of Chapters 4, 5 in *Introduction to Paralegalism* (Statsky)
- B. Discussion of Chapters 15 and 19 in *Paralegal Career for Dummies* (PCD)
- C. Discussion of exercises #5, 6, 7 & 8 in Workbook.
- D. Discussion of Chapters 5 in *Paralegal Career for Dummies* (PCD)

II. SUNDAY

- A. Continue Lecture from previous session
- B. Discussion of Exercises #9 & 10 in the Workbook.
- C. Quiz #2, covering terms, lecture, and reading material
- D. Discussion of Chapter 10 in *Paralegal Career for Dummies* (PCD)
- E. Discussion of Writing Assignment #1 in Appendix B (The Case of Jim Winn) in Workbook, or the Case of Sam Kant on handout, Memo I.

ASSIGNMENT FOR WEEKEND THREE:

- 1. Read Chapters 6, 7, 11, and 12 in PCD.
- 2. Read Chapters 7-10 in *Introduction to Paralegalism*.
- 3. Using the Digest problem scenario in Sample Pages on page 2, identify five legal issues that are discussed in the cases provided and explain why they are important to the defendant's attorney.
- 4. Review Workbook Exercises # 17, 18, and 19 for in-class discussion as assigned by instructor.
- 5. Draft Exercise #1 in Appendix B of Workbook or the Sam Kant handout.
- 6. Review the Federal Rules of Civil Procedure & Evidence; bring to class Week 3

WESTLAW ASSIGNMENT FOR WEEKEND THREE: Please complete the following exercises:

- A) Access the Westlaw Training site: www.training.westlaw.com
 - Log in with your OnePass credentials as you did last week, and navigate your way back to the WESTLAW CLASSIC FUNDAMENTALS FOR PARALEGALS page.
 - Complete the following short Lessons and score at least 70% on the quiz to earn your Fundamentals Certificate
 - Finding Documents by Title or Citation
 - Searching with Natural Language
 - Searching with Terms & Connectors
 - Searching For Key Numbers

Print your Fundamentals Certificate and present to your Instructor at next week's class.

**WEEKEND THREE: CIVIL PROCEDURE & EVIDENCE, INTERVIEWING, AND INVESTIGATION, PLEADING
FORMAT, DISCOVERY, & CIVIL LITIGATION**

I. SATURDAY

- A. Discussion of rules of procedure & evidence
- B. Discussion of Chapters 11, and 12 in PCD
- C. Discussion of Chapters 7, 8, and 9 in *Introduction to Paralegalism*
 - 1. Hearsay Discussion/Exceptions to Hearsay
 - 2. Discussion of Direct and Circumstantial Evidence
 - 3. Discussion of Interviewing and Investigation Techniques
- D. Discussion of Chapter 6 in PCD
- E. Discussion of Chapter 10 in *Introduction to Paralegalism*
- F. Discussion of Chapter 7 in PCD

II. SUNDAY

- A. Previous lecture continued
- B. Discussion of Exercises #17, 18, and 19 in Workbook on Evidence and Hearsay
- C. Quiz # 3
- D. Review Chapter 10, PCD
- E. In class discussion of exercises #12, 13 and 16 in the Workbook (Demand Letter, Complaint, Discovery.) Do not draft an answer. Assign exercises #12, 13, and 16 for next week.
- F.

ASSIGNMENT FOR WEEKEND FOUR:

- 1. Read Chapters 8, 13 and 16 in PCD; Review pages 147-152; 161-165
- 2. Complete the Demand Letter, Complaint, and Discovery Documents (WB Ex. 12, 13, 16) assignment
- 3. Read Chapter 11 in *Introduction to Paralegalism*, and review pages 423-431.
- 4. Using the Am Jur 2d problem on page 58 of Sample Pages, explain what areas of state and federal law arise in this fact pattern, and how a court would resolve any conflicts. How would you suggest the parents of the student in question frame their legal argument?

WESTLAW ASSIGNMENT FOR WEEKEND FOUR

Please complete the following exercises:

- A) Access the Westlaw Training Site: www.training.westlaw.com
 - Log in using your OnePass credentials and navigate to the Training Page for Westlaw Classic as you've done previously.
 - Under CERTIFICATIONS, click on CASE LAW RESEARCH FOR PARALEGALS and complete the following lessons. You must score at least 70% on the quiz to earn your certificate for this module.
 - The Westlaw Advantage: Case Law
 - Finding the Rule of Law in Editorial Enhancements
 - Verify the Case is Good Law Using KeyCite
 - Expand Your Research Using KeyCite Citing References
 - Expand Your Research Using Most Cited Cases or Key Numbers
 - Expand Your Research Using ALR

Print your Cases Certificate and present to your Instructor at the beginning of class next week.

- 5. OPTIONAL: Complete Exercise #27 in the Workbook.

WEEKEND FOUR: ELEMENTARY LEGAL RESEARCH, AUTHORITY & CITATION FORMAT

I. SATURDAY

- A. Discussion of Legal Research
- B. Discussion of Chapter 13 in PCD
- C. Discussion of Chapter 11 in *Introduction to Paralegalism*
 - 1. "Frustration and Legal Research"
 - 2. Glossary of Law Books
 - 3. Authority
 - a. Primary
 - b. Secondary
 - c. Mandatory
 - d. Persuasive
 - 4. Completion of exercises #22 & 23 in Workbook.
- D. Cartwheeling and Cite Checking
- E. The Three Levels of Legal Research
- F. The Ten Major Search Resources
- G. Reading and Finding Case Law

II. SUNDAY

- A. Discussion continued from the previous session
- B. Quiz #4
- C. Discussion of Chapter 16 in PCD
- D. Westlaw Discussion/Demonstration
- E. Review Westlaw Assignments: Exercises #27 - 35 in Workbook as assigned
- F. Review Appellate Brief Final Paper Assignment (Workbook, Appendix B, #3 or Sam Kant)
Instructors may prefer to assign demand letter and complaint (WB # 12, 13) in Week 3, and assign discovery assignment (WB # 16) this week

ASSIGNMENT FOR THE WEEKEND FIVE:

- 1. Review Chapter 13 in PCD.
- 2. Read Chapter 12 in *Introduction to Paralegalism*.
- 3. Complete exercises 24, 25, & 26 in the Workbook as assigned by the instructor.
- 4. Complete Westlaw exercise 27-35 in the Workbook as assigned by instructor.
- 5. Complete any additional exercises in Sample Pages as assigned by your instructor.

WESTLAW ASSIGNMENT FOR WEEKEND FIVE

Please complete the following exercises:

- A) Access the Westlaw Training Site: www.training.westlaw.com
 - Log in using your OnePass credentials and navigate to the Training Page for Westlaw Classic as you've done previously.
 - Under CERTIFICATIONS, click on STATUTE RESEARCH FOR PARALEGALS
 - Complete six lessons from the options available, and score at least 70% on the quiz to earn your Statutes certificate.
 - Print your Statutes certificate and present it to your Instructor at the beginning of class next week.

WEEKEND FIVE: ADVANCED LEGAL RESEARCH, WRITING, AND SHEPARDIZING

I. SATURDAY

- A. Review of Chapters 11 and 12 in *Introduction to Paralegalism* and discussion of citation assignments. Collection of Writing Assignment I if not already submitted.
- B. Discussion of Chapter 13 & 16 in PCD
- C. Library Research for the Writing Assignment #3 in Appendix B on page 96 of the Workbook or the Case of Sam Kant.
- D. Review of Citation Formatting.
- E. Discussion of Shepard's and Keyciting
- F. Discussion of Appellate Brief Assignment

II. SUNDAY

- A. Quiz
- B. Continuation of Library Research

ASSIGNMENT FOR WEEKEND SIX:

1. Prepare an appellate brief based on any one of the hypotheticals from Exercise 31 on page 85 of the Workbook, or Sam Kant handout. You must find the proper Rules and format, identify the issues, and Use Westlaw, a Law Library, or both to research your appellate brief.
2. Read Chapters 3, 17, and 18 in PCD.
3. Read Chapters 2, 13, 14, & 15 in Statsky.
4. Visit website www.ssa.gov and review administrative hearing rules and regulations

WEEKEND SIX: LAW OFFICE MANAGEMENT, ADMINISTRATIVE HEARINGS, AND APPELLATE RULES

I. SATURDAY

- A. Collection of appellate brief assignments
- B. Discussion of Chapters 14 & 15 in *Introduction to Paralegalism*
- C. Discussion of Chapter 13 in *Introduction to Paralegalism*
- D. Discussion of Chapters 3, 17 and 18 in PCD.
- E. Discussion of Chapter 2 in *Introduction to Paralegalism*
- F. In class discussion of pages 43-48 on Job Hunting in Workbook
- G. Discussion of cover letter, resume
- H. Discussion of Administrative Rules and Regulations from www.ssa.gov

II. SUNDAY

- A. Continue lecture from previous session
- B. Cover Letter, Resume Review
- B. Practical Job Hunting techniques and skills
- C. Utilizing technology in the job search
- E. Quiz

Congratulations!! Please call The Center for Legal Studies 1-800-522-7737 if you should have any questions.

CLS Refund Policy :Students who enroll for a class that fails to run due to insufficient enrollment will be refunded in full in the same manner in which they paid, e.g. credit card will be credited, if they used a check then a check for the same amount will be mailed to billing address provided etc. In addition books will be refunded in full so long as they are in new condition with no writing or marks of any kind and CLS will make arrangements for the books to be returned. Students who enroll for a class and drop out prior to the start date of that class will be refunded in full less a \$15 admin fee. Books may be returned to CLS within 30 days of purchase for a refund less the cost of shipping. No books will be accepted after 30 days. No refunds will be given after the first class meeting. Books may be returned to CLS within 30 days of purchase for a refund less the cost of shipping. In order for students to receive a full refund on their books, the books must be returned in the same condition in which they were received, i.e. no markings, highlighting, water stains, shrink wrap still intact, etc.