

BOSTON UNIVERSITY

Online Paralegal Certificate Program

Get Your Paralegal Certificate from Boston University

Paralegals provide an invaluable service to the legal profession. Despite the ups and downs of the economy, the paralegal profession has remained a strong source of job opportunities. In fact, it is predicted that in a new economy based on knowledge technology, there will always be a demand for qualified paralegals.

In today's workforce, continued education is required to promote career growth. Many busy adults struggle to balance work, school, and time with their families. The College Network (TCN) partners with educational institutions like Boston University's Center for Professional Education to provide programs that can enhance and develop your career.

Earn a Paralegal Certificate in just 14 weeks!

Boston University's online Paralegal Certificate program makes it possible to learn using the convenience of the Internet. With Boston University's Center for Professional Education, you can prepare for a rewarding career as a paralegal in only 14 weeks!

Now you can learn anytime, anywhere — whenever and wherever it is convenient for you. Boston University's Paralegal Certificate program provides relevant, hands-on experience, including access to Westlaw throughout the entire 14-week program. You will learn from Boston University's experienced scholar-teachers who bring courses to life using real cases and provide you with computer expertise that will put you ahead of your competition.

The program is ideal for:

- Paralegals who want to brush up on their skills
- Legal secretaries who want to become paralegals
- People wishing to make a career change
- Recent college graduates considering law school



- Seven-course certificate series
- Unique technology component that provides you with expertise and places you ahead of your competition
- Experienced instructors who are practicing attorneys
- Relevant, hands-on experience not offered in other programs
- Westlaw access throughout the 14-week program



Certificate Overview

Boston University's 14-week online Paralegal Certificate program provides up-to-date, hands-on training in all relevant knowledge areas for today's paralegal professional. This self-paced, Web-based program integrates input and guidance from outstanding teacher-scholars in an interactive, multimedia environment.

A faculty composed of practicing attorneys leads students on explorations of real-life cases while providing critical insight into legal research, litigation, and specializations within law such as real estate, probate, and corporate law.

Through a technology component unique to the program, students also learn to use legal software such as PACER, LiveNote, CaseMap, Westlaw, and more.

Course Descriptions

Legal Research
In this course, you will learn how to conduct research in each of the five primary sources of law: the Constitution, case law, statutory law, regulatory law, and executive orders. You will examine the hierarchical court structures for both federal and state systems and discover how to utilize each court's respective reporter series, as well as the Federal Practice Digest. Additionally, you will learn federal and state statutory and regulatory law and how to utilize the respective legislative and administrative codes. Hypotheticals will challenge you to implement your newfound research tools by finding case, statutory, or regulatory law and systematically applying these laws to the issues presented. Participants will also learn to use Westlaw and receive access to this legal database for the full 14-week duration of the program.
Legal Writing and Reasoning
Effective legal writing requires a clear understanding of the logic and rationale of your subject matter. Through a series of writing assignments, you will be introduced to the way in which lawyers reason. You will learn to distinguish between factual issues and legal issues, and you will be introduced to the concepts of precedential and persuasive authorities. The IRAC (Issue, Rule, Application, Conclusion) style of legal writing and analysis will be covered. A final paper must synthesize the facts in a hypothetical situation with case and statutory law to determine whether the Americans with Disabilities Act will protect an HIV+ patient from being denied dental treatment.
Technology and the Paralegal
The use of software packages has become an essential part of the paralegal's job — certainly at larger law firms, but increasingly at medium- and small-sized firms as well. Various kinds of software packages, both Web-based and standalone, are used for a variety of purposes, such as organizing documents, finding and keeping track of information, and processing financial data. This class provides an overview of the legal software market by teaching participants the functions of different packages and how these different technologies are used by the paralegal on a daily basis. An understanding of the basic functions of the leading software packages, many of which are available for use over the Internet, will increase your marketability in today's competitive job market. The class includes hands-on introduction to several important packages, such as Excel, which organizes information (including financial data) into easy-to-use spreadsheets; PowerPoint, a widely used program for creating custom charts, graphics, slide presentations, and other audiovisual materials; LiveNote, a powerful litigation tool for collating and categorizing information from depositions; and CaseMap, a software program that organizes facts and evidence.
Corporate Law
This course provides an introduction to the substantive area of corporate/business law. Following a basic foundation, you will discover the day-to-day practical skills that are necessary to serve as a corporate paralegal. Course content includes secured transactions and securities, the formation and operation of both corporations and partnerships, and corporate closings and due diligence. In-class assignments and homework will familiarize you with documents common to most corporate transactions.

Litigation
In this course, you will learn the most frequently employed civil discovery devices and be introduced to the strategic aspects of discovery. Start with an overview of the Federal Rules of Civil Procedure and various common law and statutory privileges against disclosure, including marital privilege, the work product doctrine, and the attorney-client privilege. The course will place an emphasis on the use of interrogatories, requests for production of documents, depositions, and independent medical examinations. You will gain an overview of the role of experts in preparing a case for trial. In the first session, you will review the rules and then read and analyze case law to interpret those rules. You will be given various discovery materials and a hypothetical fact pattern. Responsive documents must be prepared for the next class. The instructor will also provide technical education, "practice pointers," and strategic aspects of the discovery process.
Real Estate
In this course, you will learn how property is held and transferred. All aspects of real estate closings, including document preparations and the benefits of Standard Conveyancer Software, escrow accounts, title searches, abstracts, rundowns, and the role of title insurance and title certification will be covered. Other topics include leases, easements, the rights and uses other than ownership, zoning, conservation, plot plans, and surveys. Residential and commercial conveyance will be discussed.
Probate
This course provides an introduction to the law of wills, trusts, probate, and intestacy. You will learn the practical skills needed for estate administration, including probate forms, petitions, and inventories. You will discover the need for appointments of executors, administrators, and temporary fiduciaries. By the end of this class, you will have collected the necessary information to properly prepare and file the federal estate tax return.

Frequently Asked Questions

<p>Q. Who is eligible for the program? Although anyone may take the online courses, this certificate program is ideal for recent college graduates considering law school, paralegals who want to brush up on their skills, legal secretaries who want to become paralegals, and adults wanting to make a career change.</p> <p>Q. How do I register? Contact a Program Advisor at 1-866-249-2131 to begin.</p> <p>Q. When do courses start? The online Paralegal Certificate program has various start dates throughout the year. Call a Program Advisor at 1-866-249-2131 for specific start dates.</p> <p>Q. How long is the program? The total length of the program is 14 weeks. It is composed of seven courses lasting 2 weeks each. You can expect to spend about 10 hours per week working on the program.</p>	<p>Q. What are the technical requirements? Minimum system requirements are: Pentium PC or MAC with sound capability running Internet Explorer 5.0 or above. Flash Player and Windows Media Player 7.0 or above is also required. You will also be required to complete a tutorial outlining how to use WebCT one week prior to the start of your first course.</p> <p>Q. Who are the instructors and what are their qualifications? You will be taught by Boston University's experienced scholar-teachers who, as practicing attorneys, bring real-life experiences to the online courses.</p> <p>Q. What if I have a question not answered here? All you have to do is ask. Call one of our Program Advisors at 1-866-249-2131 to have any and all of your questions answered.</p>
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Boston University

Boston University is an internationally recognized research institution comprised of 17 schools and colleges. With more than 29,000 students from all 50 states and 135 countries, it is the fourth-largest independent university in the United States. For over 150 years, Boston University has anticipated the changing demands of its students while serving the greater needs of society.

To meet the requirements of the current work environment, Boston University established the Center for Professional Education. The Center provides opportunities for professionals to update their current knowledge and acquire new skills. The Center offers short, high-quality, non-credit programs that are specifically designed to meet the continuing professional education needs of such industries as financial planning, publishing, philanthropy, real estate, professional investigation, medical and legal interpreting, and law.

The College Network

As one of the nation's leading educational research and services companies, The College Network, headquartered in Indianapolis, Indiana, has been helping working adults who want to advance their careers since 1992.

Powered by our exclusive Partnership in Education agreements with some of the nation's leading educational institutions, we have helped over 150,000 professionals like you take the next step in furthering their education, career growth, and earning power. The College Network's mission is to make quality education accessible and affordable for working adults.

Customers of The College Network are able to obtain associate's, bachelor's, and master's degrees, as well as earn professional certificates, while balancing their careers and personal lives. We will provide you with the knowledge, skills, and training you need to achieve personal and professional goals. The College Network is your educational solutions partner.

Paralegal Certificate



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The program information in this publication is current at the time of printing. The most up-to-date information is available at www.collegenetwork.com, or you can speak with a Program Advisor at 1-877-CLM LEARN (256-5327).