

Paralegal, Legal Assistant and Lawyer's Assistant Program

Business Financial Management

- ◆ Learn about the law
- ◆ Start a new career
- ◆ Upgrade your skills
- ◆ Prepare for law school

Certificate Program

The school, in collaboration with Midwest Paralegal Studies, offers a 12-month (non-credit) Paralegal Certificate of Completion. The five-part, generalist program provides a comprehensive overview of all the paralegal roles and responsibilities.

Who Can Enroll

This professional program is recommended for those in the legal profession seeking advancement or for someone interested in a career change. It is open to anyone with a high school diploma/GED.

Flexible Study

This is an online tutoring program designed to let you work at a pace comfortable for your busy lifestyle. It begins with a free one-hour orientation seminar held online or at a campus near you. The certificate series includes a total of five classes each lasting seven weeks. Classes are designed to meet the needs of both novices and those currently working in the legal field and looking to upgrade their skills. You will learn how to:

- ◆ Research and write a legal office memo
- ◆ Explore and investigate a legal specialty
- ◆ Learn the procedures of a local court system
- ◆ Understand the management of a law office
- ◆ Develop strategies for a paralegal job search

Earning the Certificate

A (non-credit) certificate of completion will be presented by the school to those who complete all five courses in the series. You are free to enroll in one or more individual classes but you will not receive a certificate until you have completed the five-course series.

Cost/Fees

Tuition for each of the five classes is \$195. The total cost to complete the five-course certificate series is \$975 (includes all study materials).

Low Cost Training

How the Program Works

Students will access all of the lectures and study materials they will need weekly online and via e-mail. Additional individual tutoring will be furnished each student during the course of the program as needed. Courses may be taken in any order at the start of each class term. However, we recommend students take classes in the order in which they are listed below. **Start dates for all five classes are on November 3, 2008**

To enroll

Please email Mr. Perovanovich at zoran1990@juno.com. He will personally contact you to provide necessary entrance counseling. You can also visit Mr. Perovanovich on his website at <http://paralegalstudies.com/free-orientation.htm>

Free Orientation

Paralegal Seminar (1 day) \$Free

Is the paralegal career for you? Paralegal, Legal Assistant, Lawyer's Assistant are all titles used interchangeably to describe individuals who work with attorneys and other professionals in the field of law.



About the Instructor

Mr. Zoran V. Perovanovich has been a paralegal educator and consultant for more than 20 years. He is the founder and instructor of Midwest Paralegal Studies and is dedicated to coordinating flexible, low-cost entry level paralegal programs across the country.

All Courses

Paralegal Research (7 weeks) \$195

This course presents an overview of entry-level paralegal research and writing tools. All students will access law resources online and at the local library once a week for specific assignments. In addition, each student will write an office legal memo using legal techniques and current rules of law applying the same to support a conclusion based upon the IRAC reasoning technique. All work must be submitted online.

Paralegal Jurisprudence (7 weeks) \$195

This course presents an overview of the paralegal profession including many of the more popular entry-level areas of legal specialization (family, corporate, probate, real estate and many others). All students will be required to select and pursue at least one specialty area and write a twelve-part report for substantive career development. Each student will also be required to take weekly quizzes and a final exam online.

Paralegal Litigation (7 weeks) \$195

This course presents an overview of litigation and trial support used by entry level practicing paralegals in daily procedural work. All students will be required to visit a local court system and investigate the procedures of pre-trial, trial, post-trial and appeals. In addition, each student will be asked to make a presentation of the court visit and complete a selected deposition abstract online.

Paralegal Management (7 weeks) \$195

This course is an overview of the paralegal office manager at work. All students will be required to network/mentor with an entry level practicing paralegal in the field and acquired information on the organization of law firms, corporations and/or government legal departments in order to complete a presentation for class. All quizzes and the final exam will be taken online.

Paralegal Career (7 weeks) \$195

This course presents an overview of paralegal job search/portfolio methods and will help you identify special legal skills that are part of your unique niche in the paralegal market. All students will be required to compose a 15-section paralegal career portfolio and explore three job leads in a local law practice in order to complete a class presentation. Each student will also post an eResume online at the end of class.

Paralegal/ Legal Assistant & Lawyer's Assistant
Upfront cost to enroll: \$195.00 each class
Total cost to complete the five-course certificate series is \$975
includes all study materials
Please come to our office to register.

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Charles A. Jones Career & Education Center
5451 Lemon Hill Avenue, Sacramento, CA 95824
(916) 433-2600 Ext. 1000 www.CAJ.edu
Nancy Compton, Principal; Brant Choate, Assistant Principal
Office Hours
8:00 AM—6:30 PM Monday-Thursday
8:00 AM—4:00 PM Friday