



there's a **U** *for YOU!*

Legal Certificate Courses

- ◆ Paralegal Certificate Course[©]
- ◆ Advanced Paralegal Certificate Course
- ◆ Legal Investigation Certificate Course
- ◆ Personal Injury for Paralegals Certificate Course
- ◆ Victim Advocacy Certificate Course
- ◆ Software Essentials for the Law Office Certificate Course
- ◆ Employment Law Certificate Course
- ◆ Alternative Dispute Resolution Certificate Course
- ◆ Legal Secretary Certificate Course
- ◆ Advanced Legal Research & Writing Certificate Course



THE CENTER FOR
LEGAL STUDIES

Paralegal Certificate Course® - \$1,289

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.

To receive a Certificate of Completion, students must pass numerous quizzes and successfully complete several legal document writing assignments. **This course is completed in 2 consecutive 7-week sessions (both sessions are included in the \$1,289 tuition amount).** Students who successfully complete both Paralegal I & II will be awarded a Certificate of Completion from UW - Waukesha Continuing Education.

Advanced Paralegal Certificate Course - \$1800

The Advanced Paralegal Certificate Course picks up where the Paralegal Certificate Course® left off. These substantive law classes provide students with more in-depth coverage of specific topics of law. **Each topic is completed in one 7-week online session, and students can take up to 3 topics per session.** Students may take as many or as few topics as they choose, however, a certificate is only issued when 6 topics are completed.

These topics are:

- Advanced Legal Research
- Victim Advocacy
- Constitutional Law and Civil Liberties
- Criminal Law
- Bankruptcy Law
- Family Law
- Mediation and Other Forms of ADR
- Estate Planning
- Business Law and Practices
- Water Law
- Immigration Law
- Education Law
- Criminal Procedure
- Intellectual Property
- Real Property Law

There are no certificates issued for individual Advanced topics.

Students who successfully complete six Advanced topics will receive a Certificate of Completion from UW - Waukesha Continuing Education. **Prerequisite:** The Paralegal Certificate Course®, or at least 1 year of legal experience.

Legal Investigation Certificate Course - \$645

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, students 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. Students will also be taught how to create a freelance investigation business. **This course is completed in one 7-week online session.**

Successful graduates of this non-credit course will be awarded a Certificate of Completion from UW - Waukesha Continuing Education.

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, employment accidents, government investigation, document analysis and control, financial and equity analysis, testimony, and relevant case studies.



Personal Injury for Paralegals Certificate Course - \$729

With this exciting, fast-paced class you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. We will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating and other case building techniques vital to a personal injury paralegal's success in the law office.

Class discussions and lesson material will include the different kinds of personal injury claims including (but not limited to): car accidents, slip and falls, medical negligence/malpractice, manufacturer product defects, and class-action lawsuits. Discover the basic categories of damages recovery, statutes of limitations, and schemes for liability.

Successful graduates of this non-credit course will be awarded a Certificate of Completion from UW - Waukesha Continuing Education.

Course Objectives:

- Interview clients with a narrative of the injury
- Review medical records and nurses' notes
- Prepare summaries of depositions
- Interview medical witnesses
- Observe and identify possible areas of negligence
- Keep and organize a trial notebook
- Understand the concept of products liability
- Be familiar with the concept of duty toward the victim
- Distinguish personal injury from torts to property or reputation
- Distinguish private torts from governmental torts under the Federal Torts Claims Act

Victim Advocacy Certificate Course - \$645

This intensive program is designed to train and qualify students to provide assistance to crime victims, both inside and outside of the courtroom. Participants will be prepared 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. **This course is completed in one 7-week online session.** Successful graduates of this non-credit course will receive a Certificate of Completion from UW - Waukesha Continuing Education.

Topics of Study Include:

Legal terminology and the legal process, theories of victimization, effects of crime on victims, guidelines for responding to victims of crime and trauma, and crime victim statutes.

Crisis theories, the role of the crisis interventionist, how to respond to crisis situations, understand the actual nature of the crisis, assess the victim's situation, and implement effective listening skills.

Software Essentials for the Law Office Certificate Course - \$729

This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include: computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery, and trial presentation and graphics software. Successful graduates of this non-credit course will be awarded a Certificate of Completion from UW - Waukesha Continuing Education.

Topics of Study Include:

Hands on exercises will prepare students to work with popular programs such as MS PowerPoint, Practice Master's Tabs 3, AbacusLaw, Summation iBlaze, Trial Director and LexisNexis Casemap & TimeMap, as well as understand the common functions and purposes of similar programs. Common billing procedures, accurate time tracking, proper calendar and docketing procedures as well as the processes involved in electronic discovery will be addressed through a variety of exercises.

Alternative Dispute Resolution Certificate Course - \$645

This intensive course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in the United States. The course focuses on both traditional and non-traditional dispute resolution options, and takes the mystery out of settlement processes. **This course is completed in one 7-week online session.** Successful graduates of this non-credit course will be awarded a Certificate of Completion from UW - Waukesha Continuing Education.

Course Objectives Include:

- Functions of Alternative Dispute Resolution and its purpose
- Examine the different approaches in Negotiations
- Explain the functions of a mediator
- Demonstrate problem-solving techniques for mediation
- Discuss the process of the Summary Jury Trial

Legal Secretary Certificate Course - \$645

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 UW - Waukesha Continuing Education. This course is completed in one 7-week online session.

Topics of Study Include:

Introduction to the theory of law, the legal process, and the nature of the practice of law, legal terminology, and legal ethics. Particulars of law office management and technology in the law office. Office procedure manuals, billing techniques, and overall management techniques. Students will be introduced to the fundamentals of legal research and proper citation format.

Advanced Legal Research & Writing Certificate Course - \$729

This exciting course is designed to teach advanced and specialized approaches to utilize the legal resources available in a law library, and elsewhere. The conceptual differences between computer-assisted legal research and hard copy research will be taught. You will also learn how to formulate WESTLAW search queries and effectively and efficiently use WESTLAW and other online legal research methods as time-saving devices in legal research and legal writing. **This course is completed in one 7-week online session.** Successful graduates of this non-credit course will be awarded a Certificate of Completion from UW - Waukesha Continuing Education. **Prerequisite:** Completion of the Paralegal Certificate Course[®] or the equivalent, or 1 year law office experience.

Topics of Study Include:

- How to conduct legal research
- How to find, interpret and use various types of legal authorities
- How to write a legal analysis
- How to draft a Memorandum of Law
- How to engage in various types of legal writing

Employment Law Certificate Course - \$729

Employment Law is a branch of Contract Law that deals with relationships between employers and employees. This course will cover statutes such as the National Labor Relations Act, the Railway Labor Act, and other various statutes dealing with public employees. This course is completed in one 7-week online session. Successful graduates of this non-credit course will be awarded a Certificate of Completion from UW - Waukesha Continuing Education.

Course Objectives Include:

- Discuss the roots of the master-servant relationship
- Distinguish employment at will from wrongful discharge
- Identify torts that can be brought against employers
- Discuss accommodation in working conditions
- Identify labor organizations and discuss unfair labor practices
- Discuss disability discrimination and accommodations, and examine age discrimination in hiring and in retirement

Textbooks and Materials

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.

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

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

2016 Online Sessions:

Spring Session I: January 11 - February 26, 2016

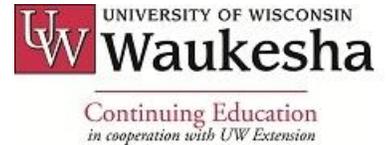
Spring Session II: March 7 - April 22, 2016

Summer Session I: May 2 - June 17, 2016

Summer Session II: June 27 - August 12, 2016

Fall Session I: August 22 - October 7, 2016

Fall Session II: October 17 - December 2, 2016



To register:

Please call The Center for Legal Studies at 1-800-522-7737 or visit www.legalstudies.com/schools/UWWaukesha.html.

Early Registration Is Encouraged.



**UW-Waukesha Continuing Education
1500 North University Drive
Waukesha, WI 53188**

**Legal Certificate Courses offered by
UW-Waukesha Continuing Education**
