

ABOUT THE INSTRUCTOR:

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



COST/FEEES:

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

REGISTRATION INFORMATION:

To Download and Print the Registration Form or to Register ONLINE go to:

www.uwsp.edu/conted/workshops.aspx

FOR MORE INFORMATION:

Call UWSP Continuing Education Customer Service at: (715) 346-3838 or (800) 898-9472

UWSP Continuing Education
2100 Main Street. Rm. 032 Main
Stevens Point, WI 54481
www.uwsp.edu/conted



TESTIMONIAL:

"Each course was full of valuable information which will enable me to be successful in my upcoming career. It was a relief to be able to fit my coursework into my busy schedule. I hope more people take advantage of this flexible program."

2009 UWSP Paralegal Certificate Graduate



**PARALEGAL
CERTIFICATE
PROGRAM**
ONLINE

Account 402340
University of Wisconsin Stevens Point
Continuing Education
2100 Main Street, Main Building Rm. 032
Stevens Point, WI 54481
CHANGE SERVICE REQUESTED



Are you working in the legal field or looking to upgrade your skills?

Are you seeking a career change into the law field?

PARALEGAL CERTIFICATE PROGRAM

ONLINE

PARALEGAL RESEARCH

PARALEGAL JURISPRUDENCE

PARALEGAL LITIGATION

PARALEGAL MANAGEMENT

PARALEGAL CAREER

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

HOW THE PROGRAM WORKS:

At the beginning of each course, students will access all of the lectures and study materials online and via email. Additional individual tutoring will be furnished to each student during the course of the program as needed. Flexible scheduling allows you work at your own pace. Take individual courses to upgrade your skills or work toward completing a certificate.

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. Each course runs for seven weeks each. The dates for the 2009-2010 school year are: Thursday, September 17, 2009, Thursday, November 5, 2009, Thursday, February 4, 2010; Thursday, April 1, 2010; Thursday, June 3, 2010; Thursday, September 16, 2010 and Thursday, November 4, 2010.

EARN A CERTIFICATE!

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

Paralegal Certificate Course Descriptions

PARALEGAL RESEARCH

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

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

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

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 acquire 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

This course presents an overview of paralegal job search/portfolio method 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

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. Our Paralegal Certificate Program is explained in this free informational seminar online: http://www.paralegalstudies.com/free_orientation.htm