

Career Certificate in Civil Litigation

This course provides excellent preparation for a paralegal career specializing in Civil Litigation. Professional paralegals and legal assistants will also find it useful as a way to enhance their knowledge in this popular specialty area of the law. Further, our career certificate program can be completed in as few as 3 months, so you can quickly put your knowledge to use on the job.

Career Profile

Paralegals work closely with attorneys in law firms, corporate legal departments and government agencies. As law firms strive to cut costs and increase efficiency, paralegals are performing more of the essential tasks typically performed by attorneys. The result? The work of paralegals is increasingly important to the vitality of law practices and corporate legal departments.

Employment Opportunities

Job prospects for paralegals will be excellent through 2020. An 18% growth rate is forecast, with an estimated 46,900 new jobs.* In addition to law firms beefing up their support staffs, many large corporations are choosing to staff in-house legal departments rather than retain outside counsel. This increases the demand for trained, experienced paralegals.

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers – particularly attorneys, who often specialize in specific areas of the law. Interested in furthering your education? You can broaden your knowledge in our Paralegal Studies Diploma course or apply your career certificate credit toward completion of an Ashworth College degree program.

What You Need

There are no prerequisites for this course.

What You Get

- Textbook: *Civil Law and Litigation for Paralegals*
- Customized lessons and study guide
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

*U.S. Department of Labor



Course Outline

Orientation to Online Learning

- Lesson 1: Introduction to Civil Procedure
- Lesson 2: The Law Firm, Pleadings and Jurisdiction
- Lesson 3: The Defendant's Answer, and Evidence
- Lesson 4: Discovery and Motions Practice
- Lesson 5: Trial of a Civil Action and Damages
- Lesson 6: Alternatives to Litigation, and Appeals

Course Outline

Orientation to Online Learning

Lesson 1: Agency

Lesson 2: Liability of Principals, Agents, and Independent Contractors

Lesson 3: Entrepreneurships and Sole Proprietorships

Lesson 4: General Partnerships

Lesson 5: Limited Partnerships

Lesson 6: Limited Liability Companies

Lesson 7: Corporate Formation and Financing

Lesson 8: Franchises and Special Forms of Businesses

Lesson 9: Corporate Governance and the Sarbanes-Oxley Act

Lesson 10: Corporate Acquisitions and Multinational Corporations

Lesson 11: Investor Protection and Online Securities Transactions

Lesson 12: Employment, Worker Protection, and Immigration Laws

Lesson 13: Equal Opportunity in Employment

Lesson 14: International and World Trade Law

Career Certificate in Corporate Law

This course provides excellent preparation for a paralegal career specializing in Corporate Law. Professional paralegals and legal assistants will also find it useful as a way to enhance their knowledge in this popular specialty area. Further, our career certificate program can be completed in as few as 3 months, so you can quickly put your knowledge to use on the job.

Career Profile

Paralegals work closely with attorneys in law firms, corporate legal departments and government agencies. As law firms strive to cut costs and increase efficiency, paralegals are performing more of the essential tasks typically performed by attorneys. The result? The work of paralegals is increasingly important to the vitality of law practices and corporate legal departments.

Employment Opportunities

Job prospects for paralegals will be excellent through 2020. An 18% growth rate is forecast, with an estimated 46,900 new jobs.* In addition to law firms beefing up their support staffs, many large corporations are choosing to staff in-house legal departments rather than retain outside counsel. This increases the demand for trained, experienced paralegals.

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers – particularly attorneys, who often specialize in specific areas of the law. Interested in furthering your education? You can broaden your knowledge in our Paralegal Studies Career Diploma course.

What You Need

There are no prerequisites for this course.

What You Get

- Textbook: *Business Organizations for Paralegals*
- Customized lessons and study guide
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

*U.S. Department of Labor



Enroll Today! • AshworthCollege.edu • 1.866.714.6111

Career Certificate in Criminal Law and Procedure

You've chosen the ideal training ground for a paralegal career. This course prepares you with the special skills necessary to begin your paralegal career as a specialist in Criminal Law. And if you are already a professional paralegal or legal assistant, this course will enhance your knowledge in this popular legal specialty. Further, our career certificate program can be completed in as few as 3 months, so you can quickly put your knowledge to use on the job.

Career Profile

Paralegals work closely with attorneys in law firms, corporate legal departments and government agencies. As law firms strive to cut costs and increase efficiency, paralegals are performing more of the essential tasks typically performed by attorneys. The result? The work of paralegals is increasingly important to the vitality of law practices and corporate legal departments.

Employment Opportunities

Job prospects for paralegals will be excellent through 2020. An 18% growth rate is forecast, with an estimated 46,900 new jobs.* In addition to law firms beefing up their support staffs, many large corporations are choosing to staff in-house legal departments rather than retain outside counsel. This increases the demand for trained, experienced paralegals.

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers – particularly attorneys, who often specialize in specific areas of the law. Interested in furthering your education? You can broaden your knowledge in our Paralegal Studies Career Diploma course or apply credit toward an Ashworth College degree program.

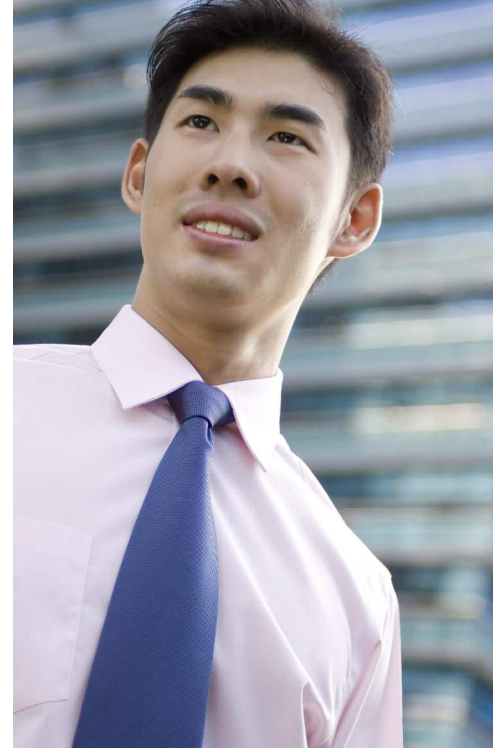
What You Need

There are no prerequisites for this course.

What You Get

- Textbook: *Criminal Law for Paralegals*
- Customized lessons and study guide
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

*U.S. Department of Labor



Course Outline

Orientation to Online Learning

- Lesson 1: Introduction to Criminal Law and Procedure
- Lesson 2: Essentials Elements of a Crime and Homicide
- Lesson 3: Crimes Against the Person and Crimes Involving Property
- Lesson 4: Complicity and Crimes Against Habitation
- Lesson 5: Inchoate Crimes and Defenses to Crimes
- Lesson 6: Crimes Against Society and Criminal Procedures Before Trial
- Lesson 7: The Criminal Trial, Sentencing and Post-Trial Procedures



Career Certificate in Real Estate Law

You've chosen the ideal training ground for a paralegal career. This course prepares you with the special skills necessary to begin your paralegal career as a specialist in Real Estate Law. This course also imparts valuable knowledge to enhance your current paralegal career. Further, our career certificate program can be completed in as few as 3 months, so you can quickly put your skills to use on the job.

Course Outline

Orientation to Online Learning

- Lesson 1: Introduction to Real Estate Law and Concurrent Ownership
- Lesson 2: Condominiums, Cooperatives, Time-Shares, Regulations and Encumbrances
- Lesson 3: Nonpossessory Interests and Landlord and Tenant
- Lesson 4: Real Estate Contracts
- Lesson 5: Mortgages and Real Estate Finance
- Lesson 6: Recording Statutes, Title Examinations and the Real Estate Closing

Career Profile

Paralegals work closely with attorneys in law firms, corporate legal departments and government agencies. As law firms strive to cut costs and increase efficiency, paralegals are performing more of the essential tasks typically performed by attorneys. The result? The work of paralegals is increasingly important to the vitality of law practices and corporate legal departments.

Employment Opportunities

Job prospects for paralegals will be excellent through 2020. An 18% growth rate is forecast, with an estimated 46,900 new jobs.* In addition to law firms beefing up their support staffs, many large corporations are choosing to staff in-house legal departments rather than retain outside counsel. This increases the demand for trained, experienced paralegals.

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers – particularly attorneys, who often specialize in specific areas of the law. Interested in furthering your education? You can broaden your knowledge in our Paralegal Studies Diploma course or apply your career certificate credit toward completion of an Ashworth College degree program.

What You Need

There are no prerequisites for this course.

What You Get

- Textbook: *Real Estate Law for Paralegals*
- Customized lessons and study guide
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

*U.S. Department of Labor

Career Certificate in Wills, Trusts, and Estates

You've chosen the ideal training ground for a paralegal career. This course prepares you with the special skills necessary to begin your paralegal career as a specialist in Wills, Trusts, and Estates. If you are already working in the legal field, the course imparts valuable knowledge in this popular specialty area of the law. And you can finish fast, so you can quickly apply your new skills on the job.

Career Profile

Paralegals work closely with attorneys in law firms, corporate legal departments and government agencies. As law firms strive to cut costs and increase efficiency, paralegals are performing more of the essential tasks typically performed by attorneys. The result? The work of paralegals is increasingly important to the vitality of law practices and corporate legal departments.

Employment Opportunities

Job prospects for paralegals will be excellent through 2020. An 18% growth rate is forecast, with an estimated 46,900 new jobs.* In addition to law firms beefing up their support staffs, many large corporations are choosing to staff in-house legal departments rather than retain outside counsel. This increases the demand for trained, experienced paralegals.

Your career certificate shows that you have specialized, entry-level skills, and this should impress many prospective employers – particularly attorneys, who often specialize in specific areas of the law. Interested in furthering your education? You can broaden your knowledge in our Paralegal Studies Diploma course or apply your career certificate credit toward completion of an Ashworth College degree program.

What You Need

There are no prerequisites for this course.

What You Get

- Textbook: *Wills, Trusts, and Estates for Paralegals*
- Customized lessons and study guide
- Tutorial assistance and open-book, online exams
- Convenient online student support
- Career search and time management guides

*U.S. Department of Labor



Course Outline

Orientation to Online Learning

- Lesson 1: Introduction to Wills, and Ownership of Property
- Lesson 2: Testate and Intestate Succession
- Lesson 3: Estate Planning Tools and Tax Considerations
- Lesson 4: Drafting and Executing Wills
- Lesson 5: Trusts and Advance Directives
- Lesson 6: Probate and Tax Matters