

Legal Education Certificate Courses

Software Essentials for the Law Office Certificate Course

This **7-week online 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 Polk State Corporate College.

Topics of Study:

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 and payment agreements, 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. In addition, students will be presented with real-life scenarios and asked to identify and examine ethical issues raised by the use of technology in a legal practice.

Textbook: *Using Computers in the Law Office*, 6th Edition

Course Tuition: \$729 (excludes textbook)

Alternative Dispute Resolution Certificate Course

This **7-week online 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. Specific attention will be given to Mediation, Arbitration, Summary Jury Trials, Mini-Trials and Moderated Settlement Conferences. Students can benefit from taped live lectures or by taking the course online with the added advantage of reviewing the materials as many times as necessary for full retention of the information. Alternative Dispute Resolution is geared to all professionals who are focused on "interest-based bargaining." This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions.

Successful graduates of this non-credit course will be awarded a Certificate of Completion from Polk State Corporate College. Participants will be expected to complete reading and homework assignments and will choose or be assigned project reports that deal with ADR topics.

Topics of Study:

Introduction, History and Origin of ADR-Mediation
Techniques for ADR: The Mediation Process & Role of the Mediator
Business Disputes, Settlement Issues in the Business Sector,
Employment Disputes and Employer/Employee Relationships.

Textbooks: *ADR in a Nutshell*, by Jaqueline M. Nolan-Haley.

Course Tuition: \$575 (excludes textbook)

Legal Investigation Certificate Course

This course is designed to teach legal investigation to those interested in pursuing a new career and those presently working in the legal field. After successful completion of this **7-week online 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. Successful graduates of this non-credit course will be awarded a Certificate of Completion from Polk State Corporate College.

Subject areas include the following: arson investigation, products liability investigation, personal injury and traffic accident forensics, employment accidents, investigation of financial and equity matters, professional malpractice and negligence, skip-tracing, and the role of a legal investigator in preparing for civil and criminal litigation.

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 case studies.

Textbooks: *Federal Civil Rules Booklet*, most recent edition

Course Tuition: \$575 (excludes materials and textbook)

Registration Information

Please call The Center for Legal Studies at **1-800-522-7737**, or visit **www.legalstudies.com** to register, or for more information.

Schedule For All Courses

2013 Online Sessions:

Fall Session II: October 21 - December 6, 2013

2014 Online Sessions:

Spring Session I: January 13 - February 28, 2014

Spring Session II: March 10 - April 25, 2014

Summer Session I: May 5 - June 20, 2014

Summer Session II: June 30 - August 15, 2014

Fall Session I: August 25 - October 10, 2014

These courses are each completed in one 7-week session, and can be taken during any session offered.

Additional Information

All textbooks and resources, including WESTLAW online legal research access, are available for purchase from The Center for Legal Studies by calling **1-800-522-7737** or by using the secure online order form at **www.legalstudies.com**.

Prices, availability, and required textbooks are subject to change