



University of Wisconsin Oshkosh
 Office of Continuing Education and Extension
 800 Algoma Boulevard
 Oshkosh, WI 54901-8623
www.uwosh.edu/conted

NON-PROFIT ORGANIZATION
 U.S. POSTAGE
PAID
 PERMIT NO. 239
 OSHKOSH, WISCONSIN

The University of Wisconsin Oshkosh/Extension asks that you voluntarily respond to the questions below. The cumulative demographic information will be used to enhance our programming efforts.

Gender: Male Female

Race/ethnicity:

- A. Black (not of Hispanic origin)
- B. Asian or Pacific Islander
- C. American Indian or Alaskan Native
- D. Hispanic
- E. White (not of Hispanic origin)

Age:

- A. Under 18
- B. 18-34
- C. 35-49
- D. 50-64
- E. 65+

Are you enrolled in this program primarily for career purposes?

- Yes No



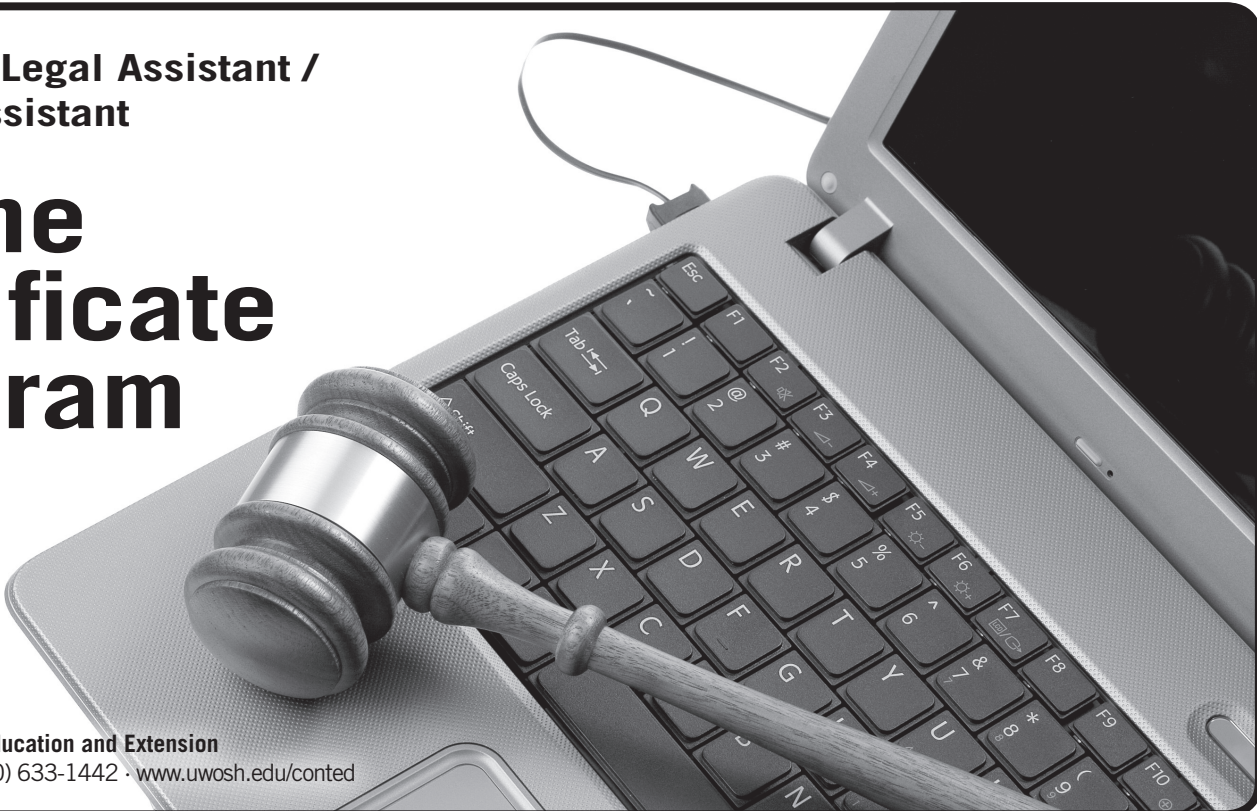
UW Oshkosh and UW Extension – Bringing the resources of the university to the people of Wisconsin
 No Wisconsin tax dollars were used to print this publication.

Paralegal / Legal Assistant / Lawyer's Assistant

Online Certificate Program

UNIVERSITY OF
 WISCONSIN
 OSHKOSH

Office of Continuing Education and Extension
 (920) 424-1129 · (800) 633-1442 · www.uwosh.edu/conted



Paralegal / Legal Assistant / Lawyer's Assistant – Online Certificate Program

UW Oshkosh Office of Continuing Education and Extension in partnership with Midwest Paralegal Studies is offering a 12-month paralegal certificate of completion. The five-part, generalist program provides a comprehensive overview of all the paralegal roles and responsibilities.

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

This program begins with a **FREE** online orientation course. Please visit: www.paralegalstudies.com/free_orientation.htm

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 course held online.

Program Overview

The certificate program includes a total of five courses, 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**

Course Descriptions

Is The Paralegal Career Right For You? FREE

Paralegal, legal assistant and 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 information course online at: http://www.paralegalstudies.com/free_orientation.htm

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.

How the Program Works

Students will access all of the lectures and study materials they will need weekly 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 to 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 courses in the order in which they are listed above. Start dates for all five courses are:

2011	2012
February 3, 2011	February 2, 2012
April 7, 2011	April 5, 2012
June 2, 2011	June 7, 2012
September 15, 2011	September 13, 2012
November 3, 2011	November 1, 2012

All five courses are offered each term with the same starting dates above.

All prospective students must email instructor before registration for advising. Mr. Zoran Perovanovich, zoran1990@juno.com

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 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 (7 weeks) \$195

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 will also post an eRésumé online at the end of class.

Earning the Certificate

A certificate of completion will be presented by UW Oshkosh to those who complete all five courses in the series. You can choose to enroll in one or more individual courses, but you will not receive a certificate until you have completed all five courses in the series.

Cost/Fees

The cost to complete the five-course certificate program is \$975 or \$195 per course (includes all study materials). The courses may be taken in any order at the start of each class term.

Registration Deadline

Your registration is requested 10 days prior to each course. After that date, please call the Office of Continuing Education and Extension to determine course availability.

About the Instructor

Mr. 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 coordinating flexible, low-cost, entry-level paralegal tutoring across the country.

Paralegal / Legal Assistant / Lawyer's Assistant – Online Certificate Program

Please complete this registration form or register online at www.peopleware.net/222115

Soc. Sec. No. _____
(Not mandatory--used only to ensure accessibility and accuracy of your educational record.)

Name _____

Address _____

City/State/ZIP _____

Employer _____

Home phone _____ Daytime phone _____

Email _____

Please register me for the following courses:

- Paralegal Research** (\$195)
 - Apr 7, 2011 June 2, 2011 Sept 15, 2011 Nov 3, 2011
 - Feb 2, 2012 Apr 5, 2012 June 7, 2012 Sept 13, 2012
- Paralegal Jurisprudence** (\$195)
 - Apr 7, 2011 June 2, 2011 Sept 15, 2011 Nov 3, 2011
 - Feb 2, 2012 Apr 5, 2012 June 7, 2012 Sept 13, 2012
- Paralegal Litigation** (\$195)
 - Apr 7, 2011 June 2, 2011 Sept 15, 2011 Nov 3, 2011
 - Feb 2, 2012 Apr 5, 2012 June 7, 2012 Sept 13, 2012
- Paralegal Management** (\$195)
 - Apr 7, 2011 June 2, 2011 Sept 15, 2011 Nov 3, 2011
 - Feb 2, 2012 Apr 5, 2012 June 7, 2012 Sept 13, 2012
- Paralegal Career** (\$195)
 - Apr 7, 2011 June 2, 2011 Sept 15, 2011 Nov 3, 2011
 - Feb 2, 2012 Apr 5, 2012 June 7, 2012 Sept 13, 2012

Please check one:

- Registration fee enclosed. Make your check payable to UW Oshkosh Continuing Education. Unless otherwise requested, **your canceled check will be your receipt.**
Check # _____ Check Amount _____
- Registration fees will be mailed by the course registration deadline. I understand that my registration will not be guaranteed until the Office of Continuing Education and Extension receives payment.
- Our purchase order is attached. PO# _____
- Please bill my employer. Employer address: _____
- Please charge the registration fee to:
 - VISA MasterCard Amount _____
 - Card number _____
 - Expiration date _____
 - Cardholder's name (print) _____
 - Cardholder's signature _____

Mail completed form to: UW Oshkosh, Office of Continuing Education and Extension, 800 Algoma Boulevard, Oshkosh, WI 54901.

OR Fax to: (920) 424-1803

Please complete both sides of form.