

Instructors

Joseph W. Myers, Esq., is an adjunct faculty member of Old Dominion University. He is an attorney/principal in the law firm Myers, Myers and Myers. Myers received his B.A. in political science/legal studies from Virginia Polytechnic Institute and State University. He received his law degree from T.C. Williams School of Law, University of Richmond. Myers currently handles jury trials, bench trials and negotiations. He also practices in federal and state court.

Ken Wilson, Esq., is an adjunct faculty member of Old Dominion University. He is also associate counsel for the Navy Facilities Engineering Command, Atlantic Division Office of the General Counsel. Prior to that, he was an attorney with the Office of Chief Counsel, National Aeronautics and Space Administration (NASA) at Langley Research Center. Wilson received his B.A. in history and English from West Virginia University. He received his law degree from the T.C. Williams School of Law, University of Richmond. Upon graduation from law school, Wilson entered the U.S. Army Judge Advocate General's Corps. Currently Wilson is representing the Navy Facilities Engineering Command in the areas of real estate and construction law.

Former Students Say:

"Everything about this program was excellent."

"Teachers were great!"

"Very informative and enjoyable."

"I now know why I do things I have been doing for years."

"Have been using what I learned at my job."

"Both instructors seemed very knowledgeable and were very patient with questions/explanations."

"Very good course ... Enjoyed it immensely ... I feel prepared to pursue a legal career."

1BA20



**OLD DOMINION
UNIVERSITY**

IDEA FUSION

Visit our website: <http://www.execed-odu.com>

Executive Development Center
College of Business and Public Administration
2101 Constant Hall
Norfolk, VA 23529

Nonprofit Org
U.S. Postage
PAID
Permit # 49
Norfolk, VA

Executive Development Center

Spring 2013

Paralegal Certificate Program

Saturdays & Sundays 9 a.m.—5 p.m.

Old Dominion University
2003 Constant Hall

March 2 & 3
March 16 & 17
April 6 & 7
April 20 & 21
May 4 & 5
May 18 & 19

Program Fee \$1,400
Registration Deadline: February 18, 2013
The fee includes all books and materials.

Check out our website:
www.execed-odu.com
for more information.



OLD DOMINION UNIVERSITY
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
IDEA FUSION

Paralegal Certificate Program

Six Weekends of Intensive Study

Old Dominion University's Paralegal Certificate Program is a highly focused, practical path to professional growth in a rewarding career. Since 1992, more than 1,500 people throughout Virginia have successfully completed this program and have gone on to exciting jobs in this rapidly growing field. The curriculum is intensive and based solely on the fundamentals of paralegal studies.

The program provides a practical, well-rounded understanding of the paralegal profession. The certificate will open doors for new and advanced career opportunities. Since the program prepares participants to work as paralegals in only six weekends, it requires a significant amount of homework and commitment. However, most students hold full-time jobs and still find the program manageable.

Attendance Policy

Because of the program's intensive nature, attendance is **MANDATORY** for every class. Prospective students are encouraged to check their calendars to make sure that there are no conflicts with scheduled class days before they register.

Employment Outlook

Employment of paralegals and legal assistants is projected to grow 22 percent between 2006 and 2016,

much faster than the average for all occupations. Employers are trying to reduce costs and increase the availability and efficiency of legal services by hiring paralegals to perform tasks once done by lawyers. Paralegals are performing a wider variety of duties, making them more useful to businesses.

Who Should Attend

Prospective students should include persons with a bachelor's degree or some post secondary education who wish to make a career transition to the legal field in a short amount of time, persons already in the legal field who want to broaden their knowledge and enhance their skills, and people working in administrative and clerical fields. Others are eligible to enroll as well, but must be aware of the rigorous nature of the course.

Discounts, Refunds and Payment Plans

Companies registering two or more employees for the same course and paying with a single check or purchase order are eligible to receive a \$50 discount for each registrant. Requests for discounts must be made at the time of registration.

The Executive Development Center honors written requests for withdrawals received seven business days before the course starting date. A \$75 processing fee will be charged. A

cancellation fee of \$150 plus the \$75 processing fee will be charged for written notification received less than seven business days before the course starting date.

Substitutions are welcomed and may be made with no fees assessed. There are no refunds after classes begin.

The center reserves the right to substitute instructors, change the days that programs meet, or cancel programs due to insufficient enrollment or unforeseen events.

Students who expect to use military tuition assistance should call Continuing Education Operations at 757-683-4247. There are very strict deadlines so prospective students planning to use these resources are urged to call well in advance of the beginning of class.

Registration Deadline

The deadline for registration is February 18, 2013. If there is still space available in the class after the registration deadline, then students who wish to register will be charged a late registration fee of \$25.

For More Information

Call 757-683-4603 or e-mail drwillia@odu.edu.

University Payment Plan

Please visit the ODU Office of Finance website for application. Tuition deadline is January 14, 2013.

The Program

The program consists of six weekends including the following subject matter:

As an introduction to the law and the role of a paralegal professional, you will study essential legal terminology; examine federal, state and local court structures, and discuss the paralegal profession with emphasis on ethics. You will also be engaged in a survey of substantive American law including torts, property law, agency, contracts, environmental law, and a number of other broad categories of jurisprudence.

You will be introduced to the civil process and procedure and the criminal process and procedure at both state and federal levels. Discovery procedures will be explored in detail and court pleadings will be discussed and practiced.

You will explore the methodologies of legal analysis and case investigation, and participate in a legal issues identification exercise that will develop your analytical skills. In preparation for legal writing, you will be introduced to the citation system, which enables a paralegal to locate pertinent statutes, regulations, cases and secondary source materials. You will delve into the art of legal writing, with attention to structure, organization, style and citation of authority. You will then learn about the interpretation of statutes and case law, and participate in a class exercise to develop these skills.

You will take a virtual tour of a law library and begin the study of legal research: where the law is and how to find it. You will also explore electronic/Internet legal research, be provided a live demonstration of computer-aided legal research, and be introduced to many useful Internet legal resources.

You will return to the law library in order to further develop an appreciation for legal research and refine search skills. Finally, a detailed review of administrative law practice will be presented. Alternative Dispute Resolution (ADR) will be discussed, with an emphasis on the role of the paralegal assisting in the solution of problems outside the traditional litigation framework.

During one session, the process of creating, building, maintaining and using a trial notebook will be examined. Law office structure, organization, procedures and culture will also be discussed. The final session will conclude with a general summary and an informal graduation ceremony. You will also learn about the litigation process and the paralegal role in supporting attorneys in a courtroom setting.

Registration Form

Four Easy Ways to Register

Online: www.execed-odu.com
By phone: 757-683-4247
with MasterCard or Visa information
By fax: 757-683-5443
with MasterCard or Visa information
Mail: Continuing Education Operations
116 Rollins Hall
Old Dominion University
Norfolk, VA 23529

Paralegal Certificate Program
XEDC 1113 201245 \$1,400 90027
(includes all books and materials)
XEDC 1113 201245 \$1,350 90028
(Companies registering two or more students)

If registering more than one participant, please duplicate this form.

| |
|-------------------------------------|
| Full Legal Name (First Middle Last) |
| Title |
| Home Address |
| Organization/Business |
| Business Address |
| Phone: (Day) (Evening) |
| E-mail Date of Birth |

MAKE CHECK PAYABLE TO OLD DOMINION UNIVERSITY.

If credit card is used, please complete:
 MasterCard Visa

| |
|------------------------------------|
| Signature |
| Print name as it appears on card |
| Credit Card Number Expiration Date |
| Security Code Billing Zip Code |

Old Dominion University is an equal opportunity affirmative action institution.