

Professional Development Course Syllabus

Course Number: CEUB0002

Course Title: **Paralegal Research (Course #1 of 5)**

Instructor: Zoran Perovanovich **Non-credit Certificate of Completion Course** Total Cost for Course: **\$195.00**

Students must register online no later than one week prior to the start date. www.nnu.edu/cereg

1. **Educational Goals for the Course:** This course will coach the student in paralegal research and writing tools.
2. **Instructional Learning Objectives:**
 - This online class is designed to teach students entry level knowledge of tri-state law library access for the purpose of writing a final legal office memo with proper citation and Shepardizing. (e.g., Students will be encouraged to visit a local law library every week for their homework and final memo project.):
 - Week 1 Introduction to the law library Basic review, sample techniques, useful tools
 - Week 2 Judicial branch/Common law / Digesting Legal Publishers, authority hierarchy, TARP system
 - Week 3 Reporter systems/Federal/State/National Case outlines, holding, dicta, legal encyclopedia
 - Week 4 Legislative-Executive branch/Statutes-Regulations Constitution, footnotes, registers, uniform laws
 - Week 5 Updating/Shepard's-Cite checking History, treatment, parallel citing, proofreading
 - Week 6 Computers-Internet research tools Software, CD-ROM, Lexis, Westlaw, internet
 - Week 7 Review memo/Cont. education sources Appellate brief, resources, additional training
3. **Course Requirements:**
 - All students will access law resources online and at their 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.
 - Students must communicate and e-mail required info to the instructor every week during the term that they are enrolled. A maximum of seven (7) weeks is allocated to complete this class unless an extension is requested and granted by Mr. Perovanovich before the end of the registered school term. The delinquent student will be considered as absent and graded accordingly.
 - Average time per week doing assignments = 3 hour(s)

Grading

• Participation	20%	*Timely submitting weekly assignments (Max 2 absences online)
• Homework	20%	5 sections
• Final memo	60%	10 pages typed
• Pass/Fail =	70%	Minimum to Pass
4. **Dates, Times and Location of Proposed Course:**
Approximately 21 hours TBD between September 17 - November 6, 2009; online course
5. **Due Dates for Completion of Course Requirements:** November 6, 2009
6. **Learning Resources and Required Text:**
PDF Class handout, Videos/Audios, PPT Show & tell Information, Online databases , Law library/Internet sources
7. **Evaluation Procedure: Pass/Fail**