



NORTHWEST NAZARENE
UNIVERSITY

Professional Development Course Syllabus

Sponsor/Instructor is required to submit all class registrations within one week of the start date.

Course Number: CEUPL0001 (Sec.1)

Sponsor ID: 290559

Course Title: **Paralegal Research**

(Office Use Only) Section Title:

Continuing Education Units/Hours: 2.1

Total Cost for CEU's: **\$195.00**

Course Dates: **September 15-October 27, 2011**

Location: **Online**

Instructor: **Zoran Perovanovich**

Course Prerequisites: Paralegal Opportunities 2 hour seminar - free online

Instructional Method: Online

This is a non-credit, Certificate of Completion Course

1. Educational Goals for the Course:

- Understand paralegal research and writing tools.

2. Topics Covered:

- 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, and 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. Course Meeting Dates, Times and Location:

(A minimum of 15 contact hours, plus additional outside work, required per credit earned.)

Approximately 21 hours between September 15 - October 27, 2011; online course

5. Learning Resources or Text: PDF Class handout, Videos/Audios, PPT Show & tell Information, Online databases, Law library/Internet sources

6. Evaluation Procedure: Pass/Fail