

Professional Development Course Syllabus

Course Number: CEUB0004

Course Title: **Paralegal Litigation (Course #3 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 students in litigation and trial support used by entry level practicing paralegals in daily procedural work.

2. **Instructional Learning Objectives:**
 - This online class is designed to teach students entry level fundamental procedures in civil/criminal assistance in pre-trial, trial, post-trial and appeal including court searching and abstracting. (e.g., Students will be encouraged to visit a local courthouse and make an oral presentation in class.)
 - Week 1 Introduction/Court system Resources, court system, presentations
 - Week 2 Civil/Criminal Legal theories Due process, torts, felonies, procedures
 - Week 3 Pre-trial/Interview/Investigation Client, ethics, courts, pleadings, fees, service
 - Week 4 Pre-trial/Discovery Forms, docket clerk, court searching, FOIA
 - Week 5 Settlement/Trial prep/Trial books Interrogatories, document reviews, deposition abstract
 - Week 6 Trial techniques/Evidence Conference, orders, voire dire, objections, exhibits
 - Week 7 Post-trial/Appeal Verdict/decision, fair debt collection, ADR, more training

3. **Course Requirements:**
 - 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.
 - 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 = 1 hour(s)

Grading

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| • Participation | 20% | *Timely submitting weekly assignments (Max 2 absences online) |
| • Quizzes/homework | 20% | 5 sections |
| • Deposition abstract | 20% | 2 pages typed |
| • Presentation | 40% | Email/transcript |
| • 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, Courthouse visit , Law library/Internet sources

7. **Evaluation Procedure: Pass/Fail**