



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: CEUPL0003 (Sec.1)

Sponsor ID: 290559

Course Title: **Paralegal Litigation**

(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:

- Examine litigation and trial support used by entry level practicing paralegals in daily procedural work.

2. Topics Covered:

- 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.
- Grading

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. 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, Courthouse visit, Law library/Internet sources

6. Evaluation Procedure: Pass/Fail