

Professional Development Course Syllabus

Course Number: CEUB0005

Course Title: **Paralegal Management (Course #4 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 paralegal office manager tools at work.

2. Instructional Learning Objectives:

- This online class is designed to teach students entry level knowledge of the legal organization, technology and structure as it applies to law firms, government, corporations and freelancing. (e.g., Students will be encouraged to visit a local legal office and make an oral presentation in class.):
- Week 1 Introduction/Management Fundamentals Resources, presentation, office structure, paralegal titles
- Week 2 Paralegal evolution /X,Y,Z theories Decades of history, liabilities, ethics, management structures
- Week 3 Law firm/ Government paralegal X Y Profiles, legal fees, office manuals, in-house training
- Week 4 Corporate/Freelance paralegal Z Profiles, motivation, marketing, tiered system, promotion
- Week 5 Tickler/Docket/Filing/Accounting Ergonomics, legal team, office systems, evaluation, meetings
- Week 6 Technology/Cont. education News/trends, hardware, software, litigation support
- Week 7 Review/Final exam Office skills, proofreading, future resources

3. Course Requirements:

- All students will be required to network/mentor with an entry level, practicing paralegal in the field and acquire information on the organization of law firms, corporations and/or government legal departments in order to complete a presentation for class. All quizzes and the final exam will be taken 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 |
| • Final Exam | 20% | Online/short answers |
| • 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, Office visit/Mentor , Law library/Internet sources

7. Evaluation Procedure: Pass/Fail