



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: CEUPL0004 (Sec.1)

Sponsor ID: 290559

Course Title: **Paralegal Management**

(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 paralegal office manager tools at work.

### 2. Topics Covered:

- 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.
- Grading

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. 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, Office visit/Mentor, Law library/Internet sources

### 6. Evaluation Procedure: Pass/Fail