

Professional Development Course Syllabus

Course Number: CEUB0006

Course Title: **Paralegal Career (Course #5 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 job search/portfolio method and will help students identify special legal skills that are part of his/her unique niche in the paralegal market.

2. **Instructional Learning Objectives:**
 - This online class is designed to teach students entry level job search through the portfolio method and career advancement techniques as it applies to law firms, government, corporations and freelancing. (e.g. Students will be encouraged to contact local employers & apply for a para-legal position.):
 - Week 1 Introduction/21st century career Job search, portfolio, resources, techniques
 - Week 2 Un-solicited job search Databases, networking, resume, critic form
 - Week 3 Solicited job search References, communication letters, daily logs
 - Week 4 Interview-Negotiations Application, screening, testing, benefits, contract
 - Week 5 Law firms/Corporation job search Private practice, solicitation, resources, follow-up
 - Week 6 Government/Freelance job search Public sector, deadlines, agencies, resources, follow-up
 - Week 7 Association/Cont. education/Law school Membership, training, permits, licenses, future career

3. **Course Requirements:**
 - All students will be required to compose a 15-section paralegal career portfolio and explore three job leads in a local law practice in order to complete a class presentation. Each student will also post an eResume online at the end of class.
 - 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 = 2 hour(s)

Grading

• Participation	20%	*Timely submitting weekly assignments (Max 2 absences online)
• Portfolio	40%	Minimum 12 sections
• 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, Job search/applications, Law library/Internet sources

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