



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: CEUPL0005 (Sec.1)

Sponsor ID: 290559

Course Title: **Paralegal Career**

(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:

- Understand the paralegal job search/portfolio method.
- Be aware of special legal skills that are part of the unique niche in the paralegal market.

2. Topics Covered:

- 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 and apply for a paralegal 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.
- 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. 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, Online databases, Law library/Internet sources

6. Evaluation Procedure: Pass/Fail