

NID in Paralegal Studies (Draft)

NATIONAL INNOVATION DIPLOMA

IN

PARALEGAL STUDIES

CURRICULUM AND COURSE SPECIFICATION

2007

NID in Paralegal Studies (Draft)

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NATIONAL INNOVATION DIPLOMA IN PARALEGAL STUDIES

GOAL AND OBJECTIVES

The goal of the Paralegal Studies Programme is to produce diplomates who have the basic theoretical and practical knowledge of law which will enable them to assist and support Law Firms, the judiciary and corporate bodies in their duties.

The Objectives of the Paralegal Studies programme are to prepare diplomates to:

1. Carry out support services to lawyers in the running of the affairs of their chambers.
2. Facilitate the establishment of the attorney-client relationship.
3. Assist in the production of legal documents, and papers
4. Manage cases.
5. Assist in the Advocacy of Human Rights.
6. Effectively manage a Non-Governmental Organization (NGO).
7. Exercise paralegal function in the courts system
8. Provide effective support to law enforcement agencies and other institutions involved in the administration of justice.
9. Keep office Accounts and Records

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MINIMUM ENTRY QUALIFICATION

The general entry requirements for the National Innovation Diploma (NID) programme are:

- a) Credits pass in five subjects in the WASC, GCE ("O" Level) or the Senior Secondary School Certificate (SSC) Examinations. The credit passes should include English Language. At least a pass in Literature or History is required.
- b) Certificate in Paralegal Studies (at Credit level) with not less than two years working experience plus four passes in GCE (O/L) or its equivalent.

PROGRAMME DURATION

The NID programme in Paralegal Studies is structured to run for three semesters of classroom work and activities in the institution and one semester of supervised Industrial training experience in any relevant organization (e.g Courts, Law offices, Development Organisation or Law Enforcement Agencies, etc).

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EVALUATION

For the purpose of awarding the National Innovation Diploma in Paralegal Studies, the students' work shall include examinations (oral and written), term papers, paper presentations and students industrial work experience scheme (SIWES).

The Supervised industrial work experience scheme (SIWES) shall take place during the third semester of the programme. However the institution shall be at liberty to split the period of attachment into two between the 2nd and 4th semesters.

The weighting of each of the components shall be as follows:

Foundation Courses	-	10%
General Studies	-	15%
Professional/core Courses	-	50%
Industrial Attachment	-	<u>25%</u>
		100%
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CURRICULUM TABLE NID PARALEGAL STUDIES

FIRST SEMESTER

		T	P	CH	CU
GNS 101	Use of English 1	2	-	2	2
GNS 102	Communication Skills 1	2	-	2	2
PLG 111	Legal Research and Methods	2	1	3	3
PLG 112	Introduction to Nigerian Legal System	2	-	2	2
PLG 113	Introduction to Paralegalism I	2	1	3	3
PLG 114	Legal Documentation I	2	1	3	3
ACC 111	Principles of Accounting I	2	1	3	3
PLG 115	Introduction to Business Law	2	1	3	3
COM 111	Introduction to Computers	2	2	4	3
				25	24

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SECOND SEMESTER

		T	P	CH	CU
GNS 201	use of English II	2	-	2	2
GNS 202	Communication Skills II	1	1	2	2
PLG 121	Introduction to Civil Litigation Document Preparation and theory I	1	1	2	2
PLG 122	Law Office Management and Professional Responsibility	1	1	2	2
PLG 123	Introduction to Paralegalism II	1	1	2	2
PLG 125	Introduction to Criminal law and Procedure	1	1	2	2
PLG 126	Corporate Legal Services	1	1	2	2
PLG 127	Introduction to Psychology	2	1	3	3
				17	17

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THIRD SEMESTER

	Industrial Training (SIWES) <u>One Full Semester</u>	25%
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FOURTH SEMESTER

		T	P	CH	CU
BAM 216	Entrepreneurship	1	2	3	3
PLG 222	Seminar Presentation	-	4	4	2
BAM 228	Principles of Management	2	-	2	2
PLG 223	Introduction to Property Law	2	1	3	3
PLG 224	Introduction to Civil Litigation Document Preparation and theory II	1	1	2	2
PLG 226	Project			4	4
				18	16

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PROGRAMME: PARALEGAL STUDIES		
COURSE: LEGAL RESEARCH AND METHODS	Code: PLG III	Credit Hours: 3 hours
Semester:	Pre-requisite:	Theoretical: 2 hours/Week
		Practical: 1 hour/week

GOAL This course is designed to equip the student to be able to carry out legal research independently.

GENERAL OBJECTIVES:

- 1.0 Understand the meaning and scope legal Research
- 2.0 Know legal writing
- 3.0 Understand use of the library in law.

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	<i>Course: Legal Research and Methods</i>	Course Code: PLG 111			Credit Hours: 3 hours/week	
		Contact Hours 3			Theoretical: 2 hours/week	
	Year:	Pre-requisite:			Practice: 1 hour/week	
	Theoretical content 2			Practical Content 1		
General Objective : 1.0 Understand the meaning and scope of legal research						
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
1-4	1.1 Define research 1.2 Explain the types of research 1.3 State the importance of research in law 1.4 Explain methods of research in law. 1.5 State the types of legal research tools. 1.6 Explain legal research techniques.	1.1 Explain research and its types. 1.2 Explain the importance of research in law. 1.3 State the types of research tools. 1.4 Explain the legal Research techniques.	1. Chalkboard. 2. Appropriate texts and reference materials. 3. Legal texts and reference materials.	1.1 Analyse the type of research. 1.2 Carry out a small research on a typical issue.	1.1 Assist in the analysis of the types of research. 1.2 Guide in carrying out a research.	1. Appropriate Law books and reference materials and other related textbooks.

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	General Objective 2.0 Know Legal writing.					
5-9	2.1 Define legal writing. 2.2 Explain methods and approaches in essay writing. 2.3 Explain styles of writing. 2.4 Explain use of authorities in legal writing. 2.5 Explain note-taking	2.1 Explain legal writing. 2.2 Explain the methods and approaches in writing legal documents. 2.3 Explain styles of writing. 2.4 Explain use of authorities in legal writing. 2.5 Explain note-taking	1. Appropriate Law books and reference materials	2.1 Conduct legal writing 2.2 Cite authorities in assigned legal writing. 2.3 Take note during mock briefing. 2.2 Write a report on a research carried out.	2.1 Give a format for a standard legal writing. 2.2 Guide the student in essay writing 2.3 Give student a guide in note taking.	1. Law books and reference material.

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General Objective 3.0: Understand use of the Law Library						
10-15	<p>3.1 Define Moys Classification Scheme</p> <p>3.2 Explain the nature and scope of Moys Classification Scheme.</p> <p>3.3 Explain the alternative to Moys Classification Scheme.</p> <p>3.4 Define virtual library (e-library)</p> <p>3.5 Explain the application and usage of e-library.</p>	<p>3.1 Define Moys Classification Scheme.</p> <p>3.2 Explain the nature and scope of Moys Classification Scheme.</p> <p>3.3 Explain the alternatives to Moys Classification Scheme.</p>	<p>1. Chalkboard</p> <p>2. Moys classification Scheme</p> <p>3. Other classification schemes and texts.</p> <p>4. e-library</p>	<p>3.1 Use Moys Classification Scheme</p> <p>3.2 Use other alternative Classification Schemes to Classify Information</p> <p>3.3 Access the e-Library</p> <p>3.4 Source for Information on specific topics on the internet.</p>	<p>3.1 Guide Students on the use of Moys classification scheme and others alternative schemes.</p> <p>3.2 Assist Students in source for information on the internet.</p>	<p>1. Moys classification Scheme.</p> <p>2. Other Classification schemes.</p> <p>3. e-library.</p>

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PROGRAMME: PARALEGAL STUDIES		
COURSE: INTRODUCTION TO NIGERIAN LEGAL SYSTEM	Code: PLC 112	Credit Hours: 2 hours
Semester:	Pre-requisite:	Theoretical: 2 hours/Week
		Practical: -

GOAL This course is designed to expose the student to the knowledge of the nature, sources and characteristics of Nigerian Laws.

GENERAL OBJECTIVES:

- 1.0 Under the Nigerian Legal system
- 2.0 Know the source of Nigerian Laws
- 3.0 Understand the history and structure of courts in Nigeria.

PROGRAMME: PARALEGAL		COURSE CODE: PLG 112		CONTACT HOURS 2		
COURSE: INTRODUCTION TO NIGERIAL LEGAL SYSTEM		<i>NID in Paralegal Studies (Draft)</i>				
COURSE SPECIFICATION: Theoretical Contents:2						
GOAL: To expose the student to the knowledge of the nature, sources, and characteristics of Nigeria Laws.						
General Objective 1.0: Understand the Nigerian legal system.						
Specific Learning Objective		Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
Week 1-6	1.1 Explain the nature of law. 1.2 Explain the importance of law in the existence of society. 1.3 Explain the characteristics of the Nigerian Legal System. 1.4 Analyse the classification of law in Nigeria. 1.5 Trace the historical development of the Nigerian Legal System	1.1 Explain the nature of law and its importance in the existence of Society. 1.2 Explain the historical Development and Characteristics of the Nigerian legal system. 1.3 Explain the classifications of law in Nigeria.	1. Law books and references 2. Chalkboard.	1.1 Analyse the role of law in a society like Nigeria 1.2 List the characteristics of the Nigerian legal system 1.3 List the classification of law in Nigeria	1.1 Guide students in the analysis of the role of law in Nigeria 1.2 Assess the correctness of the characteristics of the Nigerian legal system 1.3 Guide in listing the classification of law in Nigeria.	1. Law books and References 2. Charts 3. OHP 4. CDs

General Objective 2.0: Know the sources of Nigerian Law						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
7-10	2.1 State the sources of Nigerian laws; - Revised English Laws - Customary laws - Judicial precedence 2.2 Explain each of the sources in 2.1 above.	2.1 Explain the sources of Nigerian laws State the benefit of each.	1. Legal Textbooks and References 2. Chalkboard	2.1 Analyse the sources of Nigerian laws	2.1 Guide students in examining the sources of Nigerian laws.	1. Legal Textbooks and References 2. Charts 3. OHP/MM 4. CDs/Tapes
General Objective 3.0: Understand the history and structure of Courts in Nigeria						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
11-15	3.1 Define courts 3.2 Explain the types and jurisdiction of courts in Nigeria 3.3 Explain the purpose of law courts. 3.4 State judicial personnel, their appointment and tenure 3.5 Compare the efficiency, timeliness and quality of the dispensation of justice in Nigeria and another developed nation.	3.1 Explain court, their types and jurisdiction in Nigeria. 3.2 Explain the purpose of Courts 3.3 State the judicial personnel, their Appointment and tenure 3.4 Compare the efficiency, timeliness and quality of justice dispensation in Nigeria and one developing country	1. Law textbooks, 2. Reference materials and reports 3. Chalkboard	3.1 List the types of courts in Nigeria 3.2 List the categories of personnel involved in the judicial process in Nigeria	3.1 Analyse the types of courts in Nigeria 3.2 Guide in the listing of judicial personnel in Nigeria	1. Law Textbooks and reference Materials 2. Law Reports 3. Charts 4. OHP

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PROGRAMME: PARALEGAL STUDIES

COURSE: INTRODUCTION TO PARALEGALISM 1

CODE: PLG 113

DURATION: 3HRS

HOURS/WEEK Lecture: 2hrs Practical: 1hr

UNITS:3

GOAL: The aim is to equip the student with the basic knowledge of the art of Para-legalism.

GENERAL OBJECTIVES:

- 1.0 Understand Paralegalism
- 2.0 Know the role of Paralegal in Judiciary.
- 3.0 Know the legal practitioner and paralegal ethics.
- 4.0 Know how to conduct legal analysis.

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	<i>Course: INTRO TO PARALEGALISM 1</i>		Course Code: PLG 113		Credit Hours: 3 hours/week		
	Year: 1		Pre-requisite:				
	Theoretical Content 2			Practical Content 1			
General Objective 1: Understand paralegalism							
Week	Specific Learning Outcomes		Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
1-3	1.1 Define Paralegal and paralegalism	1.2 Explain the nature of Paralegalism	1.1 Explain paralegal, its Nature and scope	1. Projector 2. Textbooks	1.1 Identify who a paralegal is and his role in the society.	1.1 Describe a paralegal in the society	1. Textbooks 2. projector
	1.3 Explain the scope of Paralegalism	1.4 State the duties of a paralegal	1.2 Identify the duties of a paralegal				
	1.5 Explain the importance of a paralegal		1.3 Explain the importance of a paralegal				

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4-7	General Objective 2: Know the role of a paralegal					
	2.1 Explain the relationship between paralegal and the judiciary 2.2 Explain the regulation of paralegals 2.3 Explain the role of paralegal in terms of: - Judiciary - Community Service - Government Agency - Corporate bodies	2.1 Identify the relationship between paralegal and the judiciary. 2.2 Describe paralegals Regulations. 2.3 Describe paralegal role in terms of: - Judiciary - Community Service - Government Agency - Corporate bodies	1. Projector 2. Texts	2.1 Assist the Judiciary in the discharge of its functions.	2.1 Describe the role of paralegal in judiciary.	1. Texts 3. Projectors
8-11	General Objective 3: Know the legal practitioner and Paralegal Ethics and professional conduct					
	3.1 Define a legal practitioner 3.2 Differentiate a legal practitioner and a paralegal	2.1 Explain the legal practitioner ,and differentiate it with a paralegal 2.2 Describe	1. Projector 2. Textbooks	3.1 Identify the paralegal and an attorney	3.1 Describe the ethics involved in paralegal and attorney function.	1. Texts 2. projector

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	3.3 Explain Paralegal Ethics	paralegal and legal practitioner's Ethics				
	3.4 Explain the legal practitioner's Ethics.					
	3.5 Explain the consequences of unethical conduct.	2.3 Identify the consequences of unethical conduct.				
12-15	General Objective 4: Know how to conduct legal interviews					
	4.1 Define legal interview.	4.1 Describe a legal interview	1. Texts 2. Projector	4.1 Carryout legal Interview	4.1 Guide Students to conduct legal interview	1. Text books
	4.2 Explain how to interview clients.	4.2 Explain how to interview Clients				
	4.3 State types of interviews.	4.3 Identify types of interview				
	4.4 Explain opponents and witnesses.	4.4 Explain opponents and witnesses.				

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PROGRAMME: Paralegal studies		
COURSE: Legal Documentation	Code: PLG 114	Credit Hours: 3 hours/week
Semester:	Pre-requisite:	Theoretical: 2 hours/Week
		Practical: 1 hour/week

GOAL This course is designed to enable the student develop skill in documentation of legal papers.

GENERAL OBJECTIVES:

- 1.0 Understand legal drafting and documentation
- 2.0 Know proof reading skills
- 3.0 Understand court document preparation and production
- 4.0 Understand legal documents preparation and documentation
- 5.0 Know filling and processing of court papers
- 6.0 Understand filling procedure.

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PROGRAMME: PARALEGAL						
COURSE: Legal Documentation I			COURSE CODE: PLG 114		CONTACT HOURS:	
GOAL: This course is designed to enable the student develop to skill in drafting and documentation of legal papers.						
COURSE SPECIFICATION: Theoretical Contents: 2 hours/week			Practical Contents: 1 hour/week			
General Objective 1.0: UNDERSTAND LEGAL DRAFTING AND DOCUMENTATION.						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
1-2	1.1 Define legal drafting 1.2 Define document 1.3 Explain the basic procedure in drafting legal documents 1.4 Explain how legal papers are documented.	1.1 Explain legal drafting and documents 1.2 Explain the basic procedure in drafting legal document 1.3 Explain how legal papers are documented.	1. Tests 2. Sample drafts and document	9.1 Carry out legal drafting and documentation	1.1 Guide students in carrying out a legal drafting and documentation	1. Tests 2. Sample draft and documents.
GENERAL OBJECTIVE 2.0: KNOW PROOF READING SKILLS.						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
3-4	2.1 Define proof reading 2.2 Explain the skills needed in proofreading a document 2.3 Explain the Techniques in Proofreading	2.1 Explain Proofreading 2.2 Explain the skills needed in proof reading a Document 2.3 Explain the technique use in	1. Tests 2. Sample drafts and document	2.1 Carryout proofreading of a document and draft.	2.1 Guide students in proof reading documents	1. Tests 2. Sample drafts and documents.

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	2.4 Compare drafts and final Document	proof reading 2.4 Explain how to compare drafts and final documents.				
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GENERAL OBJECTIVE 3.0: UNDERSTAND COURT DOCUMENT PREPARATIONS AND PRODUCTION.						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
5-7	3.1 Explain types of court documents 3.2 Explain court document Preparation 3.3 Explain the production of court documents.	3.1 Identify types of court documents 3.2 Explain court document Preparation 3.2 Explain the production of court documents.	1. Textbooks 2. Sample court document	3.1 Identify court documents 3.2 Prepare appropriate court documents	3.1 Guide students in the preparation and production of court documents.	1. Tests 2. Sample court documents.
GENERAL OBJECTION 4.0: UNDERSTAND LEGAL DOCUMENTS PREPARATION AND PRODUCTION.						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
8-10	4.1 Explain types of legal document 4.2 Explain how to prepare legal document 4.2 Explain the production of legal documents 4.4 Compare legal documents.	4.1 Identify types of legal document 4.2 Explain legal Document preparation 4.3 Explain the production of legal Document 4.4 Compare legal	1. Tests 2. Sample document	4.1 Produce different legal documents.	4.1 Guide students in the preparation and production of legal documents	1. Texts 2. Sample documents.

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		Documents				
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GENERAL OBJECTIVE 5.0: KNOW FILING AND PROCESSING OF COURT PAPERS.						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
11-12	5.1 Define filing 5.2 Explain types of filing in court 5.3 Explain processing of court papers 5.4 Explain security and confidentiality of papers 5.3 Explain storage system in filing.	5.1 Explain filing and its types in court 5.2 Explain court papers processing 5.3 Explain security and confidentiality of papers 5.4 Explain storage system in filing	1. Texts 2. Sample documents	5.1 Process documents properly. 5.2 File documents properly in court.	1. Guide students to produce and file documents in court.	1. Tests 2. Sample documents.
GENERAL OBJECTIVE 6.0 : UNDERSTAND FILING PROCEDURE						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
13-15	6.1 Define file setting and labeling. 6.2 Explain types of filing 6.3 Explain filing procedure 6.4 Explain classification of filing 6.5 Explain computerized filing system. 6.6 Explain care of files.	6.1 Explain file setting, labeling and types. 6.2 Explain filing procedure 6.3 Explain classification of filing 6.4 Explain computerized filing system 6.5 Explain care of files.	1. Tests 2. Sample files and document	6.1 State the stages in processing a file. 6.2 Process different files.	6.1 Guide students in setting, labeling and processing files.	1. Texts 2. Sample file.

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PROGRAMME: Paralegal studies		
COURSE: Introduction to Business law	Code: PLG 115	Credit Hours: 3 hours/week
Semester:	Pre-requisite:	Theoretical: 2 hours/Week
		Practical: 1 hour/week

GOAL: To provide the student with basic knowledge of the principles of law which affect business relationship and transactions.

GENERAL OBJECTIVES:

- 1.0 Understand the legal environment of Business
- 2.0 Understand principles of law of contracts
- 3.0 Understand the law of sale of goods
- 4.0 Understand higher purchase and action sales
- 5.0 Know Negotiable instruments
- 6.0 Know the law of agency
- 7.0 Know the laws relating to business organisations
- 8.0 Define labour relations
- 9.0 Understand the law of Torts

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PROGRAMME: PARALEGAL						
COURSE: INTRODUCTION TO BUSINESS LAW			<i>NID in Paralegal Studies (Draft)</i>		COURSE CODE: PLG 115	CONTACT HOURS: 3hours
GOAL: TO PROVIDE THE STUDENT WITH BASIC PRINCIPLES OF LAW WHICH AFFECT BUSINESS RELATIONSHIP AND TRANSACTIONS						
COURSE SPECIFICATION: Theoretical Contents: 2				Practical Contents: 1 hour /week		
General Objective:						
General Objective 1.0: Understand the legal environment of business				General Objective:		
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
1-2	1.1 Define business under the law 1.2 Classify business formation and their legal relationship 1.3 Explain the separate entity concept 1.4 Explain the law and business environment today 1.5 Explain valid employment contract. 1.6 Explain severance of employment.	1.1 Explain the legal requirement for the formation of different types of business	1. Textbooks 2. Chalkboard 3. OHP and appropriate films/transparencies, CD's and cassettes	1.4 Analyse the legal requirements for different forms of Business 1.2 classify business Organizations 1.3 Analyse cases on employment and workers' employees' compensation.	1 Assist in the analysis of the legal requirements for different types of Business 2 guide in the formation of business organizations 3 Guide in cse analysis	1. OHP/Multimedia and appropriate films, transparencies, CD's and Cassettes. 2. Textbooks.

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	General Objective 2.0: Understand the principles of law of contract.					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
3-4	2.1 Define contract and its classification 2.2 Explain the essential elements Of a valid contract 2.3 Define "Considerations" 2.4 Explain the problems in consideration 2.5 Distinguish between; a. intention to create legal relation and consideration b. mistake and misrepresentation c. damages and penalty d. liquidated damages and unliquidated damages 2.6 Define vitiating factors, assignment, discharge and remedies for breach 2.7 Explain the various ways a contract can be terminated 2.8 Explain where faults lie in a breach of contract and in frustration.	2.1 Explain contract and its classification. 2.2 Explain the essential elements of a valid contract and the loopholes in contract 2.3 Explain the problems in contract Execution 2.4 Explain the various remedies in breach	1. Textbooks 2. Chalkboard	2.1 Analyse the requirements for a valid contract 2.2 Analyse shortcomings in contract Documents 2.3 Analyse the Various terms/provisions of a valid contract 2.4 Write valid contract documents on various issues	2.1 Guide in analysis of the requirements for a valid contract. 2.2 Direct in identifying shortcomings in contract documents 2.3 Guide in writing valid contract documents.	1. Textbooks 2. OHP/Multimedia 3. transparencies, films, CDs' cassettes, proforma contracts documents

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WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
General Objective 3.0: Understand the law of sale of goods.						
5	3.1 Define a valid sale of goods under the Act. 3.2 Explain the conditions and warrants of transfer of property between buyer and seller 3.3 Explain acceptance, FOB, CIF, Delivery, payment, etc 3.4 Explain breach of contract sale of goods.	3.1 Explain sale of goods under the 3.2 Explain the conditions and warrants of transfer of property between buyer and Seller 3.3 Explain acceptance of FOB, CIF, delivery payment, etc. 3.4 Explain breach of contract of sale of goods.	1. Law textbooks 2. Chalkboard	3.1 Examine the conditions of sale of goods 3.2 Analyse cases of sale of goods 3.3 Analyse cases on breach of contract of sale of goods	3.1 Guide on the analysis of contract on sale of goods. 3.2 Direct an analysis of the breach of sale of goods contract	1. Textbooks 2. OHP/Multimedia transparencies, films, CDs' cassettes, on sale of goods 3. Law reports 4. Proforma invoices and documents.
General Objective 4.0: Understand hire purchase and auction sales.						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
6	4.1 Define hire purchase 4.2 Define auction sales 4.3 Explain the provision of the Hire Purchase Act 1965	4.1 Explain the concepts of hire purchase and auction sale 4.2 Examine the provisions of the Hire Purchase Act of 1965	1. Textbooks 2 Chalkboard 3. Law reports	4.1 Analyse cases on auction sale 4.3 Analyse cases on Hire Purchase in the light of Hire Purchase Act of 1965	4.1 Guide on the analysis of cases on auction sale and hire purchase	1. Textbooks on cases in Hire Purchase 2. OHP and appropriate CDs, Films, Transparencies and Cassettes. 3. Proforma invoices 4. Law reports.

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	General Objective 5.0: Know Negotiable Instruments					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
7-8	5.1 Define a negotiable instrument – bill of exchange, cheque, and promissory note 5.2 Explain the essential features of a valid bill of exchange, acceptance, delivery, capacity and authority of parties 5.3 Explain negotiation and negotiability in the life of a bill 5.4 Explain the duties of the Holders in Due course and liability of the parties. 5.5 Explain the difference between cheque and other bills 5.6 Explain the protection offered by bankers on cheques 5.7 Explain the relationship between a banker and customer with regard to cheque 5.8 Differentiate between promissory note and other	5.1 Explain what negotiable instruments are. 5.2 Explain the essential features of a valid bill of exchange, acceptance, delivery, capacity and authority of Parties 5.3 Explain the duties/liability of a party to negotiable instruments.	1. Textbooks 2. Chalkboard	5.1 Analyse the features of a valid bill of exchange and other negotiable instruments. 5.2 Design and use negotiable instruments 5.3 Analyse the relationship between a banker and a customer with regard to cheque 5.4 Analyse the differences between promissory note and other bills.	5.1 Guide to examine the features of valid negotiable Instruments 5.2 Guide in designing negotiable instruments 5.4 Guide in analyzing the distinctions among the different negotiable instruments.	1. Textbooks 2. Copies of profoma negotiable instruments 3. OHP, Transparencies. 4. Law Reports

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	bills.					
	General Objective 6.0: Know the law of Agency.					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
9-10	6.1 Define agent and agency 6.2 Explain the nature and types of Agency 6.3 State types of agents 6.4 Explain the rights and duties of an agent and the proposal 6.5 Explain the essentials of a valid agency ratification, necessity and authority of the agent. 6.6 Explain the breach of warranty in agency 6.7 Explain the conditions for termination of agency 6.8 Explain disclosed and undisclosed principals and their legal consequences 6.9 Explain the third party rights	6.1 Explain agent and agency . 6.2 Explain the types of agents and the nature of agency 6.3 Explain the rights and duties of parties to an agency 6.4 Explain breach in agency and the remedies 6.5 Explain the terms of agency (including conditions for termination)	1. Textbooks 2. Chalkboard	6.1 Analyse agency And the different types of Agents 6.2 Play the roles of different parties correctly in an agency.	6.1 Guide in the analysis of agency and types of agent 6.2 Supervise the playing of roles of different agents.	1. Textbooks 2. OHP, 3. Appropriate Transparencies 4. Films, CDs, etc.

NID in Paralegal Studies (Draft)

	in agency.					
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General Objective 7.0: Know the laws relating to business organizations.						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
11-12	<p>7.1 Define partnership and limited liability company</p> <p>7.2 Explain the formation of different business organizations: - partnership - limited liability Companies etc</p> <p>7.3 Explain the provisions of the law regulating the creation, relationship (powers, rights, limitations) and dissolution of partnership in general</p> <p>7.4 Explain the provisions of the law regulating the limited liability company</p> <p>7.5 Distinguish between a partnership and a limited liability company</p> <p>7.6 Explain the director's rights and duties.</p> <p>7.7 Explain meeting procedures, notices, regulatory procedures resolutions, etc.</p> <p>7.8 Explain the winding up procedure</p>	<p>7.1 Explain the partnership, limited liability companies and sole proprietorship</p> <p>7.2 Explain the legal provisions on the establishment operation and termination of the forms of business organizations.</p>	<p>1.Textbooks</p> <p>2. Chalkboard</p>	<p>7.1 Analyse the merits and demerits of the different forms of business organizations.</p> <p>7.2 Set up the different forms of business organizations based on the appropriate laws.</p> <p>7.3 Conduct mock operation and dissolution of the forms of business organization.</p>	<p>7.1 Correct any Errors in the analysis of the merits and demerits of different Business forms.</p> <p>7.3 Guide on the formation of business organizations</p> <p>7.4 Observe the proceedings on the operation and dissolution of Business organizations.</p>	<p>1. Textbooks</p> <p>2. OHP,</p> <p>3. Appropriate Transparencies</p> <p>4. Films, CDs, etc.</p>

General Objective 8.0: Understand labour relations						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
13	8.1 Define labour relations 8.2 Explain the labour code 8.3 Explain the Workmen's Compensation Act 8.4 Explain the powers, right and limitations of trade unions.	8.1 Explain labour relations and labour code 8.2 Examine the Workmen's Compensation Act 8.3 Explain the powers, right and limitations of trade unions.	1. Textbooks 2. Chalkboard 3. law reports	8.1 Analyse cases in Labour relations 8.2 analyse cases on Workmen's Compensations Act. 8.3 Form mock trade Unions 8.4 Play different roles in the mock trade unions.	8.1 Guide in case analysis on labour relations. 8.2 Guide in the analysis of cases On Workmen's Compensation Act 8.3 Observe role-play in the establishment and operation of a mock trade union.	1. Textbooks 2. OHP/Multimedia, CDs, Cassettes, Tapes, Transparencies. 3. Charts

General Objective 9.0: Understand the law of Torts						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
14-15	9.1 Define Tort 9.2 Distinguish tort from other concepts in law. 9.3 Explain the forms of torts: - Nuisance - Deceit - Defamation- i.e. libel and Slander - Sedition 9.4 Explain torts arising from business Competition 9.5 Explain vicarious liability and the remedies	9.1 Explain the concept of tort and other concepts in law. 9.2 Explain the various types of tort 9.3 Explain the torts arising from business. 9.4 Explain vicarious liability and the remedies.	1. Law Textbooks and Reference materials 2. Chalkboard	9.1 Analyse the various forms of tort 9.2 Examine the torts arising from business competition 9.3 Examine vicarious liability and the remedies 9.4 Analyse cases on torts.	9.2 Guide students on the analysis of various forms of tort 9.1 Guide students on the analysis of vicarious liability and the remedies 9.2 Supervise the analysis of cases on torts.	1. Law Textbooks 2. References materials 3. OHP/Multimedia, 4. DVD Player, CDs, Tapes, Cassettes and 5. Law reports.

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PROGRAMME: Paralegal studies		
COURSE: INTRODUCTION TO CIVIL LITIGATION, DOCUMENT PREPARATION AND THEORY 1	Code: PLG 121	Credit Hours: 3 hours
Semester:	Pre-requisite:	Theoretical: 2 hours/Week
		Practical: 1 hour/week

GOAL This course is designed to expose the students to the basic principles and procedures of Civil Litigation.

GENERAL OBJECTIVES:

- 1.0 Understand civil litigation process
- 2.0 Know pre-trial, trial and post trial documents.

NID in Paralegal Studies (Draft)

	<i>Course: INTRODUCTION TO CIVIL LITIGATION, DOCUMENT PREPARATION AND THEORY 1</i>		Course Code: PLG 121		Credit Hours: 2 hours/week	
			Contact Hours: 2		Theoretical: 1 hour/week	
	Year:			Pre-requisite:		Practical: 1 hour /week
	Theoretical Content 1			Practical Content 1		
	General Objective 1.0 : Understand Civil Litigation Process					
1-7	1.1 Define litigation 1.2 Explain civil litigation process 1.3 Explain terms used in civil litigation 1.4 Explain the role of paralegal in civil litigation	1.1 Explain litigation and civil litigation process 1.2 Explain terms used in civil Litigation 1.3 Explain the role of paralegal in civil litigation	1. projector 2. law report 3. Textbooks	1.1 Cite cases relevant to civil litigation	1.1 Guide students in Citing cases relevant to civil litigation	1. Law reports 2. projector
8-15	General Objective2.0: Know Pre-trial, trial and post trial documents.					
	2.1 Define Pre-trial. 2.2 Define trial and post trial Process 2.3 Explain legal documents as they relate to pre-trial, trial and post trial process. 2.4 Explain : -Drafting -Court Papers -Case Files -Discovery Requests -Pleadings	2.1 Explain pre-trial, trial and post trial processes 2.2 Explain documents in pre trial, trial and post trial processes. 2.3 Explain: - Drafting - Court Papers - Case file - Pleadings - Discovery requests	1. Projector 3. Films/videos 4. Law Reports 5. Case file 6. Sample documents	2.1 Carryout Paralegal support task in pre-trial, trial and post trial processes.	2.1 Demonstrate pre-trial, trial and post trial processes.	1. Law reports 2. Projector 3. Textbooks

NID in Paralegal Studies (Draft)

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PROGRAMME: Paralegal studies		
COURSE: Law Office Management and Professional Responsibility.	Code: PLG 122	Credit Hours: 2 hours/week
Semester:	Pre-requisite:	Theoretical: 1hour/Week
		Practical: 1 hour/week

GOAL This course is designed to give the students an understanding of the role of the paralegal in a law office.

- GENERAL OBJECTIVES:**
- 1.0 Understand the role and responsibility of the paralegal in a law office
 - 2.0 Know professional Responsibility of the paralegal.
 - 3.0 Know the skills required of a paralegal in client management.

NID in Paralegal Studies (Draft)

	Course: Law Office Management and Professional Responsibility		course Code: PLG 122	Credit Hours: 2 Hours/Week			
				Theoretical: 1 hour/week			
	Goal: To give students an understanding of the role of the paralegal in a law office.			Practical: 1 hour/week			
	COURSE SPECIFICATION: Theoretical Contents: 1			Practical Contents: 1			
	General Objective 1.0: Understand the role and responsibility of the Paralegal in a law office						
WEEK	Specific Learning Objective		Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
1-5	1.1	Describe Law Office Procedure	1.1 Explain law office procedure	2. Projector 3. Textbooks 4. Handbook of practice	1.1 Carryout Paralegal practice in a law office	1.1 Guide students in a law office	1. projector 2. textbooks
	1.2	Explain Management techniques as applicable to a law firm.	1.2 Explain Management techniques in relation to law firms.				
	1.3	Explain the responsibilities of a paralegal in a law office.	1.3 Explain the responsibilities of a paralegal in a law office				

NID in Paralegal Studies (Draft)

6-9	General Objective 2.0: Appreciate the rules of Professional conduct.					
	2.1 Explain the rule of professional conduct in a Law office.	2.1 Identify rules of professional conduct.	1. Textbooks 2. Projector.	2.1 Appreciate professional Responsibility of a paralegal	2.1 Demonstrate Professional Responsibility or otherwise	1. Textbooks 2. projector 3. Handbook
	2.1 Explain professional Negligence	2.2 Explain professional negligence				
	2.3 Explain- - Confidentiality - conflict of interest - unauthorized practice	2.3 Explain the following concepts: a) confidentiality b) conflict of interest c) unauthorized Practice.				
11-15	General Objective 3.0: Know the skills required in client management					
	3.1 Explain client management skills	3.1 Explain client management skills	1. chalkboard	3.1 Analyse the skills required of a paralegal in client management.	3.1 Asses the students' analysis of client management skills.	1.textbooks 2.handbook 3.CDs/tapes 4.OHP
	3.2 State the basic indexing and filing principles.	3.2 list the basic indexing and filing Principles	2. textbooks			
	3.3 State ADR emphasis.	3.3 Explain effective law office workflow coordination	3. OHP and Transparencies	3.2 Evaluate the workflow Coordination in a typical law office	3.2 Guide students to evaluation the coordination of a typical law office	
	3.4 Explain effective law office workflow coordination.	3.4 Explain team building client marketing	4. handbook			
	3.5 Explain team building client marketing.					

NID in Paralegal Studies (Draft)

PROGRAMME: Paralegal Studies		
COURSE: Introduction to Paralegalism II	Code: PLG 123	Credit Hours: 2 hours/week
Semester:	Pre-requisite:	Theoretical: 1 hour/Week
		Practical: 1 hour/week

GOAL This course is designed to expose the student to information on career opportunities for the paralegals.

GENERAL OBJECTIVES:

1.0 Understand the career opportunities and realities for paralegals.

NID in Paralegal Studies (Draft)

COURSE: INTRODUCTION TO PARALEGALISM II		COURSE CODE: PLG 123		CONTACT HOURS:			
GOAL: Expose the students to information on the career for the paralegals							
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:			
General Objective 1.0: Understand the career opportunities and realities for paralegals							
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource	
	1.1 Explain Paralegal career in law.	1.1 Explain career options available for paralegals.	1. Textbooks	1.1 Appreciate paralegal's career and job Opportunities.	1. 1 Classify paralegal career and job opportunities.	1. Texts	
	1.2 Explain Job hunting tips for paralegal.	1.2 List Job hinting tips for Paralegal	2. Internet			2. Internet	
	1.3 Carry out Assertiveness training for paralegals	1.3 Explain and prepare Assertiveness training for Paralegals					
	1.4 Explain Employment opportunities for paralegal	1.4 Explain employment opportunities and on the job realities for the paralegal					
	1.4 Explain on-the Job realities for the paralegal	1.5 Explain Administrative advocacy and the paralegal.					
	1.5 Explain Administrative advocacy and the paralegal.						

NID in Paralegal Studies (Draft)

PROGRAMME: Paralegal studies		
COURSE: Introduction to Criminal law and procedure	Code: PLG 125	Credit Hours: 2 hours/week
Semester:	Pre-requisite:	Theoretical: 1 hours/Week
		Practical: 1 hour/week

GOAL This course is designed to introduce the student to the basic elements of Criminal Law.

- GENERAL OBJECTIVES:**
- 1.0 Understanding Nature, scope and structure of criminal law
 - 2.0 Understand the criminal court structure in Nigeria
 - 3.0 Understand criminal proceeding.

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	<i>Course: INTRODUCTION TO CRIMINAL LAW AND PROCEDURE</i>	Course Code: PLG 125		Credit Hours: 2 hours/week		
				Theoretical: 1 hour/week		
	Year:	Pre-requisite:		Practical: 1hour /week		
	Theoretical Content 1			Practical Content 1		
	General Objective 1.0: Understand the Nature, Scope and Structure of Criminal Law					
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
1-4	<p>1.1 Explain the nature of criminal law in Nigeria</p> <p>1.2 Explain the sources of criminal law in Nigeria.</p> <p>1.3 Explain common legal terminologies in criminal law e.g. crime, criminal, suspect, bail, surety, warrant of arrest, accomplice, battery, duress, coercion, etc.</p>	<p>1.1 Describe the nature of criminal law in Nigeria.</p> <p>1.2 Trace the sources of criminal law in Nigeria. -explain common legal terminology in criminal law.</p>	<p>1. Projector</p> <p>2. Text book and law reports</p>	<p>1.1 Classify nature and structure of criminal law in Nigeria</p>	<p>1.1 Demonstrate structure of criminal law in Nigeria.</p>	<p>1. Texts</p> <p>2. Projector</p> <p>3. Law reports</p>
5-9	General Objective 2.0: Understand the criminal court structure in Nigeria					
	<p>2.1 Explain the Criminal Court Structure.</p> <p>2.2 Explain the legal elements that Constitute an offence</p>	<p>2.1 State the criminal court structure.</p> <p>2.3 Describe the legal Elements that constitute</p>	<p>1. Projector</p> <p>2. Criminal Code</p> <p>3. Penal Code</p> <p>4. Textbooks</p>	<p>2.1 Classify structure of criminal court and offences</p>	<p>2.1 Guide students in classifying structure of criminal courts and offences.</p>	<p>1. Charts</p> <p>2. Textbooks.</p>

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	2.3 Distinguish between criminal offences and misdemeanor	an offence 2.4 Describe types of Offences	5. Law Reports			
10-15	General Objective 3.0: Understand Criminal Proceedings					
	3.1 Define Crime	3.1 Explain crime	2. Law Reports	3.1 Assist in criminal case proceedings	3.1 Demonstrate using relevant criminal case and the Proceedings involved.	1. Law reports
	3.2 Distinguish Criminal conduct from conduct that are not criminal but harmful	3.2 Identify types of criminal conduct from conduct that are not criminal but harmful	3. Texts			2. texts
	3.3 Explain criminal case proceeding	3.3 Describe proceedings in a criminal case.	4. Projector			
	3.4 Differentiate among classifications of crimes.	3.4 Classify crimes				
	3.5 Explain criminal defenses: 1. Insanity 2. Self defense	3.5 Explain types of criminal defenses.				
	3.6 Explain types of accusatory instruments e.g. first information report (FIR), charge sheet, and direct complaint, etc.	3.6 Explain accusatory instruments and their types.				

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PROGRAMME: Paralegal Studies

COURSE: Corporate legal service	Code: PLG 126	Credit Hours: 2 hours/week
Semester:	Pre-requisite:	Theoretical: 1 hour/Week
		Practical: 1 hour/week

GOAL This course is designed to equip the student with knowledge and skill to enable him to effectively carry out corporate secretarial services.

GENERAL OBJECTIVES:

- 1.0 Understand concepts and terminologies in corporate legal services
- 2.0 Know how to prepare corporate documents
- 3.0 Understand forms and procedures of incorporation.

NID in Paralegal Studies (Draft)

COURSE: CORPORATE LEGAL SERVICES		COURSE CODE: PLG 126		CONTACT HOURS: 2 Hours		
GOAL:						
COURSE SPECIFICATION: Theoretical Contents:1Hr/Wk				Practical Contents: 1 Hr/Week		
General Objective 1.0: Understand concepts and terminologies in corporate legal services						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
1-6	Define corporate legal services 1.1 Explain minute writing and note taking 1.2 Explain how to prepare corporate document 1.3 Explain front desk management 1.4 Explain working as a company secretary-role and responsibilities	1.1 Explain corporate legal services 1.2 Explain minute writing and note taking 1.3 Explain how to prepare corporate documents 1.4 Explain front desk management 1.5 Explain working as a company secretary: role and responsibilities.	1. Textbooks 2. Sample corporate documents	1.1 Identify concepts and terminologies in corporate legal services. 1.1 Take notes at a meeting 1.3 Effectively manage the front desk of an office	1.1 Guide students in note taking 1.2 Observe students' management of the front desk office of an organization. 1.3 Test students on knowledge of appropriate concepts and terminologies.	1.Textbooks 2.sample Documents 3.CDs/tapes 4.OHP/MM

7-10	General Objective 2.0: Know how to prepare corporate documents					
	<p>2.1 Explain how to maintain corporate minutes books</p> <p>2.2 Explain how to prepare corporate documents e.g. Articles of Incorporation, partnership agreement, by-laws, minutes etc.</p>	<p>2.1 Explain how to maintain corporate minutes books</p> <p>2.2 Explain how to prepare corporate documents e.g. Articles of incorporation, etc.</p>	<p>NID in Paralegal Studies (Draft)</p> <p>1. textbooks</p> <p>2. sample minutes book and documents</p>	<p>2.1 Prepare corporate document.</p> <p>2.2 Maintain minutes books</p>	<p>2.1 Guide students on how to prepare corporate documents and maintain minutes books.</p>	<p>1. Textbooks 2. Sample documents 3. OHP/MM 4. Tapes/CDs.</p>

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11-15	General Objective 3: Understand forms and procedures of Incorporation							
	<p>3.1 Explain the procedures and forms of incorporative document and other related documents.</p> <p>3.2 Explain corporate filing Formalities</p> <p>3.3 Explain multiple tasks and delegation of duties relating to corporate financing and transactions.</p>	<p>3.1 Explain the procedures and forms of incorporative documents and other related documents.</p> <p>3.2 Explain corporate filing formalities.</p> <p>3.3 Explain multiple tasks and delegation of duties relating to corporate financing and transaction.</p>	<p>1. textbooks 2. sample documents and files.</p>	<p>3.1 File an incorporating documents and related papers.</p>	<p>3.1 Guide students on how to File Incorporation documents and papers.</p>	<p>1. Textbooks 2. Sample documents 3. OHP/MM 4. CDs/tapes</p>		



NID in Paralegal Studies (Draft)

PROGRAMME: Paralegal studies		
COURSE: INTRODUCTION TO PSYCHOLOGY	Code: PLG 127	Credit Hours: 3 hours/week
Semester:	Pre-requisite:	Theoretical: 2 hours/Week
		Practical: 1 hour/week
GOAL This course is designed to enable the student understand the dynamics of human behaviour in order to be able to adjust to situations and work effectively with other people.		

GENERAL OBJECTIVES:
1.0 Appreciate the basis of human behaviour
2.0 Know the development of behaviour
3.0 Understand the principles of personality development
4.0 Know the process of learning
5.0 Understand human memory.
6.0 Understand human emotions
7.0 Comprehend the processes of attitude formation and change
8.0 Know the psychological basis of management models in industries and organizations.
9.0 Understand the psychological of other national
10.0 Know the psychological effects of health
11.0 Know the methods of assesment in experimental psychology.

NID in Paralegal Studies (Draft)

PROGRAMME: PARALEGAL							
COURSE INTRODUCTION TO PSYCHOLOGY			COURSE CODE: PLG 127		CONTACT HOURS: 45 HOURS		
GOAL: This course is designed to enable the student to understand the dynamics of human behaviour in order to be able to adjust to situations and work effectively with others.							
COURSE SPECIFICATION: Theoretical Contents: 2 Hr/Week				Practical Contents: 1 Hr/Week			
General Objective 1.0: Appreciate the basis of human behaviour							
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource	
1-2	<p>1.1 Define Psychology</p> <p>1.2 Outline the development of psychology as efforts to understand human behaviour.</p> <p>1.3 Describe methods of studying human Behaviour, e.g testing, experimentation, case-study, etc.</p> <p>1.4 Analyse the interplay between psychology and the other social sciences (Sociology, Economics, etc).</p> <p>1.5 Identify motives for behaviour .</p>	<p>1.1 Explain psychology and its development</p> <p>1.2 Explain the methods of studying human behaviour</p> <p>1.3 Explain the relationship between psychology and the other social sciences</p> <p>1.4 Explain the motives for behaviour.</p>	<p>1. Textbooks</p> <p>2. Chalkboard.</p> <p>3. projector</p> <p>4.Transparencies</p>	<p>1.1 Examine the methods of studying human behaviour</p> <p>1.1 State the distinction between psychology and the other Social Science</p> <p>1.2 Examine the motives for behaviour (drives, needs instincts, etc).</p>	<p>1.1 Guide the students in examining the methods of studying human behaviour.</p> <p>1.2 Evaluate students' analysis of the distinction between psychology and the other Social Science</p> <p>1.3 Guide the students in examining the motives for behaviour.</p>	<p>1.Textbooks</p> <p>2.projector</p>	

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GENERAL OBJECTIVE 2.0: Know the development of behaviour						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
3	2.1 Define cognitive development 2.2 Analyse personality development 2.3 Define self-concept 2.4 Explain socialization and its agents 2.5 Describe the states of development – infancy, adolescence and puberty 2.6 Describe perception.	1.1 Explain personality development and the stages of development 1.2 Explain the terms "self-concept " and "perception" 1.3 Explain socialization and its agents.	1. Textbooks, 2. project 3. Chalkboard	2.1 Analyse the concepts: - cognitive development - personality development - self concept - socialization	2.1 Guide the students in the analysis of the concepts: - cognitive development - personality development - self concept - socialization	1. Projector 2. Transparencies 3. charts
GENERAL OBJECTIVE 3.0: Understand the principles of personality development						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
4-5	3.1 State models of personality 3.2 Explain conflict models 3.3 Examine the consistency model 3.4 Describe behaviourism.	3.1 Explain the models of personality 3.2 Analyse the conflict models 3.3 Draw a distinction among the models in 3.1 and 3.2 above.	1. Textbooks 2. Chalkboard 3. OHP and transparencies	3.1 Analyse the Different models of personality and conflict. 3.2 Carry out a comparative analysis of the models in 3.1 above.	1.4 Guide the students in analyzing the different models of personality and conflict	1. Textbook 2. charts 3. OHP and transparencies 4. tapes/cassettes

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GENERAL OBJECTIVE 4.0: Know the process of learning						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
6	4.1 Define learning 4.2 List types of learning 4.3 State methods of Learning	4.1 Explain learning and its types 4.2 Explain the methods of learning	1. Textbooks 2. chalkboard 3. OHP	4.1 Examine the types of learning 4.2 Carry out a critical analysis of the methods of learning	1.2 Assist the students in examining the types of learning 1.2 Guide the students in their analysis of the methods of learning.	1. Textbooks, 2. charts 3. tapes/CD's, OHP
GENERAL OBJECTIVE 5.0: Understand human memory						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
7	5.1 Examine short-term memory 5.2 Explain long-term memory 5.3 Define forgetting	5.1 Explain the concept of memory 5.2 Explain types of memory (short-term long-term) 5.3 Explain the concept "forgetting"	1.Textbooks, 2.chalkboard 3.tapes/CD	5.1 Analyse the concepts of memory and forgetting. 5.2 Analyse the types of memory (long-term, short-term).	4.1 Assist the students in analyzing the concepts of memory and forgetting.	1.Textbooks 2.tapes/CDs 3. chart
GENERAL OBJECTIVE 6.0: Understand Human emotions						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
8	6.1 Define emotions	6.1 Explain human emotions and the	1. Textbooks, 2. chalkboard	6.1 Analyse the types of emotion	6.1 Guide the students in	1. charts, 2. Tapes/

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	6.2 Define types of Emotions 6.3 Explain casual factors of emotions 6.4 Examine expressions of emotions.	types 6.2 Describe the casual factors of emotions 6.3 Explain the expression of emotions.	3. charts 4. tapes/CDs	6.2 Examine the causal factors of emotions	analyzing the types of emotions and their causal factors.	CDs 3. OHP
	GENERAL OBJECTIVE 7.0: Comprehend the processes of attitude formation and change					
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
9	7.1 Describe development Of attitude 7.2 Identify the components of attitude 7.3 Analyse consistency theories of prejudice 7.4 Explain change of Attitudes	7.1 Explain the development of attitude and its components 7.2 Explain the consistency theories of prejudice	1. Textbooks, 2.chalkboard, 3.charts, 4.OHP	7.1 Analyse the development of attitude and its components 7.2 Carry out a critical analysis of the theories of prejudices.	7.1 Assist the students in the analysis of attitude, its components and the theories of prejudice.	1.tapes/CDs 2. charts. 3. OHP

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GENERAL OBJECTIVE : 8.0 Know the psychological basis of management models in industries and organizations.						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
10-11	8.1 Explain worker motivation 8.2 Describe negotiation And bargaining power 8.3 Analyse organisation crisis intervention 8.4 Examine building of team harmony and cohesion 8.5 explain psychological models of management (autocratic, democratic and laissez faire).	8.1 Explain worker motivation 8.2 Explain negotiation and bargaining power 8.3 Explain organizational crisis intervention 8.4 Explain the psychological models of management (autocratic, democratic, laissez faire)	1.Textbooks, 2.chalkboard	8.1 Analyse worker motivation 8.2 Examine simple cases on negotiation, bargaining power, and organizational crisis intervention. 8.3 Carry out a comparative Analysis of the psychological models of management (autocratic, democratic, laissez faire, etc.	8.1 Guide the students in analyzing worker motivation 8.2 Supervise students in examining cases on negotiation bargaining power and organizational crisis intervention. 8.3 Guide the students in their comparative analysis of models of management.	1. OHP, 2. tapes/CD's 3. charts, 4. sample cases.

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GENERAL OBJECTIVE 9.0: Understand the psychology of other nationals						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
12	<p>9.1 Describe the psychology of Western nations – USA, UK, Germany, etc.</p> <p>9.2 examine the psychology of the Eastern Bloc - USSR, China, etc.</p> <p>9.3 Describe the psychology of Third World countries – Afro-Asian people.</p> <p>9.4 Analyse the psychology of international negotiations.</p>	<p>9.1 Explain the psychology of</p> <p>a) Western nations, (USA, UK, Germany, etc.</p> <p>b) Eastern Bloc e.g China Russia etc.</p> <p>c) Third World countries/ Afro-Asian people</p> <p>9.2 Explain the psychology of international negotiations.</p>	<p>1.Textbooks,</p> <p>2.chalkboards</p>	<p>9.1 Analyse the psychology of peoples of</p> <p>a) Western nations</p> <p>b) Eastern bloc</p> <p>c) Third World nations</p> <p>9.2 Analyse the psychology of international negotiations.</p>	<p>9.1 Guide students in analyzing the psychology of people of different nations.</p> <p>9.2 Assist students in the analysis of the psychology of international negotiations.</p>	<p>1.OHP,</p> <p>2.Tapes/CDs,</p> <p>3. charts.</p>

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GENERAL OBJECTIVE 10.0 Know the Psychological effects of health						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
13-14	10.1 Describe hypertension 10.2 Explain coronary heart diseases. 10.3 Describe defence Mechanisms 10.4 State anxiety neurosis 10.5 Explain fatigue, frustration and interest 10.6 Examine psycho-social factors in health (poverty, hunger, etc 10.7 List coping mechanisms (relaxation therapy, behaviour modification).	10.1 Explain different coronary diseases (e.g. hypertension) 10.2 Explain anxiety neurosis, fatigues, frustration, interest, defence mechanism. 10.3 Explain psycho-social factors in health, e.g. poverty, hunger, etc 10.4 Explain coping mechanisms (relaxation therapy, behaviour modification).	1.Textbooks, 2.chalkboard	10.1 Examine the major coronary diseases 10.2 Analyse anxiety neurosis, fatigue, frustration and defence mechanism. 10.3 Examine the psycho-social factors in health 10.4 Analyse coping mechanisms	10.1 Guide students in the analysis of major coronary Diseases 10.2 Assist students in analyzing the psycho-social factors in health.	1. Textbooks , 2. OHP, 3. Tapes/CDs, 4. charts.

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GENERAL OBJECTIVE 11.0 know the methods of Assessment in Experimental Psychology						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
15	11.1 Explain reaction time 11.2 Identity achievement Motivation 11.3 Explain interviewing 11.4 List psychological assessment tools (TAT, Rorschach test, Bio-feed back Tachistoscope).	11.1 Explain reaction Time 11.2 Explain achievement Motivation 11.3 Explain the major psychological assessment tools (TAT, Rorschach test Bio-feed back, tachistoscope, etc).	1.Textbook, 2.chalkboard	11.1 Examine achievement motivation 11.2 Attempt the use of the psychological testing tools.	11.1 Guide the students in examining achievement motivation 11.2 Assist students to use the psychological testing tools.	1.OHP, 2.Tapes/ CDs , 3.Charts, 4. testing tools.

NID in Paralegal Studies (Draft)

PROGRAMME: Paralegal studies		
COURSE: INTRODUCTION TO PROPERTY LAW	Code: PLG 223	Credit Hours: 3 hours/week
Semester:	Pre-requisite:	Theoretical: 2 hours/Week
		Practical: 1 hour/week

GOAL This course is designed to give the student a basic knowledge of property Law.

GENERAL OBJECTIVES:

- 1.0 Know the concepts and terminologies of real property law
- 2.0 Know real estate transactions and documents
- 3.0 Understand closing, settlement and post-settlement processes.

NID in Paralegal Studies (Draft)

PROGRAMME: PARALEGAL STUDIES						
COURSE: INTRODUCTION TO PROPERTY LAW		COURSE CODE: PLG 223		CONTACT HOURS:		
GOAL: To give the students a base knowledge of property law.						
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
General Objective 1.0: Know Concepts and Terminologies of real property law.						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
1-5	1.1 Define property law 1.2 Explain the Law governing land and property transactions 1.3 Explain real estate contracts 1.4 Explain real estate terms 1.5 Explain the purposes and methods of title examination. 1.6 Explain Parties to a land transaction	1.1 Explain property law 1.2 Explain the law governing, land and property transactions. 1.3 Explain basic real estate terms. 1.4 Identify surveys and document relating to transferred identify parties to a transaction.	1. Projector 2. Legal texts 3. Sample forms Reference materials 4. statute books 5. intendance	1.1 Identify the laws governing land and property transactions. 1.2 List parties to a land transaction 1.3 Carryout title examination	1.1 Assist students to identify the laws governing land and Property Transaction 1.1 Supervise as Students work in groups to identify/sport errors in sample title documents	1. Legal texts 2. Sample forms and documents 3. Projector
GENERAL OBJECTIVE 2.0: Know real estate transactions and documents.						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource

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6-10	<p>2.1 Explain the deeds relating to land transactions and conveyances</p> <p>2.2 Explain the Forms of title and preparation of report on title</p> <p>2.3 Explain how to prepare a search on title documents</p> <p>2.4 Explain Survey and preparation of document relating to transfers and intendance</p> <p>2.5 Explain landlord-tenant law.</p>	<p>2.1 Explain deeds relating to land transactions and conveyances.</p> <p>2.2 Explain forms of title and preparation of report on title.</p> <p>2.3 Explain how to prepare a search on title documents.</p> <p>2.4 Explain survey and preparation of documents relating to transfers and intendance.</p> <p>2.5 Explain landlord-tenant law.</p>	<p>1. Projector</p> <p>2. Textbooks</p> <p>3. Sample forms and documents.</p>	<p>2.1 Conduct title search and spot defects in a chain of title.</p> <p>2.2 Prepare and review documents relating to transfers and intendance.</p>	<p>2.1 Guide students to identify and spot errors in sample title search.</p>	<p>1. Texts</p> <p>2. Sample Documents</p> <p>3. OHP</p> <p>4.CDs/Transparencies</p>
GENERAL OBJECTIVE 3.0: UNDERSTAND CLOSING, SETTLEMENT AND POST – SETTLEMENT PROCESSES.						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
11-15	<p>3.1 Explain closing documentation</p> <p>3..2 Explain closing, settlement and post settlement Processes</p> <p>3.3 Explain, real estate finance, mortgages appraisals ,etc.</p>	<p>3.1 Explain closing documentation</p> <p>3.2 Explain closing, settlement and settlement processes.</p> <p>3.3 Explain real estate finance, mortgages, appraisals, and other related issues.</p>	<p>1. Textbooks</p> <p>2. Sample documents</p>	<p>3.1 Prepare a set of document needed to effectuate a closing for a client.</p>	<p>3.1 Guide students in preparing a closing document.</p>	<p>1. Texts</p> <p>2. Sample Documents</p> <p>3. OHP/Multimedia</p> <p>4. CDs/ transparencies</p>

NID in Paralegal Studies (Draft)

PROGRAMME: Paralegal studies		
COURSE: Introduction to civil litigation, document preparation and theory II	Code: PLG 224	Credit Hours: 2hours/week
Semester:	Pre-requisite:	Theoretical: 1hour/Week - %
		Practical: 1 hours/week - %

GOAL This course is designed to help the student determine course of action and the court that has jurisdiction

- GENERAL OBJECTIVES:**
- 1.0 Understand civil procedure
 - 2.0 Know fundamental human rights and procedure
 - 3.0 Understand forms of civil procedure.

NID in Paralegal Studies (Draft)

PROGRAMME: PARALEGAL						
COURSE: INTRODUCTION TO CIVIL LITIGATION, DOCUMENT PREPATION AND THEORY II			COURSE CODE: PLG 224		CONTACT HOURS: 2hours/week	
GOAL: The course is to help the student determine course of action and the court that has jurisdiction						
COURSE SPECIFICATION: Theoretical Contents: 1 hour/week				Practical Contents: 1 hour /week		
General Objective: UNDERSTAND CIVIL PROCEDURE						
WEEK	Specific Learning Objective	Teacher Activities	Learning Resource	Specific Learning Objective	Teacher Activities	Learning Resource
1-4	1.1 Explain sources of civil procedure 1.2 Explain jurisdiction of courts: - Federal High Court - State High court - Magistrate Court 1.3 Explain parties to an action 1.4 Define course of Action.	1.1 Explain the venue rules of courts 1.2 Explain the detail jurisdiction of courts. 1.3 Explain the terms use for litigants. - Plaintiff - Defendant - Application - Respondent - Judgment creditor - Judgment Debtor 1.4 Explain the meaning of course of action.	1. Constitution 2. Text books 3. Law report 4. Rules of Courts	1.2 Assist in determining the appropriate court to file an action	1.1 Guide student to determine course of action and the court that has jurisdiction	1. Text books 2. Law reports 3. constitution

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		GENERAL OBJECTIVE 2.0 KNOW FUNDAMENTAL HUMAN RIGHTS AND PROCEDURE				
5-8	<p>2.1 Define fundamental rights</p> <p>2.2 Explain process of enforcement of fundamental Right.</p> <p>2.3 Identify jurisdiction of Courts in respect of enforcement of fundamental rights.</p> <p>2.5 Explain who can bring an action for enforcement of fundamental rights.</p>	<p>2.1 Explain various fundamental rights</p> <p>2.2 Explain the procedure for enforcement of fundamental rights</p> <p>2.3 Explain the courts that have jurisdiction to enforce fundamental Right.</p> <ul style="list-style-type: none"> - High court - Federal High court <p>2.4 Explain cause of Action and locus standi</p>	<p>1. Constitution</p> <p>2. Test books</p> <p>3. Law Reports</p> <p>4. Fundamental Rights (Enforcement Procedure) Rules 1979</p> <p>5 African Charter on Human and Peoples Right (Ratification and Enforcement) Act Cap.10 LFN 1990.</p>	2.1 Distinguish between civil procedure Rules and enforcement of fundamental rights procedure rules.	2.1 Guide students to distinguish between civil procedure Rules and enforcement of fundamental rights rules	<p>1. Text book</p> <p>2. Law reports</p> <p>3. Constitution of the Federal Republic of Nigeria.</p>

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GENERAL OBJECTIVE 3.0 Understand Civil Litigation						
9-14	<p>3.1 Explain the following terms: - will, intestate, testate, inheritance.</p> <p>3.2 Explain laws of inheritance and wills</p> <p>3.3 Explain the procedure for Processing immigration Application and Permits</p> <p>3.5 Explain the processing of documents relating to family law.</p> <p>3.6 State the basic procedures for processing of probate documents.</p>	<p>1.5 Explain terminologies and law relating to wills and inheritance</p> <p>1.6 Explain the procedure for Processing Immigration application and permits.</p>	1. Texts	<p>3.1 State the laws relating to wills and inheritance</p> <p>3.1 Explain Various Civil Pleadings for family Law and their appropriate usage.</p> <p>3.3 Determine appropriate appellate courts.</p>	<p>3.1 Analyse laws relating to wills and inheritance.</p>	1. Texts

NID in Paralegal Studies (Draft)

PROGRAMME: Paralegal Studies		
COURSE: Principles of Accounts 1	Code: ACC III	Credit Hours: 3 hours
Semester:	Pre-requisite:	Theoretical: 2 hours/Week
		Practical: 1hour/week
<p>GOAL This course is designed to introduce the student to the principles of accounting and their application to different types of transactions.</p>		
<p>GENERAL OBJECTIVES:</p> <p>1.0 Know the history, principles, role and conventions of accounting.</p> <p>2.0 Know the principles of double entry.</p> <p>3.0 Know capital and revenue items.</p> <p>4.0 Know the books of original entry.</p> <p>5.0 Know the use of the ledger.</p> <p>6.0 Know trial balance.</p> <p>7.0 Know how errors are identified.</p> <p>8.0 Know the uses of Journals.</p> <p>9.0 Understand bank reconciliation statement.</p> <p>10.0 Know depreciation.</p> <p>11.0 Understand accruals and prepayments.</p> <p>12.0 Know final accounts.</p>		

NID in Paralegal Studies (Draft)

	<i>Course: Principles of Accounts</i>	Course Code: Acc 111	Credit Hours: 3hours/week			
		Contact Hours 3	Theoretical: 2 hours/week			
	Year:	Pre-requisite:	Practical: 1 hour /week			
	Theoretical Content 2			Practical Content 1		
General Objective 1.0: Know the history, principles, role and conventions of accounting						
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
1	1.1 State the history of accounting and the conventions which led to the development of accounting. 1.2 Explain the principles involved in accounting. 1.3 Explain the role of accounting in the operation of an enterprise. 1.4 State the significance of accounting activities in the	1.1 State the history, convention and development of accounting as a discipline. 1.2 Explain the role of accounting in the operation of an enterprise. 1.3 Explain the importance of Accounting	1. Textbooks 2. Chalkboard	1.3 Analyse the history and convention of accounting in relation to its importance and operation in an enterprise.	1.1 Examine the historical background, the conventions, and importance of accounting in the operation of a business enterprise.	1. Textbook 2. Internet

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	operation of a business.	activities in the operation of a business.				
General Objective 2.0: Know the principles of double entry						
2	<p>2.1 Explain the principle of double entry.</p> <p>2.2 Explain how to make correct entries in the ledger as it affects the debit and credit aspects of a transaction.</p>	<p>2.1 Explain the concept of double entry.</p> <p>2.2 Explain how to make correct entries in the ledger in line with the principles of double entry.</p>	<p>1. Text books.</p> <p>2. Chalkboard</p>	<p>2.1 Record transactions in the ledgers.</p> <p>2.3 Reflect the dual aspects of each transaction in relevant/appropriate ledgers.</p>	<p>2.1 Give assignments to the student.</p> <p>2.2 Mark assignments after completion by the students.</p>	<p>1. Textbooks</p> <p>2. Ledgers</p>
General Objective 3.0: Know capital and revenue items						
3	<p>3.1 Define capital and revenue items</p> <p>3.2 Classify capital and revenue items.</p> <p>3.3 Explain the accounting treatment with respect to capital and revenue items in a transaction.</p>	<p>3.1 Explain capital and revenue items.</p> <p>3.2 Classify capital and revenue items</p> <p>3.3 Explain the accounting treatment with respect to capital and revenue items in a transaction.</p>	<p>1. Textbooks</p> <p>2. Chalkboard</p> <p>3. Ledgers.</p>	<p>3.1 Carry out an appropriate recording of capital and revenue items in the relevant accounting books.</p>	<p>3.1 Give the students exercise to test his practical application of lectures given on capital and revenue items.</p>	<p>1. Textbooks,</p> <p>2. Ledgers.</p>
General Objective 4.0: Know the books of original entry						
4	<p>4.1 Define books of original entry.</p> <p>4.2 Explain the uses of the various books of original entry (cash book, returns outwards books,</p>	<p>4.1 Explain the books of original entry.</p> <p>4.2 Explain the uses of</p>	<p>1. Chalkboard,</p> <p>2. Textbooks.</p> <p>3. Books of original</p>	<p>4.1 Make accounting entries in the Different</p>	<p>4.1 Guide the student on how to use the</p>	<p>1. Textbooks</p> <p>2. Books of Original</p>

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	petty cash book and the imprest system].	the different books of original entry.	entry.	books of original entry.	various books of original entry.	entry.
	4.3 Explain how to make accounting entries in the various books.	4.3 Explain how to make entries in the original entry.				
General Objective 5.0: Know the uses of the ledger						
5	5.1 Define a ledger 5.2 Explain the importance and uses of the ledger. 5.3 Explain how to post properly to a ledger, carrying down periodic balances. 5.4 Explain the end use of ledger balances.	5.1 Explain "Ledger", its use and importance. 5.2 Explain how to make correct posting to ledgers and carry down periodic balances. 5.3 Explain the use of ledger balances.	1. Textbooks 2. Chalkboard ledgers	5.1 Post correctly to Ledgers. 5.2 Carry down periodic balances.	5.1 Guide students on the correct posting to ledgers and how to carry down periodic balances. 5.2 Grade exercises completed by students.	1. Textbooks 2. Ledgers.
General Objective 6.0: Know trial balance						
6	6.1 Define trial balance. 6.2 State the need for a trial balance and its use. 6.3 Explain how a trial balance is extracted. 6.4 Extract through practice the trail balance of a transaction at the end of a period.	6.1 Explain what a trial balance is. 6.2 Explain the use and importance of a trial balance. 6.3 Explain the steps in extracting a trial balance.	1. Textbooks 2. Chalkboard	6.1 Extract the trail balance of a transaction at the end of a period.	6.1 Guide the student to extract as trial balance at the end of a period for a series of activities.	1. Textbook 2. Ledgers 3. Records of activities over a period of time.
General Objective 7.0: Know how errors are identified						
	7.1 Explain how errors may be					1. Textbooks

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7	<p>identified.</p> <p>7.2 Categorise the common occurrence of accounting errors.</p> <p>7.3 Identified errors in accounting.</p> <p>7.4 Explain how to correct errors that are identified in an account by use of journal entries.</p>	<p>7.1 Explain types of errors and how to identify them.</p>	<p>1. Textbooks</p> <p>2. Chalkboard</p> <p>3. Ledgers,</p> <p>4. Journals.</p>	<p>7.1 Identify errors in accounting .</p> <p>7.2 Correct errors identified in an account by use of journal entries.</p>	<p>7.1 Guide student to identify errors in the accounting record and how to correct them.</p>	<p>2. Ledgers</p> <p>3. Journals</p> <p>4. Accounting records with specific errors.</p>
General Objective 8.0: Know the uses of journals						
8-9	<p>8.1 Define journal.</p> <p>8.2 Explain the uses and importance of journal vouchers.</p> <p>8.3 Explain the use of a journal in relation to transaction which do not involve cash payments, or cash receipts.</p> <p>8.4 Explain how to make various journal entries.</p>	<p>8.1 Explain what a journal is.</p> <p>8.2 Explain the uses and importance of journals.</p> <p>8.3 Explain how the journals are used to record transactions.</p>	<p>1. Textbooks</p> <p>2. Chalkboard</p> <p>3. Journals of all sorts relevant to the study.</p>	<p>8.1 Make journal entries of various types of transactions</p>	<p>8.2 Give students assignment involving journal entries.</p> <p>8.2 Mark assignments given to students.</p>	<p>1. Textbooks</p> <p>2. Journals of various types.</p> <p>3. Records of transaction for journal entries.</p>

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General Objective 9.0: Understand bank reconciliation statement						
10	<p>9.1 Define a bank reconciliation Statement.</p> <p>9.2 Explain the use of bank reconciliation.</p> <p>9.3 Explain how to carry out a bank reconciliation of a given cash account and bank account.</p>	<p>9.1 Explain what is a bank reconciliation statement and the need for it.</p> <p>9.2 Explain the steps to take in carrying out a bank reconciliation.</p>	<p>1. Textbook</p> <p>2. Chalkboard</p> <p>3. Bank Statement and the relevant Cash account.</p>	<p>9.1 Carry out bank reconciliation cases.</p>	<p>9.1 Assist the student to produce a bank reconciliation statement.</p>	<p>1 Textbook</p> <p>2. Bank statement and the relevant/appropriate cash account/state ment.</p>
General Objective 10.0: Know depreciation						
11	<p>10.1 Define depreciation</p> <p>10.2 Explain the need for periodic depreciation.</p> <p>10.3 Explain how to determine the used assets of a business through depreciation account for a relevant period.</p> <p>10.4 Explain how to trace depreciation entries in accounting to its final stage.</p>	<p>10.1 Explain depreciation.</p> <p>10.2 Explain the rationale for periodic depreciation.</p> <p>10.3 Explain the steps in tracing depreciation entries to its final stage.</p>	<p>1. Textbook</p> <p>2. Chalkboard</p> <p>3. ledgers</p>	<p>10.1 Make ledger entries of depreciation.</p> <p>10.2 Trace Depreciation entries in accounting to its final stage.</p> <p>10.3 Use different methods to handle cases of depreciation</p>	<p>10.1 Guide on how to trace Depreciation entries to the final stage in accounting.</p> <p>10.2 Explain the different methods of depreciation and when and how to use them.</p> <p>10.3 Grade students completed exercises.</p>	<p>1. Textbook</p> <p>2. ledgers</p> <p>3. proforma cases on depreciation.</p>

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General Objective 11.0: Understand accruals and prepayments						
12-13	11.1 Define accruals. 11.2 Define prepayments 11.3 Explain the accounting treatment accruals and prepayments.	11.1 Explain in detail what accruals and prepayments are: 11.2 Explain the steps to take in the Accounting treatment of accruals and prepayments.	1. Textbook 2. Chalkboard 3. overhead properties/multi-media 3. ledgers	11.1 Make the correct ledger entries of accruals and prepayments	11.1 Grade student's Assignments and exercises. 11.2 Give correction where students have missed the solution or do not have a clear understanding.	1. Textbooks 2. ledgers 3. proforma cases of accruals and prepayments.
General Objective 12.0: Know final accounts						
14-15	12.1 Explain the meaning of final accounts. 12.2 Describe the stages in the preparation of final accounts.	12.1 Explain the preparation of the final accounts of a trading organisation.	1. Textbooks, 2. Chalkboard, 3. Overhead projector/multi-media.	12.1 Extract simple final accounts of a sole trader/Trading Profit and Loss Account and Balance Sheet).	12.1 Assist students in solving problems on final Accounts 12.2 Grade students' assignment on final account.	1. Textbooks 2. Ledger 3. proforma final account of assorted companies/org anisations.

NID in Paralegal Studies (Draft)

<i>Programme: NID PARALEGAL STUDIES</i>	Course Code: COM 111	Total Hours: 4
Course: Introduction to Computers		Theoretical: 2 hours /week
Year: 1 Semester: 1	Pre-requisite:	Practical: 2 hours /week

Goal: This course is designed to enable students to acquire basic knowledge of computers

General Objectives: On completion of this course the diplomate, should be able to:

1. Understand the history, classification and impact of computers.
2. Know the concept of computer hardware
3. Know the concept of computer software.
4. Understand computer data processing systems.
5. Know the procedures for computer and data preparation method.
6. Understand security and safety procedures within a computer environment.
7. Understand the concept of a computer network
8. Understand the use of the internet.

NID in Paralegal Studies (Draft)

	Theoretical Content			Practical Content		
General Objective 1.0: Understand the history, classification and impact of computers.						
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
1	1.1 Define the computer 1.2 Describe the development of computers, in particular abacus, Pascal, Babbage, Hollerith and ENIAC. 1.3 Classify computers according to generations from 1st – 5th generation (any subsequent generation)	1.1 Explain computers 1.2 Trace the history of computer. 1.3 Classify the computer according to generations	1. White Board. 2. PC loaded with Power point and connected to OHP	1.1 Classify computer systems.	1.1 Guide students to classify computer systems	Networked PCs loaded with software packages.
2	1.4 Distinguish between analog, digital, and hybrid computers	Distinguish between types and classes of computers.	White Board. PC loaded with Power	1.2 Classify computer systems.	Guide students to classify computer systems	Networked PCs loaded with software packages.

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	<p>1.5 Explains the social implication of computers on society, in particular privacy and quality of life.</p> <p>1.6 List the benefits of computers to the society.</p>	<p>1.4 Highlight the implications of computers to the society.</p> <p>1.5 Outline the benefit of computer to the society.</p>	<p>point and connected to OHP</p>			
General Objective 2.0: Know the concept of computer hardware						
3	<p>2.1 Explain computer hardware configuration.</p> <p>2.2 List some input and output units</p> <p>2.3 Explain the function of the out unit.</p>	<p>2.1 Explain the meaning of hardware.</p> <p>2.2 Explain the various components and functions of various hardware units.</p> <p>2.3 Explain computer software programming languages and differentiate between the levels.</p>	<p>White Board.</p> <p>PC loaded with Power point and connected to OHP</p>	<p>Identify the various components of a computer system</p>	<p>Guide the students on how to identify the various components of a computer system</p>	<p>A DEMO PC showing its components</p>

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4	<p>2.4 Explain the function of C.P.U.</p> <p>2.5 List some auxiliary Units.</p> <p>2.6 Explain the function of the auxiliary memory</p> <p>2.6 Define bits, byte, nibble, word and storage size.</p>	<p>2.1 Explain the various components and functions of various hardware units.</p> <p>2.2 Explain computer software programming languages and differentiate between the levels.</p>	<p>White Board.</p> <p>PC loaded with Power point and connected to OHP</p>	<p>Identify the various components of a computer system</p>	<p>Guide the students on how to identify the various components of a computer system</p>	<p>A DEMO PC showing its components</p>
<p>General Objective 3.0 (COM 101): Know the concept of computer software.</p>						
5	<p>3.1 Explain software and its various types</p> <p>3.2 Distinguish between the low – level and high – level languages.</p> <p>3.4 Explain source and object programmes.</p>	<p>3.1 Explain software and its various types.</p> <p>3.2 Explain computer packages and its various types.</p>	<p>White Board.</p> <p>PC loaded with Power point and connected to OHP</p>	<p>load computer packages on computer system</p>	<p>Demonstrate how to load various computer packages on computer systems</p>	<p>Networked PCs loaded with different computer packages</p>

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6	<p>3.4 Define a translator.</p> <p>3.5 Explain types of translators: assembler, compiler, and interpreter.</p> <p>3.5 Explain the use of package programs.</p>	<p>3.3 Discuss software and its various types.</p> <p>3.4 Explain computer packages and its various types.</p>	<p>White Board.</p> <p>PC loaded with Power point and connected to OHP</p>	<p>load computer packages on computer system</p>	<p>Demonstrate how to load various computer packages on computer systems</p>	<p>Networked PCs loaded with different computer packages</p>
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General Objective 4.0: Understand computer data processing systems.						
7	<p>4.1 Explain different processing modes.</p> <p>4.2 Distinguish among the different processing modes.</p>	<p>4.1 Explain offline and online concepts</p> <p>4.2 Explain batch processing, real time, time sharing and distributed processing</p> <p>4.3 Differentiate between batch processing, real time processing, time-sharing and distributed processing system.</p>	<p>White Board.</p> <p>PC loaded with Power point and connected to OHP</p>	<p>Recognize life problems requiring the application of the various modes</p>	<p>Guide the students on how to identify real life problems requiring the various data processing techniques</p>	<p>Networked PCs loaded with different computer packages</p>

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General Objective 5.0: Know the procedures for computer and data preparation method.						
8	5.1 Explain how to operate a computer system	5.1 Explain the principles and procedures of operating the computer system, the fix up, start up and shut-down systems	White Board. PC loaded with Power point and connected to OHP Diskettes	boot and shut down computer system Format diskettes	Guide the students on how to operate the computer. Show different storage media to students	Networked PCs and storage media such as diskette.
9	5.2 Explain the initialization and formatting of storage media.	5.2 Explain initialization and formatting of storage devices such as disks and diskettes	White Board. PC loaded with Power point and connected to OHP Diskettes	boot and shut down computer system Format diskettes	Guide the students on how to operate the computer. Show different storage media to students	Networked PCs and storage media such as diskette.

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General Objective 6.0: Understand security and safety procedures within a computer environment.						
10	6.1	<p>explain data control techniques, operating procedure of a computer installation, safety regulation in</p> <p>computer installation, method of preventing hazards such as fire, flooding and sabotage</p>	<p>6.1 Explain data control techniques.</p> <p>6.2 Explain standard operating procedures of a computer installation.</p> <p>6.3 Explain the need for computer room security.</p> <p>6.4 Explain computer system auditing</p> <p>6.5 Explain methods of preventing hazards fire, flooding sabotage etc.</p>	<p>White Board</p> <p>PC loaded with relevant software packages and connected to OHP</p>	<p>Formulate password to secure computers.</p>	<p>Guide students on how to formulate simple password that they could easily remember</p> <p>Networked PCs and storage media such as diskette.</p>

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11	6.2 Explain security methods in computer installation and the need for user passwords.	6.6 Explain file security methods in computer installations. 6.7 Explain the need for file security in computer installation. 6.8 Explain the user passwords and user name.	White Board PC loaded with relevant software packages and connected to OHP	Formulate passwords.	Guide students on how to formulate simple password that they could easily remember	Networked PCs and storage media such as diskette.
General Objective 7.0: Understand the concept of a computer network						
12	7.1 Define network 7.2 Explain different types of network organization such as star, ring and bus.	7.1 Explain computer network. 7.2 Explain different types of network organization such as star, ring, bus etc.	White Board PC loaded with power point and connected to OHP	identify various computer topologies Find out different organizations using the different	Guide the students on how to identify various network topologies.	Networked PCs and storage media such as diskette.

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				topologies.		
13	7.3 Explain LAN and WAN.	7.3 Describe different types of network: LAN, WAN	White Board PC loaded with power point and connected to OHP	identify various computer topologies Find out different organizations using the different topologies.	Guide the students on how to identify various network topologies.	Networked PCs and storage media such as diskette.

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General Objective 8.0: Understand the use of the internet						
14	<p>8.1 Define internet</p> <p>8.2 Explain the resources of the internet.</p> <p>8.4 Explain the processes involved in searching the internet for materials.</p>	<p>8.1 Explain internet</p> <p>8.2 Explain resources of internet</p> <p>8.3 Explain the processes involved in browsing and searching the internet.</p> <p>8.4 Explain the meaning of ISP.</p>	<p>White Board.</p> <p>PC loaded with power point and internet browser and connected to OHP</p>	<p>Search for materials on the internet.</p>	<p>Guide students on how to search for materials on the internet.</p>	<p>Networked PCs connected to the internet.</p>
15	<p>8.5 Explain the concept of E-mail</p>	<p>8.5 Explain the concept of e-mail address.</p> <p>8.6 Explain the processes of acquiring an e-mail address.</p> <p>8.7 Explain the process of sending and receiving an e-mail.</p>	<p>White Board.</p> <p>PC loaded with power point and internet browser and connected to OHP</p>	<p>Compose and send E-mail.</p>	<p>Demonstrate how to compose and send E-mail.</p>	<p>1. Networked PCs connected to the internet.</p>

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NATIONAL INNOVATIVE DIPLOMA IN PARALEGAL STUDIES

LIST OF EQUIPMENT

S/N	EQUIPMENT	QUANTITY
1.	Computer	One per 4 students subject to a minimum of 10 computers
2.	Multimedia/Projector	2No
3.	Transparency maker	2No
4.	Internet facility	
5.	DVD /VCD player	2No
6.	TV set	2No
7.	Dictation and transcription equipment	2No
8.	e-Library	
9.	White/Green Board	1No per class/workshop
10.	Law Reports	Various types
11.	Law Textbooks and Reference materials	(at least five titles per course)
12.	Case files	Various types
13.	Computer software packages	As appropriate
14.	CDs, Tapes, Cassettes and films	Various types, as appropriate for the courses.
15.	Transparencies	2 packets
16.	Sample Documents (ledgers, promissory notes, bills of exchange, contract documents, invoices, etc.	Various types as specified in the courses
17	Charts	Different varieties.

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