

2006 Mississippi Curriculum Framework

Postsecondary Paralegal Technology

(Program CIP: 22.0302 – Legal Assistant/Paralegal)

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Published by

Office of Vocational Education and Workforce
Development
Mississippi Department of Education
Jackson, MS 39205

Research and Curriculum Unit for Workforce Development
Vocational and Technical Education
Mississippi State University
Mississippi State, MS 39762

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Standards in this document are based on information from the following organizations:

Standards Based on the National Association of Legal Assistants Descriptions of Certified Legal Assistant (CLA) Exam Sections

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Related Academic Standards

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Workplace Skills for the 21st Century

Secretary's Commission on Achieving Necessary Skills

National Educational Technology Standards for Students

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Foreword

As the world economy continues to evolve, businesses and industries must adopt new practices and processes in order to survive. Quality and cost control, work teams and participatory management, and an infusion of technology are transforming the way people work and do business. Employees are now expected to read, write, and communicate effectively; think creatively, solve problems, and make decisions; and interact with each other and the technologies in the workplace. Vocational-technical programs must also adopt these practices in order to provide graduates who can enter and advance in the changing work world.

The curriculum framework in this document reflects these changes in the workplace and a number of other factors that impact on local vocational-technical programs. Federal and state legislation calls for articulation between high school and community college programs, integration of academic and vocational skills, and the development of sequential courses of study that provide students with the optimum educational path for achieving successful employment. National skills standards, developed by industry groups and sponsored by the U.S. Department of Education and Labor, provide vocational educators with the expectations of employers across the United States. All of these factors are reflected in the framework found in this document.

Each postsecondary program of instruction consists of a program description and a suggested sequence of courses which focus on the development of occupational competencies. Each vocational-technical course in this sequence has been written using a common format which includes the following components:

- Course Name – A common name that will be used by all community/junior colleges in reporting students.
- Course Abbreviation – A common abbreviation that will be used by all community/junior colleges in reporting students.
- Classification – Courses may be classified as:
 - Vocational-technical core – A required vocational-technical course for all students.
 - Area of concentration (AOC) core – A course required in an area of concentration of a cluster of programs.
 - Vocational-technical elective – An elective vocational-technical course.
 - Related academic course – An academic course which provides academic skills and knowledge directly related to the program area.
 - Academic core – An academic course which is required as part of the requirements for an Associate degree.
- Description – A short narrative which includes the major purpose(s) of the course and the recommended number of hours of lecture and laboratory activities to be conducted each week during a regular semester.

- Prerequisites – A listing of any courses that must be taken prior to or on enrollment in the course.
- Corequisites – A listing of courses that may be taken while enrolled in the course.
- Competencies and Suggested Objectives – A listing of the competencies (major concepts and performances) and of the suggested student objectives that will enable students to demonstrate mastery of these competencies.

The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:

- The content of the courses in this document reflects approximately 75 percent of the time allocated to each course. The remaining 25 percent of each course should be developed at the local district level and may reflect:
 - Additional competencies and objectives within the course related to topics not found in the State framework, including activities related to specific needs of industries in the community college district.
 - Activities which develop a higher level of mastery on the existing competencies and suggested objectives.
 - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed/revised.
 - Activities which implement components of the Mississippi Tech Prep initiative, including integration of academic and vocational-technical skills and coursework, school-to-work transition activities, and articulation of secondary and postsecondary vocational-technical programs.
 - Individualized learning activities, including worksite learning activities, to better prepare individuals in the courses for their chosen occupational area.
- Sequencing of the course within a program is left to the discretion of the local district. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors.
- Programs that offer an Associate of Applied Science degree must include a minimum 15 semester credit hour academic core. Specific courses to be taken within this core are to be determined by the local district. Minimum academic core courses are as follows:
 - 3 semester credit hours Math/Science Elective
 - 3 semester credit hours Written Communications Elective
 - 3 semester credit hours Oral Communications Elective
 - 3 semester credit hours Humanities/Fine Arts Elective
 - 3 semester credit hours Social/Behavioral Science Elective

It is recommended that courses in the academic core be spaced out over the entire length of the program, so that students complete some academic and vocational-technical courses each semester. Each community/junior college has the discretion to select the actual courses that are required to meet this academic core requirement.

- In instances where secondary programs are directly related to community and junior college programs, competencies and suggested objectives from the high school programs are listed as Baseline Competencies. These competencies and objectives reflect skills and knowledge that are directly related to the community and junior college vocational-technical program. In adopting the curriculum framework, each community and junior college is asked to give assurances that:
 - Students who can demonstrate mastery of the Baseline Competencies do not receive duplicate instruction, and
 - Students who cannot demonstrate mastery of this content will be given the opportunity to do so.
- The roles of the Baseline Competencies are to:
 - Assist community/junior college personnel in developing articulation agreements with high schools, and
 - Ensure that all community and junior college courses provide a higher level of instruction than their secondary counterparts.
- The Baseline Competencies may be taught as special “Introduction” courses for 3-6 semester hours of institutional credit which will not count toward Associate degree requirements. Community and junior colleges may choose to integrate the Baseline Competencies into ongoing courses in lieu of offering the “Introduction” courses or may offer the competencies through special projects or individualized instruction methods.
- Technical elective courses have been included to allow community colleges and students to customize programs to meet the needs of industries and employers in their area.

In order to provide flexibility within the districts, individual courses within a framework may be customized by:

- Adding new competencies and suggested objectives.
- Revising or extending the suggested objectives for individual competencies.
- Integrating baseline competencies from associated high school programs.
- Adjusting the semester credit hours of a course to be up 1 hour or down 1 hour (after informing the State Board for Community and Junior Colleges [SBCJC] of the change).

In addition, the curriculum framework as a whole may be customized by:

- Resequencing courses within the suggested course sequence.
- Developing and adding a new course which meets specific needs of industries and other clients in the community or junior college district (with SBCJC approval).
- Utilizing the technical elective options in many of the curricula to customize programs.

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Program Description

The Paralegal Technology curriculum is designed to prepare a person for entry-level employment as a legal assistant/paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology is a two-year program of study which requires courses in the vocational-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science Degree is earned upon successful completion of program.

The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections. Additional research data used in the development of this publication was collected from a review of related literature and from surveys of local experts in business, industry, and education.

Industry standards are based on the *National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections*.

Suggested Course Sequence*

Paralegal Technology

Baseline Competencies for Paralegal Technology**

FIRST YEAR

3 sch Written Communications Elective	3 sch Humanities/Fine Arts Elective
3 sch Microcomputer Applications (BOT 1133)	3 sch Family Law (LET 1513)
3 sch Introduction to Law (LET 1113)	3 sch Legal Research (LET 1213)
3 sch Document Formatting and Production (BOT 1113)****	3 sch Business Communication (BOT 2813)
3 sch Legal Environment of Business (BAD 2413)	3 sch Wills and Estates (LET 1523)
3 sch Mechanics of Communications (BOT 1713)	3sch Elective ***
18 sch	18 sch

SECOND YEAR

3 sch Math/Science Elective	3 sch Oral Communications Elective
3 sch Real Property I (LET 2453)	3 sch Criminal Justice Elective
3 sch Civil Litigation I (LET 2313)	3 sch Elective***
3 sch Legal Writing (LET 1713)	3 sch Elective***
3 sch Elective***	3 sch Torts (LET 2323)
3sch Elective***	3 sch Social/Behavioral Science Elective
18 sch	18 sch

* Students who lack entry level skills in math, English, science, etc. will be provided related studies.

** Baseline competencies are taken from the high school Secondary Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

*** Real Property II (LET 2463), Internship for Paralegal (LET 2923) Law Office Management (LET 2633), Civil Litigation II (LET 2333), Bankruptcy (LET 2523), Special Problem in Paralegal Technology [LET 291 (1-3)], or other instructor-approved related technical course or academic course.

**** Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

Paralegal Technology Courses

Course Name: Introduction to Law

Course Abbreviation: LET 1113

Classification: Vocational-Technical Core

Description: This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. (3 sch: 3 hr. lecture)

Prerequisite: Local college requirements

Competencies and Suggested Objectives
1. Differentiate between federal and state court systems. <ul style="list-style-type: none"> a. Analyze the levels of the United States Court System. b. Analyze the levels of the Mississippi Court System.
2. Explore areas of employment. <ul style="list-style-type: none"> a. Research paralegal employment opportunities outside the traditional law office setting. b. Analyze the market for paralegal employment opportunities.
3. Interpret legal terminology. <ul style="list-style-type: none"> a. Research legal terminology. b. Relate legal terminology to substantive areas of law.
4. Distinguish among various areas of law. <ul style="list-style-type: none"> a. Discuss the stages of a civil trial. b. Analyze the stages of a criminal trial. c. Summarize the development of state and federal criminal procedural law. d. Explain basic principles of real estate law. e. Summarize basic laws concerning wills, estates, and probate. f. Discuss areas of administrative law.
5. Analyze the ethical obligations and constraints of the paralegal. <ul style="list-style-type: none"> a. Analyze case studies related to the ethical obligations and constraints of the paralegal. b. Brainstorm ways to avoid many of the common ethical mistakes made by attorneys and their staffs.

STANDARDS

*Standards Based on the National Association of Legal Assistants'
Descriptions of Certified Legal Assistant (CLA) Exam Sections*

- CLA1 Communications
- CLA2 Ethics
- CLA3 Legal Research
- CLA4 Judgment and Analytical Ability

CLA5 American Legal System

Related Academic Standards

- R2 Words in Context (same and opposite meaning)
- R3 Recall Information (details, sequence)
- R4 Construct Meaning (main idea, summary/paraphrase, compare/contrast, cause/effect)
- R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
- M1 Addition of Whole Numbers (no regrouping, regrouping)
- M2 Subtraction of Whole Numbers (no regrouping, regrouping)
- L1 Usage (pronoun, tense, subject/verb agreement, adjective, adverb)
- L2 Sentence Formation (fragments, run-on, clarity)
- L3 Paragraph Development (topic sentence, supporting sentence, sequence)
- L4 Capitalization (proper noun, titles)
- L5 Punctuation (comma, semicolon)
- L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
- S3 Structural Unit (root, suffix)
- R2 Words in Context (same and opposite meaning)
- R3 Recall Information (details, sequence)
- R4 Construct Meaning (main idea, summary/paraphrase, compare/contrast, cause/effect)
- R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
- M1 Addition of Whole Numbers (no regrouping, regrouping)
- M2 Subtraction of Whole Numbers (no regrouping, regrouping)

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Workplace Skills for the 21st Century

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management

National Educational Technology Standards for Students

- T1 Basic operations and concepts
- T2 Social, ethical, and human issues
- T3 Technology productivity tools
- T5 Technology research tools

SUGGESTED REFERENCES

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Course Name: Legal Research

Course Abbreviation: LET 1213

Classification: Vocational-Technical Core

Description: This course is an introduction to basic sources of law and the methods of legal research, including ethics. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Introduction to Law (LET 1113)

Competencies and Suggested Objectives
1. Analyze a legal research problem to identify facts and legal issues.
2. Analyze court opinions. <ol style="list-style-type: none"> a. Research case law, using the digest. b. Analyze cases in both the state and federal reporter system.
3. Analyze statutes. <ol style="list-style-type: none"> a. Use the index to the Mississippi Code to locate state statutes and apply to a given legal question. b. Locate, analyze, and apply federal statutes.
4. Use Shepard's citators.
5. Use secondary sources. <ol style="list-style-type: none"> a. Use the Encyclopedia of Mississippi Law and a national legal encyclopedia. b. Discuss the characteristics and uses of horn books, treatises, form books, and legal periodicals. c. Use American Law Reports.
6. Use electronic resources for legal research, including WestLaw or Nexis, the Internet, and CD-ROMs.
7. Prepare legal citations correctly using a legally recognized and accepted citation manual.
8. Demonstrate legal research techniques in a written memorandum. <ol style="list-style-type: none"> a. Analyze facts and issues, and then choose appropriate legal resources. b. Prepare a memorandum of law which supports the research.
9. Evaluate regulations to determine application of administrative law to factual situations, using the Code of Federal Regulations and the Federal Register.
10. Analyze constitutional law, and then locate information in the United States Constitution and the Mississippi Constitution.

STANDARDS

*Standards Based on the National Association of Legal Assistants'
Descriptions of Certified Legal Assistant (CLA) Exam Sections*

CLA1 Communications
 CLA2 Ethics
 CLA3 Legal Research

- CLA4 Judgment and Analytical Ability
 CLA5 American Legal System
 CLA6 Administrative Law

Related Academic Standards

- R1 Interpret Graphic Information (forms, maps, reference sources)
 R2 Words in Context (same and opposite meaning)
 R3 Recall Information (details, sequence)
 R4 Construct Meaning (main idea, summary/paraphrase, compare/contrast, cause/effect)
 R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
 L2 Sentence Formation (fragments, run-on, clarity)
 L3 Paragraph Development (topic sentence, supporting sentence, sequence)
 L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)

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Workplace Skills for the 21st Century

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
 WP5 Selects, applies, and maintains/troubleshoots technology.
 WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
 WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.

National Educational Technology Standards for Students

- T1 Basic operations and concepts
 T2 Social, ethical, and human issues
 T3 Technology productivity tools
 T5 Technology research tools
 T6 Technology problem-solving and decision-making tools

SUGGESTED REFERENCES

@Law: *The NALS magazine for legal professionals*. (n.d.). (Available from NALS Resource Center, 314 East Third Street, Suite 210, Tulsa, OK 74120, 918.582.5188, <http://www.nals.org/atlaw/Index.html>)

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Course Name: Family Law

Course Abbreviation: LET 1513

Classification: Vocational-Technical Core

Description: This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. (3 sch: 3 hr. lecture)

Prerequisite: Local college requirements

Competencies and Suggested Objectives
1. Research and apply laws related to antenuptial agreements. <ol style="list-style-type: none"> a. Distinguish among the various premarital and cohabitation agreements. b. Research statutory and case law related to antenuptial agreements. c. Outline the requirements of a valid antenuptial agreement in Mississippi. d. Draft antenuptial agreement.
2. Research the requirements for a valid marriage. <ol style="list-style-type: none"> a. Research state statutes listing requirements for a valid marriage. b. Recognize elements of a valid marriage. c. Differentiate between a ceremonial marriage and a common law marriage.
3. Research and apply laws related to annulment. <ol style="list-style-type: none"> a. Research state statutes and case law pertaining to annulment. b. Explain the grounds for annulment. c. Prepare a complaint for annulment.
4. Research and apply laws related to divorce actions. <ol style="list-style-type: none"> a. Research state statutes on divorce grounds and defenses. b. Draft a complaint for divorce.
5. Research and apply laws related to alimony and child support. <ol style="list-style-type: none"> a. Research state law pertaining to alimony and child support. b. Distinguish between alimony and child support. c. Calculate support payments and arrearage. d. Explain the Uniform Reciprocal Enforcement of Support Act. e. Discuss the various tools for the enforcement of child support payments. f. Discuss Qualified Domestic Relations Orders. g. Draft a motion/order to withhold income for child support.
6. Research and apply child custody laws. <ol style="list-style-type: none"> a. Research and discuss the Uniform Child Custody Jurisdiction Act. b. Examine petitions for modification. c. Research Mississippi standard for child custody modification. d. Draft a Uniform Child Custody Jurisdiction Act affidavit.
7. Research and discuss adoption laws. <ol style="list-style-type: none"> a. Identify various types of adoption. b. Examine petitions for adoption. c. Research state procedures for terminating parental rights.

- | |
|---|
| <p>8. Distinguish between guardianships and conservatorships.</p> <ol style="list-style-type: none"> Research Mississippi law concerning guardianships and conservatorships. Review a case file for a guardianship and a conservatorship. Discuss ethical considerations in guardianships and conservatorships. |
| <p>9. Apply ethical considerations in a family law practice.</p> <ol style="list-style-type: none"> Explain the obligations of the paralegal and attorney in a family law practice. Review ethics opinions and disciplinary actions of the Mississippi Bar and various paralegal organizations taken against attorneys and paralegals. Role-play various ethical situations to demonstrate an understanding of how to avoid common ethical breaches of attorneys and paralegals. |

STANDARDS

Standards Based on the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections

- CLA1 Communications
- CLA2 Ethics
- CLA3 Legal Research
- CLA4 Judgment and Analytical Ability
- CLA5 American Legal System

Related Academic Standards

- R1 Interpret Graphic Information (forms, maps, reference sources)
- R3 Recall Information (details, sequence)
- M1 Addition of Whole Numbers (no regrouping, regrouping)
- M2 Subtraction of Whole Numbers (no regrouping, regrouping)
- M7 Integers (addition, subtraction, multiplication, division)
- M8 Percents
- L1 Usage (pronoun, tense, subject/verb agreement, adjective, adverb)
- L2 Sentence Formation (fragments, run-on, clarity)
- L3 Paragraph Development (topic sentence, supporting sentence, sequence)
- L4 Capitalization (proper noun, titles)
- L5 Punctuation (comma, semicolon)
- L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)

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Workplace Skills for the 21st Century

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.

- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T1 Basic operations and concepts
- T5 Technology research tools
- T6 Technology problem-solving and decision-making tools

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Course Name: Wills and Estates

Course Abbreviation: LET 1523

Classification: Vocational-Technical Core

Description: This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. (3 sch: 3 hr. lecture)

Prerequisite: Local college requirements

Competencies and Suggested Objectives	
1.	Research and analyze Mississippi case law and statutes regarding intestate succession.
2.	Analyze and compare various types of wills, and then prepare a simple will. <ol style="list-style-type: none"> a. Research and compare statutory requirements for holographic, nuncupative, and attested wills. b. Prepare a basic will.
3.	Apply the concepts related to probating an estate. <ol style="list-style-type: none"> a. Differentiate between the probate of a testate and an intestate estate. b. Organize and prepare the necessary materials to probate an estate.
4.	Discuss the Uniform Health-Care Decisions Act. <ol style="list-style-type: none"> a. Locate and analyze Mississippi statutes regarding the creation and revocation of an Advance Health-Care Directive.
5.	Analyze the various types of trusts and their role in estate planning. <ol style="list-style-type: none"> a. Compare a living trust to a testamentary trust. b. Explain various specialized trusts and their application.
6.	Differentiate among the various types of powers of attorney. <ol style="list-style-type: none"> a. Research and analyze Mississippi statutes regarding a power of attorney, a durable power of attorney, and a power of attorney for health care.

STANDARDS

Standards Based on the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections

CLA1 Communications
 CLA2 Ethics
 CLA3 Legal Research
 CLA4 Judgment and Analytical Ability
 CLA12 Estate Planning and Probate

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)

- R3 Recall Information (details, sequence)
- L1 Usage (pronoun, tense, subject/verb agreement, adjective, adverb)
- S3 Structural Unit (root, suffix)

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Workplace Skills for the 21st Century

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T3 Technology productivity tools
- T5 Technology research tools

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Course Name: Legal Writing

Course Abbreviation: LET 1713

Classification: Vocational-Technical Core

Description: This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Introduction to Law (LET 1113) and Legal Research (LET 1213)

Competencies and Suggested Objectives	
1.	Analyze and organize a legal problem into a concise basic legal memorandum given a factual situation.
2.	Integrate research and reference sources into the analytical process. <ol style="list-style-type: none"> Use computer-aided research. Use proper reference sources. Review proper forms for legal citations.
3.	Draft legal documents that adhere to the code of ethics for paralegals. <ol style="list-style-type: none"> Review briefs submitted to the court. Draft interoffice memoranda. Draft various forms of legal correspondence. Draft other legal documents.
4.	Create legal documents that apply standard rules of correct grammar. <ol style="list-style-type: none"> Review basic rules of standard grammar. Apply standard rules of correct grammar to various written exercises.

STANDARDS

*Standards Based on the National Association of Legal Assistants'
Descriptions of Certified Legal Assistant (CLA) Exam Sections*

- CLA1 Communications
- CLA2 Ethics
- CLA3 Legal Research
- CLA4 Judgment and Analytical Ability
- CLA5 American Legal System

Related Academic Standards

- R1 Interpret Graphic Information (forms, maps, reference sources)
- R2 Words in Context (same and opposite meaning)
- R3 Recall Information (details, sequence)
- R4 Construct Meaning (main idea, summary/paraphrase, compare/contrast, cause/effect)

- R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
- L1 Usage (pronoun, tense, subject/verb agreement, adjective, adverb)
- L2 Sentence Formation (fragments, run-on, clarity)
- L3 Paragraph Development (topic sentence, supporting sentence, sequence)
- L4 Capitalization (proper noun, titles)
- L5 Punctuation (comma, semicolon)
- L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
- S1 Vowel (short, long)
- S2 Consonant (variant spelling, silent letter)
- S3 Structural Unit (root, suffix)

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Workplace Skills for the 21st Century

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T1 Basic operations and concepts
- T5 Technology research tools

SUGGESTED REFERENCES

@Law: *The NALS magazine for legal professionals*. (n.d.). (Available from NALS Resource Center, 314 East Third Street, Suite 210, Tulsa, OK 74120, 918.582.5188, <http://www.nals.org/atlaw/Index.html>)

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Course Name: Civil Litigation I

Course Abbreviation: LET 2313

Classification: Vocational-Technical Core

Description: This course presents the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Introduction to Law (LET 1113) and Legal Research (LET 1213)

Competencies and Suggested Objectives	
1.	Determine court (system) jurisdiction for various scenarios. <ol style="list-style-type: none"> a. Identify the courts in the federal and state court systems. b. Explain and determine state/federal court jurisdiction. b. Analyze and compare state/federal rules of civil procedures.
2.	Determine the applicable rules of evidence. <ol style="list-style-type: none"> a. Develop an investigative plan. b. Classify documentary and testimonial evidence according to relevance and admissibility.
3.	Prepare legal documents for litigation. <ol style="list-style-type: none"> a. Discuss legal causes of action. b. Prepare summons and complaints. c. Compare counter and cross pleadings and affirmative defenses. d. Prepare answer and appropriate motions.
4.	Analyze case studies related to the legal profession to identify violations of ethical standards.

STANDARDS

*Standards Based on the National Association of Legal Assistants'
Descriptions of Certified Legal Assistant (CLA) Exam Sections*

CLA2 Ethics
 CLA4 Judgment and Analytical Ability
 CLA5 American Legal System
 CLA9 Civil Litigation

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
 R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
 L1 Usage (pronoun, tense, subject/verb agreement, adjective, adverb)

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Workplace Skills for the 21st Century

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T5 Technology research tools

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Course Name: Torts

Course Abbreviation: LET 2323

Classification: Vocational-Technical Core

Description: This course provides instruction in the area of law which deals with civil wrongs and injuries as distinguished from breach of contract. It concentrates on the elements of a tort, type of tort, damages, ethics, and remedies. (3 sch: 3 hr. lecture)

Prerequisite: Introduction to Law (LET 1113)

Competencies and Suggested Objectives	
1.	Analyze case studies related to negligence, strict liability, and various intentional torts. <ol style="list-style-type: none"> a. Analyze appropriate statutes to determine the elements of negligence, strict liability, and various intentional torts. b. Judge whether a tort has been committed by applying the elements to factual situations.
2.	Determine appropriate defenses to various types of torts. <ol style="list-style-type: none"> a. Compare the defenses of comparative negligence, contributory negligence, and assumption of risk. b. Analyze case law and statutes to determine appropriate defenses for cases tried in Mississippi. c. Determine a defense by applying facts to elements.
3.	Recognize appropriate tort remedies. <ol style="list-style-type: none"> a. Distinguish among compensatory, punitive, and nominal damages.
4.	Analyze case studies related to malpractice, product liability, vicarious and joint liability, misrepresentation, and bad faith. <ol style="list-style-type: none"> a. Analyze case law and statutes to determine the elements of the cause of action. b. Apply the elements to a factual situation.
5.	Analyze the past and current status of tort reform in Mississippi. <ol style="list-style-type: none"> a. Analyze pending legislation, statues, and case law to determine changes in the system. b. Decide whether additional changes are needed.

STANDARDS

*Standards Based on the National Association of Legal Assistants'
Descriptions of Certified Legal Assistant (CLA) Exam Sections*

- CLA1 Communications
- CLA2 Ethics
- CLA3 Legal Research
- CLA4 Judgment and Analytical Ability
- CLA5 American Legal System
- CLA6 Administrative Law
- CLA9 Civil Litigation

Related Academic Standards

- R1 Interpret Graphic Information (forms, maps, reference sources)
- R3 Recall Information (details, sequence)
- R4 Construct Meaning (main idea, summary/paraphrase, compare/contrast, cause/effect)
- R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
- L3 Paragraph Development (topic sentence, supporting sentence, sequence)

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Workplace Skills for the 21st Century

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T3 Technology productivity tools
- T5 Technology research tools
- T6 Technology problem-solving and decision-making tools

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Course Name: Civil Litigation II

Course Abbreviation: LET 2333

Classification: Vocational-Technical Elective

Description: This course is designed to continue the study of the litigation process from discovery through appeal. Emphasis is placed on collecting and organizing discovery materials, and demonstrating knowledge of the limits placed on discovery by the federal and states rules of civil procedure. The course also includes the trial and appeal phases of litigation, with emphasis on trial preparation and appellate procedure. (3 sch: 3 hr. lecture)

Prerequisite: Civil Litigation I (LET 2313)

Competencies and Suggested Objectives	
1.	Select and apply methods of discovery and investigation. <ol style="list-style-type: none"> a. Demonstrate proper interview techniques. b. Prepare interrogatories, requests for production of documents, and requests for admissions. c. Discuss the use of depositions. d. Compare the use of the various methods of discovery.
2.	Apply proper settlement procedures. <ol style="list-style-type: none"> a. Collect information and prepare a settlement letter.
3.	Investigate a case in preparation for a trial. <ol style="list-style-type: none"> a. Demonstrate proper interview techniques. b. Review interview questionnaires. c. Classify the three types of alternative dispute resolution.
4.	Assist an attorney in preparation for trial and appeal. <ol style="list-style-type: none"> a. Organize evidence. b. Create a trial notebook. c. Analyze applicable rules of appellate procedure.

STANDARDS

Standards Based on the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections

CLA4 Judgment and Analytical Ability

CLA5 American Legal System

CLA9 Civil Litigation

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)

R3 Recall Information (details, sequence)

- R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
 L1 Usage (pronoun, tense, subject/verb agreement, adjective, adverb)

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Workplace Skills for the 21st Century

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
 WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
 WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
 WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T1 Basic operations and concepts
 T2 Social, ethical, and human issues
 T3 Technology productivity tools
 T4 Technology communications tools
 T5 Technology research tools
 T6 Technology problem-solving and decision-making tools

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Course Name: Real Property I

Course Abbreviation: LET 2453

Classification: Vocational-Technical Core

Description: This course is an introduction to real property law including ownership, transfer of property, liens and encumbrances, and the various types of deeds. (3 sch: 3 hr. lecture)

Prerequisite: None

Competencies and Suggested Objectives
1. Apply knowledge of types of ownership and types of interest in real property. <ol style="list-style-type: none"> a. Outline the methods of acquiring ownership to real property. b. Explain the real property rights of co-tenants.
2. Analyze surveys, land descriptions, encumbrances, and easements. <ol style="list-style-type: none"> a. Determine and correct errors in surveys and land descriptions. b. Plot a land description. b. Differentiate between encumbrances and easements.
3. Discuss contracts. <ol style="list-style-type: none"> a. List and discuss the requirements of a valid contract. b. Explain the remedies for breach of contracts. c. Review a contract.
4. Prepare deeds. <ol style="list-style-type: none"> a. Explain the various types of deeds to include warranty, special warranty, and quitclaim. b. Discuss the basic requirements of a deed. c. Prepare valid deeds.

STANDARDS

Standards Based on the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections

CLA2 Ethics
 CLA4 Judgment and Analytical Ability
 CLA10 Contracts
 CLA13 Real Estate

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
 R3 Recall Information (details, sequence)
 M6 Fractions (addition, subtraction, multiplication, division)
 M8 Percents
 A5 Measurement (money, time, temperature, length, area, volume)

A6 Geometry (angles, Pythagorean theory)

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Workplace Skills for the 21st Century

WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.

National Educational Technology Standards for Students

T4 Technology communications tools

T5 Technology research tools

SUGGESTED REFERENCES

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Course Name: Real Property II

Course Abbreviation: LET 2463

Classification: Vocational-Technical Elective

Description: This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office. It includes compiling a title abstract and completing an assignment to prepare a real estate file from transaction through closing and post-closing implementing ethics. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisite: Real Property I (LET 2453)

Competencies and Suggested Objectives
1. Analyze the legal aspects of real estate finance. <ol style="list-style-type: none"> a. Compare various types of security instruments. b. Analyze foreclosure and other mortgage remedies.
2. Produce mortgage forms. <ol style="list-style-type: none"> a. Summarize the sections of a promissory note and deed of trust. b. Prepare real estate closing documents.
3. Apply knowledge of title examination. <ol style="list-style-type: none"> a. Discuss recording statutes. b. Identify and solve title defects and problems. c. Analyze title research, and then prepare a certificate of title.
4. Demonstrate a basic understanding of title insurance. <ol style="list-style-type: none"> a. Compare and contrast owner's and mortgagee policies.
5. Apply procedures for a real estate closing. <ol style="list-style-type: none"> a. Review a real estate contract and docket contractual dates. b. Review mortgage loan commitment and mortgage documents. c. Order and review title binder and survey locating potential problems. d. Prepare and review a deed. e. Prepare and review a closing statement. f. Forward appropriate documents for recording and cancellation. g. Explain post-closing procedures.
6. Discuss government regulation of real estate closings. <ol style="list-style-type: none"> a. Discuss the Real Estate Settlement Procedures Act. b. Discuss the Truth-In-Lending Act.

STANDARDS

*Standards Based on the National Association of Legal Assistants'
Descriptions of Certified Legal Assistant (CLA) Exam Sections*

CLA2 Ethics
 CLA4 Judgment and Analytical Ability
 CLA13 Real Estate

Related Academic Standards

- R1 Interpret Graphic Information (forms, maps, reference sources)
- R2 Words in Context (same and opposite meaning)
- M1 Addition of Whole Numbers (no regrouping, regrouping)
- M2 Subtraction of Whole Numbers (no regrouping, regrouping)
- M3 Multiplication of Whole Numbers (no regrouping, regrouping)
- M4 Division of Whole Numbers (no remainder, remainder)
- A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)

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Workplace Skills for the 21st Century

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP5 Selects, applies, and maintains/troubleshoots technology.

National Educational Technology Standards for Students

- T1 Basic operations and concepts
- T3 Technology productivity tools
- T5 Technology research tools

SUGGESTED REFERENCES

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<http://westlegaledcenter.com/home/homepage.jsf>

Course Name: Bankruptcy Law

Course Abbreviation: LET 2523

Classification: Vocational-Technical Elective

Description: This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters, and forms. (3 sch: 3 hr. lecture)

Prerequisite: Introduction to Law (LET 1113)

Competencies and Suggested Objectives	
1.	Explain the legal process associated with bankruptcy law. <ol style="list-style-type: none"> a. Explain federal and local rules. b. Explain bankruptcy procedures.
2.	Use the federal bankruptcy code. <ol style="list-style-type: none"> a. Solve problems using the bankruptcy code and cite correctly. b. Research Chapter 7. c. Research Chapter 13. d. Review other applicable code sections.
3.	Prepare different types of bankruptcies. <ol style="list-style-type: none"> a. Compare liquidation and reorganization bankruptcies. b. Determine the ethical responsibilities of attorneys and paralegals in a bankruptcy practice, given various scenarios. c. Compare Chapter 7 bankruptcy with Chapter 13 bankruptcy. d. Prepare a Chapter 7 bankruptcy. e. Review Chapter 13 bankruptcy. f. Review Chapter 11, 12, and other bankruptcies.

STANDARDS

*Standards Based on the National Association of Legal Assistants'
Descriptions of Certified Legal Assistant (CLA) Exam Sections*

- CLA1 Communications
- CLA2 Ethics
- CLA3 Legal Research
- CLA4 Judgment and Analytical Ability
- CLA5 American Legal System

Related Academic Standards

- R1 Interpret Graphic Information (forms, maps, reference sources)
- R2 Words in Context (same and opposite meaning)
- R3 Recall Information (details, sequence)

- R4 Construct Meaning (main idea, summary/paraphrase, compare/contrast, cause/effect)
- R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
- M1 Addition of Whole Numbers (no regrouping, regrouping)
- M2 Subtraction of Whole Numbers (no regrouping, regrouping)
- L1 Usage (pronoun, tense, subject/verb agreement, adjective, adverb)
- L2 Sentence Formation (fragments, run-on, clarity)
- L3 Paragraph Development (topic sentence, supporting sentence, sequence)
- L4 Capitalization (proper noun, titles)
- L5 Punctuation (comma, semicolon)
- L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)
- S1 Vowel (short, long)
- S2 Consonant (variant spelling, silent letter)
- S3 Structural Unit (root, suffix)

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Workplace Skills for the 21st Century

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.
- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T1 Basic operations and concepts
- T2 Social, ethical, and human issues
- T4 Technology communications tools
- T5 Technology research tools

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Course Name: Law Office Management

Course Abbreviation: LET 2633

Classification: Vocational-Technical Elective

Description: This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. (3 sch: 3 hr. lecture)

Prerequisite: Introduction to Law (LET 1113)

Competencies and Suggested Objectives
1. Research the role of the paralegal in the workplace and legal system. <ol style="list-style-type: none"> a. Investigate different legal employment opportunities, professional associations, regulations, certifications, and ethics. b. Research professional journals for current trends within the profession.
2. Conduct a job search in the legal profession. <ol style="list-style-type: none"> a. Prepare a resume. b. Prepare a cover letter for a specific job opening. c. Develop answers to typical interview questions. d. Practice interviewing skills.
3. Outline the history of the paralegal profession.
4. Demonstrate ethics in the paralegal profession. <ol style="list-style-type: none"> a. Discuss prohibited functions of paralegals. b. Discuss unauthorized practice of law (UPL). c. Research and analyze the codes of ethics published by various professional organizations. d. Research and analyze state and national rules of professional responsibility. e. Determine ethical choices for paralegals, given various scenarios.
5. Demonstrate law office management procedures. <ol style="list-style-type: none"> a. Calculate time and prepare a time sheet that includes billable and non-billable hours. b. Prepare a bill for a client. c. Demonstrate various filing systems. d. Compare the various types of fee agreements.
6. Use technology for the legal environment. <ol style="list-style-type: none"> a. Research and compare software available for the law office. b. Discuss the use of computers in the law office, and how they improve efficiency.
7. Use docket control systems. <ol style="list-style-type: none"> a. Compare the types of calendaring systems. b. Examine ticker systems and compute due dates.

STANDARDS

Standards Based on the National Association of Legal Assistants’ Descriptions of Certified Legal Assistant (CLA) Exam Sections

- CLA1 Communications
- CLA2 Ethics
- CLA3 Legal Research

Related Academic Standards

- R2 Words in Context (same and opposite meaning)
- R3 Recall Information (details, sequence)
- R4 Construct Meaning (main idea, summary/paraphrase, compare/contrast, cause/effect)
- R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
- M1 Addition of Whole Numbers (no regrouping, regrouping)

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Workplace Skills for the 21st Century

- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T1 Basic operations and concepts
- T2 Social, ethical, and human issues
- T3 Technology productivity tools
- T4 Technology communications tools
- T5 Technology research tools
- T6 Technology problem-solving and decision-making tools

SUGGESTED REFERENCES

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- Law office videos catalog*. (n.d.). Retrieved from the State Bar of Wisconsin Web site: <http://www.wisbar.org/AM/Template.cfm?Template=/CM/ContentDisplay.cfm&ContentID=40778>
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The National Association of Legal Assistants. (2004). *CLA exam sections-descriptions*. Tulsa, OK: Author. (Available from http://www.nala.org/cert_Exam_Desc.htm)

National Federation of Paralegals Associations. (n.d.). Retrieved July 14, 2005, from <http://www.paralegals.org/>

Paralegal core competencies. (2002). Retrieved March 30, 2005, from the American Association for Paralegal Education Web site: http://www.aafpe.org/p_about/core_comp.pdf

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WestEd Legal Center. (2004). Retrieved July 14, 2005, from <http://westlegaledcenter.com/home/homepage.jsf>

Course Name: Special Problem in Paralegal Technology

Course Abbreviation: LET 291(1-3)

Classification: Vocational-Technical Elective

Description: A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3 sch: 2-6 hr. lab)

Prerequisites: Consent of Instructor

Competencies and Suggested Objectives
1. Develop a written plan which details the activities and projects to be completed. <ol style="list-style-type: none"> a. Use a written plan which details the activities and projects to be completed. b. Perform written occupational objectives in the special problem.
2. Assess accomplishment of objectives. <ol style="list-style-type: none"> a. Prepare daily written assessment of accomplishment of objectives. b. Present weekly written reports to the instructor of activities performed and objectives accomplished.
3. Use and follow a set of written guidelines for the special problem. <ol style="list-style-type: none"> a. Develop and follow a set of written guidelines for the special problem.

STANDARDS

*Standards Based on the National Association of Legal Assistants'
Descriptions of Certified Legal Assistant (CLA) Exam Sections*

Specific standards for this course will depend upon the nature of the problem under investigation.

SUGGESTED REFERENCES

Specific references for this course will depend upon the nature of the problem under investigation.

Course Name: Internship for Paralegal

Course Abbreviation: LET 2923

Classification: Vocational-Technical Elective

Description: Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (3 sch: 135 clock hours)

Prerequisite: All courses as scheduled

Competencies and Suggested Objectives
1. Prepare employer-employee documentation. <ol style="list-style-type: none"> Create a daily time log of activities and tasks. Provide detailed work schedule. Provide documentation of work experience from employer.
2. Apply classroom skills to supervised work setting. <ol style="list-style-type: none"> Practice professional ethics. Utilize applicable areas of law in the workplace.
3. Conduct a simulated job search in the legal field. <ol style="list-style-type: none"> Draft a resume. Draft a cover letter for a specific job opening. Draft answers to typical interview questions and practice interviewing skills.

*Standards Based on the National Association of Legal Assistants'
Descriptions of Certified Legal Assistant (CLA) Exam Sections*

CLA1 Communications
 CLA2 Ethics
 CLA3 Legal Research
 CLA4 Judgment and Analytical Ability
 CLA5 American Legal System

Related Academic Standards

R1 Interpret Graphic Information (forms, maps, reference sources)
 R2 Words in Context (same and opposite meaning)
 R3 Recall Information (details, sequence)
 R4 Construct Meaning (main idea, summary/paraphrase, compare/contrast, cause/effect)
 R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)
 S1 Vowel (short, long)
 S2 Consonant (variant spelling, silent letter)
 S3 Structural Unit (root, suffix)
 L1 Usage (pronoun, tense, subject/verb agreement, adjective, adverb)

- L2 Sentence Formation (fragments, run-on, clarity)
- L3 Paragraph Development (topic sentence, supporting sentence, sequence)
- L4 Capitalization (proper noun, titles)
- L5 Punctuation (comma, semicolon)
- L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)

Workplace Skills for the 21st Century

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.
- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T1 Basic operations and concepts
- T5 Technology research tools

SUGGESTED REFERENCES

@Law: *The NALS magazine for legal professionals*. (n.d.). (Available from NALS Resource Center, 314 East Third Street, Suite 210, Tulsa, OK 74120, 918.582.5188, <http://www.nals.org/atlaw/Index.html>)

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Recommended Tools and Equipment

CAPITALIZED ITEMS

1. Access to Computer Work Centers (Desk and Chair) (one for handicapped) (1 per 2 students minimum)
Network Lab to follow minimum specifications as published by MDE and to include access to the following:
 - a. Laser Printer
 - b. Laser Color Printer
 - c. Internet Access
 - d. Scanner
2. Destination Center or Data Projector

NON-CAPITALIZED ITEMS

1. Dedicated phone line for network support

RECOMMENDED INSTRUCTIONAL AIDS

1. Law library - to provide access to the following:
 - a. Personal computer - laser printer, Internet access, full page scanner (MDE Minimum Specifications)
 - b. Copier
2. TV/VCR

SUGGESTED RESOURCES

1. Legal Word Processing Software
2. CD ROMs and Hard Copy with Updates of the following:
 - a. United States Code
 - b. Bankruptcy Code
 - c. Federal Reporter
 - d. Federal Supplement
 - e. Federal Digest
 - f. American Law Reports
 - g. Southern Reporter
 - h. Mississippi Digest
 - i. Mississippi Code
 - j. Rules of Court (current versions of state and federal)
 - k. Shephard=s Citations
3. WESTLAW/LEXIS - Computerized Legal Research Subscriptions
4. Legal Document Software/Automated Litigation Software
5. Acceptable Law Dictionary (Minimum 1 per 5 students)
6. Professional Legal Journal Subscriptions
7. Citation Manuals
8. Specifications from State Law Library

Student Competency Profile for Paralegal Technology

Student: _____

This record is intended to serve as a method of noting student achievement of the competencies in each unit. Noted in parentheses beside each unit is the cluster competency from the MS-CPAS. This form may be duplicated for each student and serve as a cumulative record of competencies achieved in the course.

As an alternative to the use of this form, you may note competency achievement by attaching a report showing comparable results for each student. Please indicate that you are using this alternative report by checking here. _____

Introduction to Law (LET 1113)

- _____ 1. Differentiate between federal and state court systems.
- _____ 2. Explore areas of employment.
- _____ 3. Interpret legal terminology.
- _____ 4. Distinguish among various areas of law.
- _____ 5. Analyze the ethical obligations and constraints of the paralegal.

Legal Research (LET 1213)

- _____ 1. Analyze a legal research problem to identify facts and legal issues.
- _____ 2. Analyze court opinions.
- _____ 3. Analyze statutes.
- _____ 4. Use Shepard's citators.
- _____ 5. Use secondary sources.
- _____ 6. Use electronic resources for legal research, including WestLaw or Nexis, the Internet, and CD-ROMs.
- _____ 7. Prepare legal citations correctly using a legally recognized and accepted citation manual.
- _____ 8. Demonstrate legal research techniques in a written memorandum.
- _____ 9. Evaluate regulations to determine application of administrative law to factual situations, using the Code of Federal Regulations and the Federal Register.
- _____ 10. Analyze constitutional law, and then locate information in the United States Constitution and the Mississippi Constitution.

Family Law (LET 1513)

- _____ 1. Research and apply laws related to antenuptial agreements.
- _____ 2. Research the requirements for a valid marriage.
- _____ 3. Research and apply laws related to annulment.
- _____ 4. Research and apply laws related to divorce actions.
- _____ 5. Research and apply laws related to alimony and child support.
- _____ 6. Research and apply child custody laws.

- ____ 7. Research and discuss adoption laws.
- ____ 8. Distinguish between guardianships and conservatorships.
- ____ 9. Apply ethical considerations in a family law practice.

Wills and Estates (LET 1523)

- ____ 1. Research and analyze Mississippi case law and statutes regarding intestate succession.
- ____ 2. Analyze and compare various types of wills, and then prepare a simple will.
- ____ 3. Apply the concepts related to probating an estate.
- ____ 4. Discuss the Uniform Health-Care Decisions Act.
- ____ 5. Analyze the various types of trusts and their role in estate planning.
- ____ 6. Differentiate among the various types of powers of attorney.

Legal Writing (LET 1713)

- ____ 1. Analyze and organize a legal problem into a concise basic legal memorandum given a factual situation.
- ____ 2. Integrate research and reference sources into the analytical process.
- ____ 3. Draft legal documents that adhere to the code of ethics for paralegals.
- ____ 4. Create legal documents that apply standard rules of correct grammar.

Torts (LET 2323)

- ____ 1. Analyze case studies related to negligence, strict liability, and various intentional torts.
- ____ 2. Determine appropriate defenses to various types of torts.
- ____ 3. Recognize appropriate tort remedies.
- ____ 4. Analyze case studies related to malpractice, products liability, vicarious and joint liability, misrepresentation, and bad faith.
- ____ 5. Analyze the past and current status of tort reform in Mississippi.

Real Property I (LET 2453)

- ____ 1. Apply knowledge of types of ownership and types of interest in real property.
- ____ 2. Analyze surveys, land descriptions, encumbrances, and easements.
- ____ 3. Discuss contracts.
- ____ 4. Prepare deeds.

Baseline Competencies

The following competencies and suggested objectives are taken from the publication *Mississippi Curriculum Framework for Secondary Business and Computer Technology*. These competencies and objectives represent the baseline which was used to develop the community/junior college Paralegal Technology courses. Students enrolled in postsecondary courses should either (1) have documented mastery of these competencies, or (2) be provided with these competencies before studying the advanced competencies in the Paralegal Technology program.

Baseline competencies may be integrated into existing courses in the curriculum or taught as special “Introduction” courses. The “Introduction” courses may be taught for up to six semester hours of institutional credit and may be divided into two courses. If the Baseline Competencies are to be taught as “Introduction” courses, each course should be at least 3 credit hours. The following course number(s) and description should be used:

Course Name(s): Introduction to Paralegal Technology, Introduction to Paralegal Technology I, or Introduction to Paralegal Technology II

Course Abbreviation(s): LET 100(3-6), LET 1013, LET 1023

Classification: Vocational-Technical Core

Description: These courses contain the baseline competencies and suggested objectives from the high school curriculum which directly relate to the community college program. The courses are designed for students entering the community college who have had no previous training or documented experience in the field. (3-6 semester hours based upon existing skills for each student, may be divided into 2 courses for a maximum total of 6 hours of institutional credit.)

Competencies and Suggested Objectives:

1. Discuss ethics in the workplace.
 - a. Discuss and analyze ethics and their effects in the workplace.
 - b. Conduct research on ethics in business.
2. Use communications and time management principles to manage personal productivity.
 - a. Apply strategies for decision-making and problem-solving activities.
 - b. Conduct small group activities aimed at problem solving and decision making.
3. Use human relations skills in the office to work effectively as a team member.
 - a. Cultivate personal qualities for the workplace.
 - b. Demonstrate ability to cooperate and work with others.
4. Demonstrate a basic understanding of computer systems. (ongoing)
 - a. Define terminology related to computer systems.
 - b. Define and use Windows functions.
 - c. Demonstrate the ability to perform operating systems commands.
5. Perform basic keyboarding techniques. (ongoing)
 - a. Perform proper keyboarding techniques.
 - b. Build touch-typing skill.

- c. Develop speed and accuracy.
6. Utilize word processing applications.
 - a. Create and format documents.
 - b. Proofread and edit documents using proofreaders' marks.
 - c. Utilize formatting techniques in creating documents.
 - d. Preview and print documents.
 - e. Save documents.
 - f. Format letters, memos, and reports in various styles.
 - g. Create envelopes and labels.
 - h. Insert and format graphics in a document.
 - i. Use document templates.
 - j. Use mail merge.
7. Develop reading, writing, listening, and speaking skills.
 - a. Identify and describe the terms related to communication skills.
 - b. Complete activities for reading and locating information.
 - c. Develop proper listening techniques.
 - d. Develop effective speaking skills.
 - e. Demonstrate telecommunications.
 - f. Identify emerging technologies in telecommunications.
 - g. Demonstrate the proper use of telecommunications components.
8. Utilize on-line resources.
 - a. Identify acceptable rules and procedures for Internet use.
 - b. Discuss copyright laws for on-line resources.
 - c. Conduct on-line research.
 - d. Access and explore an electronic mail account.
9. Enhance writing skills.
 - a. Demonstrate personal writing skills.
 - b. Demonstrate penmanship.
 - c. Demonstrate technical writing skills.
10. Enhance reading and speaking skills.
 - a. Demonstrate reading and speaking skills.
11. Research employment opportunities in business-related fields.
 - a. Explore employment opportunities.
12. Compile and organize a personal portfolio for employment purposes.
 - a. Create or update a title page, letter of application, resume, and two letters of recommendation.
 - b. Organize the portfolio in an acceptable format that could be used in a multimedia presentation.
 - c. Construct an electronic portfolio.
13. Participate in simulated interviews.
 - a. Participate in a simulated job interview.
 - b. Participate in a simulated performance review.

Appendix A: Standards Based on the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections¹

- | | |
|------|--|
| CLA1 | <p>Communications</p> <ul style="list-style-type: none"> • Word usage and vocabulary • Grammar/punctuation • Writing skills • Nonverbal communications • General communications related to interviewing and client communications • General communications related to interoffice office situations |
| CLA2 | <p>Ethics</p> <ul style="list-style-type: none"> • Ethical responsibilities centering on performance of delegated work including confidentiality, unauthorized practice of law, legal advice, conflict of interest, billing and client communications • Client/public contact including identification as a non-lawyer, advertising and initial client contact • Professional integrity/competence including knowledge of legal assistant codes of ethics • Relationships with co-workers and support staff • Attorney codes/discipline |
| CLA3 | <p>Legal Research</p> <ul style="list-style-type: none"> • Sources of law including primary authority, secondary authority: understanding how law is recorded • Research skills including citing the law; shepardizing, updating decisions; procedural rules of citations • Analysis of research problem including identification of relevant facts and legal issues |
| CLA4 | <p>Judgment and Analytical Ability</p> <ul style="list-style-type: none"> • Comprehension of data – identifying and understanding a problem • Application of knowledge – ability to link facts or legal issues from other cases to the problem at hand, recognizing similarities and differences by analogy • Evaluating and categorizing data • Organizing data and findings in a written document |
| CLA5 | <p>American Legal System</p> <ul style="list-style-type: none"> • Court system including their structure and jurisdiction • Branches of government, agencies, and concepts such as separation of powers • Legal concepts and principles including sources of law, judicial decision making, appellate process • Sources and classifications of law including the constitution, statutes, common law, civil law, statutory law and equity law |

¹ The National Association of Legal Assistants. (2004). *CLA exam sections - descriptions*. Retrieved January 24, 2005, from http://www.nala.org/cert_Exam_Desc.htm

CLA6	Administrative Law
CLA7	Bankruptcy
CLA8	Business Organizations
CLA9	Civil Litigation
CLA10	Contracts
CLA11	Criminal Law and Procedure
CLA12	Estate Planning and Probate
CLA13	Real Estate

Appendix B: Related Academic Standards²

Reading

- R1 Interpret Graphic Information (forms, maps, reference sources)
- R2 Words in Context (same and opposite meaning)
- R3 Recall Information (details, sequence)
- R4 Construct Meaning (main idea, summary/paraphrase, compare/contrast, cause/effect)
- R5 Evaluate/Extend Meaning (fact/opinion, predict outcomes, point of view)

Mathematics Computation

- M1 Addition of Whole Numbers (no regrouping, regrouping)
- M2 Subtraction of Whole Numbers (no regrouping, regrouping)
- M3 Multiplication of Whole Numbers (no regrouping, regrouping)
- M4 Division of Whole Numbers (no remainder, remainder)
- M5 Decimals (addition, subtraction, multiplication, division)
- M6 Fractions (addition, subtraction, multiplication, division)
- M7 Integers (addition, subtraction, multiplication, division)
- M8 Percents
- M9 Algebraic Operations

Applied Mathematics

- A1 Numeration (ordering, place value, scientific notation)
- A2 Number Theory (ratio, proportion)
- A3 Data Interpretation (graph, table, chart, diagram)
- A4 Pre-Algebra and Algebra (equations, inequality)
- A5 Measurement (money, time, temperature, length, area, volume)
- A6 Geometry (angles, Pythagorean theory)
- A7 Computation in Context (whole numbers, decimals, fractions, algebraic operations)
- A8 Estimation (rounding, estimation)

Language

- L1 Usage (pronoun, tense, subject/verb agreement, adjective, adverb)
- L2 Sentence Formation (fragments, run-on, clarity)
- L3 Paragraph Development (topic sentence, supporting sentence, sequence)
- L4 Capitalization (proper noun, titles)
- L5 Punctuation (comma, semicolon)
- L6 Writing Conventions (quotation marks, apostrophe, parts of a letter)

Spelling

- S1 Vowel (short, long)
- S2 Consonant (variant spelling, silent letter)
- S3 Structural Unit (root, suffix)

² CTB/McGraw-Hill LLC. (1994). *Tests of adult basic education, Forms 7 and 8*. Monterey, CA: Author. Reproduced with permission of CTB/McGraw-Hill LLC. TABE is a registered trademark of The McGraw-Hill Companies, Inc. Copyright © 1994 by CTB/McGraw-Hill LLC. Reproduction of this material is permitted for educational purposes only.

Appendix C: Workplace Skills for the 21st Century³

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.
- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

³ Secretary's commission on achieving necessary skills. (1991). Retrieved July 13, 2004, from <http://wdr.doleta.gov/SCANS/>

Appendix D: National Educational Technology Standards for Students⁴

- T1 Basic operations and concepts
- Students demonstrate a sound understanding of the nature and operation of technology systems.
 - Students are proficient in the use of technology.
- T2 Social, ethical, and human issues
- Students understand the ethical, cultural, and societal issues related to technology.
 - Students practice responsible use of technology systems, information, and software.
 - Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.
- T3 Technology productivity tools
- Students use technology tools to enhance learning, increase productivity, and promote creativity.
 - Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.
- T4 Technology communications tools
- Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
 - Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
- T5 Technology research tools
- Students use technology to locate, evaluate, and collect information from a variety of sources.
 - Students use technology tools to process data and report results.
 - Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks.
- T6 Technology problem-solving and decision-making tools
- Students use technology resources for solving problems and making informed decisions.
 - Students employ technology in the development of strategies for solving problems in the real world.

⁴ International Society for Technology in Education. (2000). *National educational technology standards for students (NETS)*. Retrieved July 13, 2004, from <http://www.iste.org/>