

2010 Mississippi Curriculum Framework

Postsecondary Paralegal Technology

(Program CIP: 22.0302 – Legal Assistant/Paralegal)

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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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Preface

Paralegal Technology Research Synopsis

“A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible” (American Bar Association, 1997). Succinctly put, paralegals assist lawyers in providing legal services to consumers. Since paralegals are trained as both generalists and specialists, the duties delegated vary greatly and depend, to a large extent, upon the size of the law firm and the nature of the employer’s practice. Responsibilities most often assigned to paralegals include maintaining client files, drafting correspondence, performing factual research, monitoring deadlines, drafting, investigation and analyzing documents, and acting as liaison with clients and others. Some paralegals have extensive client contact, and some do not. The most common area of practice for paralegals is litigation although paralegal services are utilized in virtually all areas of practice, including corporate, probate, real estate, family law, bankruptcy, and intellectual property (American Bar Association, 2008).

Articles, books, Web sites, and other materials listed at the end of each course were considered during the revision process. Specific journals and magazines were especially useful in providing insight into trends and issues in the field. These references are suggested for use by instructors and students during the study of the topics outlined. Industry advisory team members at colleges throughout the state were asked to give input related to changes to be made to the curriculum framework. Specific comments related to soft skills needed in this program including course names should be updated to reflect current industry terminology, and more technical electives should be added so colleges will have the flexibility to cater to industry and student needs.

Needs of the Future Workforce

The paralegal occupation is projected to have faster than average growth over the projection decade (2009–2019) for both Mississippi, 18%, and for the United States, 20% (EMSI, 2009). Competition should be expected of individuals entering the job market. Job prospects will be best for those with formal education and experience. Paralegals held about 260,000 jobs in 2009 (EMSI, 2009). Approximately 71% of paralegals are employed by law firms (US Bureau of Labor Statistics, 2010). Nevertheless, more and more businesses and agencies are beginning to employ paralegals rather than attorneys to reduce the costs of legal services. Corporate legal departments and various levels of government employ legal assistants. For example, the U.S. Department of Justice is the largest employer of paralegals within the federal government, followed by the Social Security Administration and the U.S. Department of the Treasury (US Bureau of Labor Statistics, 2010).

Paralegal Employment Projections and Earnings

Region	2009 Jobs	2019 Jobs	Change	% Change	Current Median Hourly Earnings
Regional Total	1,912	2,262	350	18%	\$16.67
National Total	260,832	313,841	53,009	20%	\$22.36

Source: EMSI Complete Employment - 4th Quarter 2009

Curriculum

The following national standards were referenced in each course of the curriculum:

- CTB/McGraw-Hill LLC *Tests of Adult Basic Education, forms 7 and 8* Academic Standards
- *21st Century Skills*
- *National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections*

Industry and instructor comments, along with current research, were considered by the curriculum revision team during the revision process; changes were made as needed and appropriate. Many of the skills and topics noted in the research were already included in the curriculum framework. Specific changes made to the curriculum at the February 23–24, 2010 curriculum revision meeting included the following:

- The committee reviewed the competencies and objectives to ensure accuracy and appropriateness. Additionally the writing team aligned each competency to the *National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections* standards.
- Students were having scheduling problems because the Introduction to Law (LET 1113) course was a prerequisite to Legal Research (LET 1213). The writing team decided to remove the prerequisite requirement from the Legal Research (LET 1213) course.
- The committee changed the 2-hr lab, 2-hr lecture requirement to a 3-hr lecture in Civil Litigation I (LET 2313).
- The committee changed Civil Litigation II (LET 2333) to a Vocational-Technical elective to a Vocational–Technical Core.
- The committee changed Real Property II (LET 2463) to a vocational–technical elective to a vocational–technical core.
- The committee removed Business Communications (BOT 2813) from the suggested course sequence. This course was included in the list of elective courses.
- The committee removed two elective courses from the suggested course sequence. This changed the program from a 72-hr program to a 66-hr program.
- The committee developed an elective called Criminal Law and Procedures (LET 2353).
- The committee developed an elective called Contracts (LET 2343).
- The committee updated the Recommended Tools and Equipment list.

Assessment

The career and technical assessment in Mississippi (MS-CPAS2) encourages improvement through assessment as well as tests for mastery of standards and competencies within each program area. The assessment is scored on multiple levels allowing teachers and administrators to understand student performance. The class level score report yields comparative data among and between students in a class within a particular program. The district level score shows the class's performance comparative to the program within a single district, while the state report shows assessment performance of all the districts. Teachers and administrators should use MS-CPAS 2 score reports to assess strengths and weaknesses to improve instruction. The other goal of the assessment is to demonstrate mastery of competencies related to on-the-job performance.

Best Practices

- Teachers are expected to use a wide variety of teaching strategies throughout the curriculum to instruct competencies in various methods. Teachers should develop strategies that reflect academic achievement, problem solving, and industry needs for daily use in the classroom.
- Differentiated instruction – To learn more about differentiated instruction, please go to http://www.paec.org/teacher2teacher/additional_subjects.html, and click on Differentiated Instruction. Work through this online course, and review the additional resources.

Professional Learning

It is suggested that instructors participate in professional learning related to the following concepts:

- How to use the program Blackboard site
- Differentiated instruction – To learn more about differentiated instruction, please go to http://www.paec.org/teacher2teacher/additional_subjects.html, and click on Differentiated Instruction. Work through this online course, and review the additional resources.

Paralegal Professional Organizations

Student and professional organizations encourage networking and provide further understanding of the skills, standards, and expectations of graphic designers.

National Association of Legal Assistants and Paralegals

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#200
Tulsa, OK 74119
(312)787-2018
<http://www.nala.org>

Mississippi Paralegal Association

Mississippi Paralegal Association, Inc.
P.O. Box 996
Jackson, MS 39205
<http://www.msparalegals.org>

Mississippi Bar Association - Paralegal

643 North State Street

Jackson, MS 39202

(601) 948-4471

<https://www.msbar.org>**Articulation**

Articulation credit from Secondary Business and Computer Technology (CIP Code 52.0407 – Business/Office Automation/Technology) to Postsecondary Paralegal Technology (CIP Code 22.0302 – Legal Assistant/Paralegal) will be awarded beginning with the spring semester of 2011. Courses to be articulated include BOT 1133 – Microcomputer Applications.

Articulated Secondary Course	Articulated Postsecondary Course
Business and Computer Technology	BOT 1133 – Microcomputer Applications

Statewide Guidelines on Articulated Credit*Eligibility*

- To be eligible for articulated credit, a student must do the following:
 - Complete the articulated Secondary Vocational Program
 - Score 80% or higher on the Mississippi Career Planning and Assessment System (MS CPAS) in his or her secondary program of study
- To be awarded articulated credit, a student must do the following:
 - Complete application for articulated credit at the community or junior college
 - Enroll in the community or junior college within 18 months of graduation
 - Successfully complete 12 non-developmental career/technical or academic credit hours in the corresponding articulated postsecondary career–technical program of study

How MS CPAS will be documented

- The Research and Curriculum Unit of Mississippi State University will provide the SBCJC a list of all secondary CTE students scoring at or above the 80 percentile for the articulated programs.
- The SBCJC will forward the list of students eligible for articulated credit to the colleges.

Transcripting of Articulated Credit

- Students must complete 12 non-developmental career–technical or academic credit hours in the articulated postsecondary career–technical program of study before the articulated credit is transcripted.
- No grade will be given on the transcript for articulated courses; only hours granted will be transcripted (thus resulting in no change in quality points).

Time Limit

- MS-CPAS scores will be accepted to demonstrate competencies for up to 18 months after high school graduation.

Cost

- No costs will be assessed on hours earned through articulated credit.

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 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.

Referenced throughout the courses of the curriculum are the 21st Century Skills, which were developed by the Partnership for 21st Century Skills, a group of business and education organizations concerned about the gap between the knowledge and skills learned in school and those needed in communities and the workplace. A portion of the 21st Century Skills addresses learning skills needed in the 21st century, including information and communication skills, thinking and problem-solving skills, and interpersonal and self-directional skills. The need for these types of skills has been recognized for some time, and the 21st Century Skills are adapted in part from the 1991 report from the U.S. Secretary of Labor’s Commission on Achieving Necessary Skills (SCANS). Another important aspect of learning and working in the 21st century involves technology skills, and the International Society for Technology in Education, developer of the National Educational Technology Standards (NETS), was a strategic partner in the Partnership for 21st Century Skills.

Each postsecondary program of instruction consists of a program description and a suggested sequence of courses that 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 and junior colleges in reporting students
- Course Abbreviation – A common abbreviation that will be used by all community and junior colleges in reporting students
- Classification – Courses may be classified as the following:
 - 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 that provides academic skills and knowledge directly related to the program area
 - Academic core – An academic course that is required as part of the requirements for an associate’s degree
- Description – A short narrative that 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% of the time allocated to each course. The remaining 25% of each course should be developed at the local district level and may reflect the following:
 - 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 that 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 or revised
 - Activities that implement components of the Mississippi Tech Prep initiative, including integration of academic and vocational–technical skills and course work, school-to-work transition activities, and articulation of secondary and postsecondary vocational–technical programs
 - Individualized learning activities, including work-site learning activities, to better prepare individuals in the courses for their chosen occupational areas
- 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 or junior college has the discretion to select the actual courses that are required to meet this academic core requirement.

- In instances in which 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 or junior college is asked to give assurances that the following will occur:
 - Students who can demonstrate mastery of the baseline competencies do not receive duplicate instruction
 - Students who cannot demonstrate mastery of this content will be given the opportunity to do so
- The roles of the baseline competencies are to do the following:
 - Assist community and junior college personnel in developing articulation agreements with high schools
 - 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 to 6 semester hours of institutional credit that 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 areas.

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

- 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 doing the following:

- Resequencing courses within the suggested course sequence
- Developing and adding a new course that 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 paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology is a 2-year program of study that requires courses in the career–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*.

Articulation

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Articulated Secondary Course	Articulated Postsecondary Course
Business and Computer Technology	BOT 1133 – Microcomputer Applications

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 Elective	3 sch Wills and Estates (LET 1523)
3 sch Elective	3 sch Elective ***
3 sch Mechanics of Communications (BOT 1713)	15 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 Civil Litigation II (LET 2333)
3 sch Legal Writing (LET 1713)	3 sch Real Property II (LET 2463),
3 sch Elective***	3 sch Torts (LET 2323)
	3 sch Social/Behavioral Science Elective
15 sch	18 sch

* Students who lack entry-level skills in math, English, science, and so forth 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.

*** Internship for Paralegal (LET 2923), Law Office Management (LET 2633), Bankruptcy (LET 2523), Contracts (LET 2343), Criminal Law and Procedures (LET 2353), 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).

Vocational–Technical Elective

Law Office Management (LET 2633)

Internship for Paralegal (LET 2923)

Bankruptcy (LET 2523)

Contracts (LET 2343)

Criminal Law and Procedures (LET 2353)

Special Problems in Paralegal Technology [LT 291 (1-3)]

Legal Environment of Business (BAD 2413)

Business Communications (BOT 2813)

Document Formatting and Production (BOT 1113)

Instructor Approved Elective

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. ^{(DOK 1) CLA5} a. Analyze the levels of the United States Court System. ^(DOK 1) b. Analyze the levels of the Mississippi Court System. ^(DOK 1)
2.	Explore areas of employment. ^{(DOK 1) CLA 1} a. Research paralegal employment opportunities outside the traditional law office setting. ^(DOK 2) b. Analyze the market for paralegal employment opportunities. ^(DOK 2)
3.	Interpret legal terminology. ^{(DOK 1) CLA5} a. Research legal terminology. ^(DOK 1) b. Relate legal terminology to substantive areas of law. ^(DOK 2)
4.	Distinguish among various areas of law. ^{(DOK 2) CLA6} a. Discuss the stages of a civil trial. ^(DOK 1) b. Analyze the stages of a criminal trial. ^(DOK 1) c. Summarize the development of state and federal criminal procedural law. ^(DOK 1) d. Explain basic principles of real estate law. ^(DOK 1) e. Summarize basic laws concerning wills, estates, and probate. ^(DOK 1) f. Discuss areas of administrative law. ^(DOK 1)
5.	Analyze the ethical obligations and constraints of the paralegal. ^{(DOK 3) CLA2} a. Analyze case studies related to the ethical obligations and constraints of the paralegal. ^(DOK 3) b. Brainstorm ways to avoid many of the common ethical mistakes made by attorneys and their staffs. ^(DOK 3)

STANDARDS

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

CLA1 Communications
 CLA2 Ethics

CLA5	American Legal System
CLA6	Substantive Law

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)
- 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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21st Century Skills

CSS1-21st Century Themes

- CS1 Global Awareness
- CS2 Financial, Economic, Business, and Entrepreneurial Literacy
- CS3 Civic Literacy
- CS4 Health Literacy
- CS5 Environmental Literacy

CSS2-Learning and Innovation Skills

- CS6 Creativity and Innovation
- CS7 Critical Thinking and Problem Solving
- CS8 Communication and Collaboration

CSS3-Information, Media, and Technology Skills

- CS9 Information Literacy
- CS10 Media Literacy
- CS11 ICT Literacy

CSS4-Life and Career Skills

- CS12 Flexibility and Adaptability
- CS13 Initiative and Self-Direction
- CS14 Social and Cross-Cultural Skills
- CS15 Productivity and Accountability
- CS16 Leadership and Responsibility

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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: Local college requirements

Competencies and Suggested Objectives	
1. Analyze a legal research problem to identify facts and legal issues.	(DOK 2) CLA 2, CLA 3, CLA 4
2. Analyze court opinions.	(DOK 2) CLA 3, CLA 4, CLA 5
a. Research case law, using the digest.	(DOK 3)
b. Analyze cases in both the state and federal reporter system.	(DOK 3)
3. Analyze statutes.	(DOK 3) CLA 3, CLA4, CLA5, CLA 6
a. Use the index to the Mississippi Code to locate state statutes and apply to a given legal question.	(DOK 2)
b. Locate, analyze, and apply federal statutes.	(DOK 3)
4. Use Shepard's citators.	(DOK 1) CLA 3, CLA 4
5. Use secondary sources.	(DOK 1) CLA 3, CLA 4
a. Use the Encyclopedia of Mississippi Law and a national legal encyclopedia.	(DOK 1)
b. Discuss the characteristics and uses of horn books, treatises, form books, and legal periodicals.	(DOK 1)
c. Use American Law Reports.	(DOK 1)
6. Use electronic resources for legal research, including WestLaw or Lexis, the Internet, and other electronic resources.	(DOK 1) CLA 3, CLA 4
7. Prepare legal citations correctly using a legally recognized and accepted citation manual.	(DOK 1) CLA 3, CLA4
8. Demonstrate legal research techniques in a written memorandum.	(DOK 2) CLA 1, CLA 3, CLA 4
a. Analyze facts and issues, and then choose appropriate legal resources.	(DOK 2)
b. Prepare a memorandum of law that supports the research.	(DOK 2)
9. Evaluate regulations to determine application of administrative law to factual situations, using the Code of Federal Regulations and the Federal Register.	(DOK 3) CLA 3, CLA 4
10. Analyze constitutional law, and then locate information in the United States Constitution and the Mississippi Constitution.	(DOK 3) CLA 3, CLA 4

STANDARDS

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

CLA2	Ethics
CLA3	Legal Research
CLA4	Judgment and Analytical Ability

Postsecondary Paralegal Technology

CLA5	American Legal System
CLA6	Substantive 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)
- M8 Percents
- A3 Data Interpretation (graph, table, chart, diagram)
- 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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21st Century Skills

CSS1-21st Century Themes

- CS1 Global Awareness
- CS2 Financial, Economic, Business, and Entrepreneurial Literacy
- CS3 Civic Literacy
- CS4 Health Literacy
- CS5 Environmental Literacy

CSS2-Learning and Innovation Skills

- CS6 Creativity and Innovation
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- CS8 Communication and Collaboration

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CSS4-Life and Career Skills

- CS12 Flexibility and Adaptability
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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. (DOK 2) CLA 1, CLA 2, CLA 3, CLA 4, CLA 5, CLA 6, CLA 14	
a. Distinguish among the various premarital and cohabitation agreements. (DOK 2)	
b. Research statutory and case law related to antenuptial agreements. (DOK 2)	
c. Outline the requirements of a valid antenuptial agreement in Mississippi. (DOK 2)	
d. Review antenuptial agreement. (DOK 1)	
2. Research the requirements for a valid marriage. (DOK 2) CLA 1, CLA 2, CLA 3, CLA 4, CLA 5, CLA 6, CLA 14	
a. Research state statutes listing requirements for a valid marriage. (DOK 2)	
b. Recognize elements of a valid marriage. (DOK 1)	
c. Differentiate between a ceremonial marriage and a common law marriage. (DOK 1)	
3. Research and apply laws related to annulment. (DOK 2) CLA 1, CLA 2, CLA 3, CLA 4, CLA 5, CLA 6, CLA 14	
a. Research state statutes and case law pertaining to annulment. (DOK 2)	
b. Explain the grounds for annulment. (DOK 2)	
c. Review a complaint for annulment. (DOK 1)	
4. Research and apply laws related to divorce actions. (DOK 2) CLA 1, CLA 2, CLA 3, CLA 4, CLA 5, CLA 6, CLA 14	
a. Research state statutes on divorce grounds and defenses. (DOK 2)	
b. Draft a complaint for divorce. (DOK 2)	
5. Research and apply laws related to alimony and child support. (DOK 2) CLA 1, CLA 2, CLA 3, CLA 4, CLA 5, CLA 6, CLA 14	
a. Research state law pertaining to alimony and child support. (DOK 2)	
b. Distinguish between alimony and child support. (DOK 1)	
c. Calculate support payments and arrearage. (DOK 2)	
d. Explain the Uniform Reciprocal Enforcement of Support Act. (DOK 1)	
e. Discuss the various tools for the enforcement of child support payments. (DOK 1)	
f. Discuss Qualified Domestic Relations Orders. (DOK 1)	
g. Review a motion/order to withhold income for child support. (DOK 1)	
6. Research and apply child custody laws. (DOK 2) CLA 1, CLA 2, CLA 3, CLA 4, CLA 5, CLA 6, CLA 14	
a. Research and discuss the Uniform Child Custody Jurisdiction Act. (DOK 2)	
b. Examine petitions for modification. (DOK 1)	
c. Research Mississippi standard for child custody modification. (DOK 2)	
d. Review a Uniform Child Custody Jurisdiction Act affidavit. (DOK 1)	

7. Research and discuss adoption laws. (DOK 2) CLA 1, CLA 2, CLA 3, CLA 4, CLA 5, CLA 6, CLA 14
<ul style="list-style-type: none"> a. Identify various types of adoption. (DOK 1) b. Examine petitions for adoption. (DOK 1) c. Research state procedures for terminating parental rights. (DOK 2)
8. Distinguish between guardianships and conservatorships. (DOK 1) CLA 1, CLA 2, CLA 3, CLA 4, CLA 5, CLA 6, CLA 14
<ul style="list-style-type: none"> a. Research Mississippi law concerning guardianships and conservatorships. (DOK 1) b. Review a case file for a guardianship and a conservatorship. (DOK 1) c. Discuss ethical considerations in guardianships and conservatorships. (DOK 2)
9. Apply ethical considerations in a family law practice. (DOK 2) CLA 1, CLA 2, CLA 3, CLA 4, CLA 5, CLA 6, CLA 14
<ul style="list-style-type: none"> a. Explain the obligations of the paralegal and attorney in a family law practice. (DOK 1) b. Review ethics opinions and disciplinary actions of the Mississippi Bar and various paralegal organizations taken against attorneys and paralegals. (DOK 1) c. Role-play various ethical situations to demonstrate an understanding of how to avoid common ethical breaches of attorneys and paralegals. (DOK 1)

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CLA1	Communications
CLA2	Ethics
CLA3	Legal Research
CLA4	Judgment and Analytical Ability
CLA5	American Legal System
CLA6	Substantive Law
CLA14	Family 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)
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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. (DOK 2) CLA1, CLA3, CLA 4, CLA 6, CLA 13	
2. Analyze and compare various types of wills, and then prepare a simple will. (DOK 3) CLA 2, CLA 4, CLA 13	
a. Research and compare statutory requirements for holographic, nuncupative, and attested wills. (DOK 2)	
b. Prepare a basic will. (DOK 3)	
3. Apply the concepts related to probating an estate. (DOK 2) CLA 1, CLA 4, CLA 13	
a. Differentiate between the probate of a testate and an intestate estate. (DOK 2)	
b. Organize and prepare the necessary materials to probate an estate. (DOK 3)	
4. Discuss the Uniform Health-Care Decisions Act. (DOK 1) CLA3, CLA4, CLA 6, CLA 13	
a. Locate and analyze Mississippi statutes regarding the creation and revocation of an Advance Health-Care Directive. (DOK 2)	
b. Analyze Mississippi statutes regarding a power of attorney, a durable power of attorney, and a power of attorney for health care. (DOK 2)	
5. Analyze the various types of trusts and their role in estate planning. (DOK 2) CLA3, CLA4, CLA 6, CLA 13	
a. Compare a living trust to a testamentary trust. (DOK 2)	
b. Define various types of trusts and their applications. (DOK 1)	

STANDARDS

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

CLA1	Communications
CLA4	Judgment and Analytical Ability
CLA6	Substantive Law
CLA13	Estate Planning and Probate
CLA3	Legal Research
CLA2	Ethics

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)
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- CS8 Communication and Collaboration

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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. (DOK 2) CLA 1, CLA 4, CLA 6	
2. Integrate research and reference sources into the analytical process. (DOK 2) CLA 1, CLA 3, CLA 4	
a. Use computer-aided research. (DOK 1)	
b. Use proper reference sources. (DOK 1)	
c. Understand proper forms for legal citations. (DOK 2)	
3. Draft legal documents that adhere to the code of ethics for paralegals. (DOK 2) CLA 1, CLA 2, CLA 4	
a. Review briefs submitted to the court. (DOK 1)	
b. Draft interoffice memoranda. (DOK 1)	
c. Draft various forms of legal correspondence. (DOK 2)	
d. Draft other legal documents. (DOK 2)	
4. Create, proofread, and edit legal documents that apply standard rules of correct grammar. (DOK 2) CLA 1, CLA 4	
a. Review basic rules of standard grammar. (DOK 1)	
b. Apply standard rules of correct grammar to various written exercises. (DOK 1)	

STANDARDS

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Descriptions of Certified Legal Assistant (CLA) Exam Sections*

CLA1	Communications
CLA4	Judgment and Analytical Ability
CLA6	Substantive Law
CLA3	Legal Research

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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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: 3-hr lecture)

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

Competencies and Suggested Objectives	
1. Determine court (system) jurisdiction for various scenarios. (DOK 2) CLA 4, CLA 5, CLA 6, CLA 10	
a. Identify the courts in the federal and state court systems. (DOK 1)	
b. Explain and determine state/federal court jurisdiction. (DOK 1)	
b. Analyze and compare state/federal rules of civil procedures. (DOK 2)	
2. Determine the applicable rules of evidence. (DOK 2) CLA 4, CLA 5, CLA 6, CLA 10	
a. Develop an investigative plan. (DOK 2)	
b. Classify documentary and testimonial evidence according to relevance and admissibility. (DOK 2)	
3. Prepare legal documents for litigation. (DOK 3) CLA 1, CLA 4, CLA 5, CLA 6, CLA 10	
a. Discuss legal causes of action. (DOK 2)	
b. Prepare summons and complaints. (DOK 2)	
c. Compare counter and cross pleadings and affirmative defenses. (DOK 2)	
d. Prepare answer and appropriate motions. (DOK 2)	
4. Analyze case studies related to the legal profession to identify violations of ethical standards. (DOK 3) CLA 2, CLA 4, CLA 5, CLA 6, CLA 10	

STANDARDS

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CLA5	American Legal System
CLA4	Judgment and Analytical Ability
CLA6	Substantive Law
CLA10	Civil Litigation
CLA1	Communications
CLA2	Ethics

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)
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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 that deals with civil wrongs and injuries, including intentional wrongs, negligence, and strict liability. 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. ^(DOK 2) 2) CLA 4, CLA 6, CLA 10	
a. Analyze appropriate statutes to determine the elements of negligence, strict liability, and various intentional torts. ^(DOK 2)	
b. Judge whether a tort has been committed by applying the elements to factual situations. ^(DOK 3)	
2. Determine appropriate defenses to various types of torts. ^(DOK 3) CLA 4, CLA 6, CLA 10	
a. Compare the defenses of comparative negligence, contributory negligence, and assumption of risk. ^(DOK 3)	
b. Analyze case law and statutes to determine appropriate defenses for cases tried in Mississippi. ^(DOK 3)	
c. Determine a defense by applying facts to elements. ^(DOK 3)	
3. Recognize appropriate tort remedies. ^(DOK 3) CLA 4, CLA 6, CLA 10	
a. Distinguish among compensatory, punitive, and nominal damages. ^(DOK 2)	
4. Analyze the past and current status of tort reform in Mississippi. ^(DOK 2) CLA 4, CLA 6, CLA 10	
a. Analyze legislation, statutes, and case law to determine changes in the system. ^(DOK 3)	
b. Discuss whether additional changes are needed. ^(DOK 3)	
5. Discuss ethical issues in tort law. ^(DOK 3) CLA 2	

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CLA4	Judgment and Analytical Ability
CLA6	Substantive Law
CLA10	Civil Litigation
CLA2	Ethics

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)
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Course Name: Civil Litigation II

Course Abbreviation: LET 2333

Classification: Vocational–Technical Core

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. (DOK 2) CLA 1, CLA 2, CLA 4, CLA 6, CLA10	
a. Demonstrate proper interview techniques. (DOK 2)	
b. Prepare interrogatories, requests for production of documents, and requests for admissions. (DOK 2)	
c. Discuss the use of depositions. (DOK 1)	
d. Compare the use of the various methods of discovery. (DOK 2)	
2. Apply proper settlement procedures. (DOK 3) CLA 1, CLA 4, CLA10	
a. Collect information, and prepare a settlement letter. (DOK 3)	
3. Classify the three types of alternative dispute resolution. (DOK 2) CLA 5, CLA 10	
4. Assist an attorney in preparation for trial and appeal. (DOK 2) CLA 1, CLA 4, CLA 6, CLA 10	
a. Organize evidence. (DOK 2)	
b. Discuss a trial notebook. (DOK 1)	
c. Analyze applicable rules of appellate procedure. (DOK 2)	

STANDARDS

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

CLA1	Communications
CLA2	Ethics
CLA4	Judgment and Analytical Ability
CLA5	American Legal System
CLA6	Substantive Law
CLA10	Civil Litigation

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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21st Century Skills

CSS1-21st Century Themes

- CS1 Global Awareness
- CS2 Financial, Economic, Business, and Entrepreneurial Literacy
- CS3 Civic Literacy
- CS4 Health Literacy
- CS5 Environmental Literacy

CSS2-Learning and Innovation Skills

- CS6 Creativity and Innovation
- CS7 Critical Thinking and Problem Solving
- CS8 Communication and Collaboration

CSS3-Information, Media, and Technology Skills

- CS9 Information Literacy
- CS10 Media Literacy
- CS11 ICT Literacy

CSS4-Life and Career Skills

- CS12 Flexibility and Adaptability
- CS13 Initiative and Self-Direction
- CS14 Social and Cross-Cultural Skills
- CS15 Productivity and Accountability
- CS16 Leadership and Responsibility

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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. (DOK 3) CLA 4, CLA 6, CLA 15	
a. Outline the methods of acquiring ownership to real property. (DOK 2)	
b. Explain the real property rights of cotenants. (DOK 2)	
2. Analyze surveys, land descriptions, encumbrances, and easements. (DOK 3) CLA 4, CLA 15	
a. Determine and identify errors in surveys and land descriptions. (DOK 3)	
b. Create a land description. (DOK 2)	
c. Differentiate between encumbrances and easements. (DOK 1)	
3. Discuss real estate contracts. (DOK 3) CLA 1, CLA2, CLA 4, CLA 6, CLA 11, CLA 15	
a. List and discuss the requirements of a valid contract. (DOK 3)	
b. Explain the remedies for breach of contracts. (DOK 3)	
c. Review a real estate contract. (DOK 3)	
4. Prepare deeds. (DOK 2) CLA 4, CLA 15	
a. Explain the various types of deeds to include warranty, special warranty, and quitclaim. (DOK 1)	
b. Discuss the basic requirements of a deed. (DOK 1)	
c. Prepare valid deeds. (DOK 2)	

STANDARDS

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

CLA4	Judgment and Analytical Ability
CLA6	Substantive Law
CLA15	Real Estate
CLA1	Communications
CLA2	Ethics
CLA11	Contracts

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)
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Course Name: Real Property II

Course Abbreviation: LET 2463

Classification: Vocational–Technical Core

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: 3-hr lecture)

Prerequisite: Real Property I (LET 2453)

Competencies and Suggested Objectives	
1. Analyze the legal aspects of real estate finance. (DOK 2) CLA 4, CLA 15	
a. Compare various types of security instruments. (DOK 2)	
b. Analyze foreclosure and other mortgage remedies. (DOK 3)	
2. Complete mortgage forms. (DOK 2) CLA 1, CLA 15	
a. Summarize the sections of a promissory note and deed of trust. (DOK 1)	
b. Prepare real estate closing documents. (DOK 2)	
3. Apply knowledge of title examination. (DOK 2) CLA 1, CLA 4, CLA 6, CLA 15	
a. Discuss recording statutes. (DOK 2)	
b. Identify and solve title defects and problems. (DOK 3)	
c. Analyze title research, and then prepare a certificate of title. (DOK 3)	
4. Demonstrate a basic understanding of title insurance. (DOK 2) CLA 4, CLA 15	
a. Differentiate between owner’s and mortgagee policies. (DOK 1)	
5. Apply procedures for a real estate closing. (DOK 3) CLA 1, CLA 11, CLA 15	
a. Review a real estate contract, and docket contractual dates. (DOK 1)	
b. Review mortgage loan commitment and mortgage documents. (DOK 1)	
c. Order and review title binder, and survey locating potential problems. (DOK 2)	
d. Prepare and review a closing statement. (DOK 2)	
e. Forward appropriate documents for recording and cancellation. (DOK 2)	
f. Explain post-closing procedures. (DOK 3)	
6. Discuss government regulation of real estate closings. (DOK 1) CLA 2, CLA 15	
a. Discuss the Real Estate Settlement Procedures Act. (DOK 1)	
b. Discuss the Truth-In-Lending Act. (DOK 1)	

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CLA1	Communications
CLA2	Ethics
CLA4	Judgment and Analytical Ability
CLA6	Substantive Law

CLA15 Real Estate

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)
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Course Name: Criminal Law and Procedure

Course Abbreviation: LET 2353

Classification: Vocational–Technical Elective

Description: This course provides an overview of criminal law and the procedures involved in the criminal process. The course focuses on the Mississippi court system, legal terminology involved in a criminal practice, and on gathering information and evidence, using ethical standards. (3 sch: 3-hr lecture)

Prerequisite: Local College Requirement

Competencies and Suggested Objectives	
1. Differentiate between civil and criminal law. (DOK 1) CLA 1, CLA 3, CLA 6, CLA 10, CLA 12	<ul style="list-style-type: none"> a. Become familiar with key elements in the Model Penal Code. (DOK 1) b. Become familiar with key elements of the Rules of Criminal Procedure. (DOK 1) c. Understand the difference between a felony and a misdemeanor. (DOK 1) d. Review examples of actus reus and mens rea through the use of case studies. (DOK 3) e. Identify the potential parties to crimes (principal vs. accessory). (DOK 2) f. Understand the concept of inchoate offenses. (DOK 1)
2. Analyze the legal and social dimensions of crimes against persons. (DOK 2) CLA 1, CLA 3, CLA 4, CLA 6, CLA 12	<ul style="list-style-type: none"> a. Learn the differences between homicide and murder. (DOK 1) b. Research state statutes and case law to be able to differentiate among the other crimes against persons. (DOK 3)
3. Understand legal and social dimensions of property crime. (DOK 2) CLA 1, CLA 3, CLA 6, CLA 12	<ul style="list-style-type: none"> a. Research state statutes and case law to be able to differentiate among the crimes against property. (DOK 2) b. Analyze case studies related to the property crimes. (DOK 3)
4. Investigate offenses against public order and the administration of justice. (DOK 2) CLA 2, CLA 3, CLA 6, CLA 12	<ul style="list-style-type: none"> a. Research state statutes and case law to be able to differentiate among the public order crimes. (DOK 2) b. Understand the elements the public order crimes. (DOK 2) c. Identify common environmental crimes. (DOK 2)
5. Identify the steps of criminal procedure. (DOK 1) CLA 1, CLA 2, CLA 5, CLA 12	<ul style="list-style-type: none"> a. Discuss the stages of criminal litigation from pre-arrest to trial. (DOK 1) b. Identify the stages of a criminal trial. (DOK 1) c. Discuss ethical obligations regarding discovery. (DOK 2) d. Review a criminal complaint. (DOK 1) e. Be able to differentiate between an “indictment” and “information” and when each is used. (DOK 1)
6. Define victims and the law. (DOK 1) CLA 3, CLA 6, CLA 12	<ul style="list-style-type: none"> a. Review victims’ rights legislation, especially the Mississippi Crime Victims’ Bill of Rights. (DOK 1)

b. Identify common victims to particular crimes (women, elderly, etc.). ^(DOK 1)
7. Identify defenses to a crime. ^(DOK 1) CLA 1, CLA 2, CLA 3, CLA 5, CLA 12
a. Learn the legally acceptable justifications in criminal law. ^(DOK 2)
b. Review the defenses of diminished capacity, mental incapacity, and insanity. ^(DOK 2)
8. Understand punishment and sentencing. ^(DOK 2) CLA 3, CLA 12
a. Learn the purposes of criminal sentencing. ^(DOK 1)
b. Review options in sentencing. ^(DOK 1)
c. Explore the features of three-strikes laws and their effectiveness on deterrence of criminal behavior. ^(DOK 2)
d. Discuss the pros and cons of capital punishment as a sentencing option. ^(DOK 2)
e. Identify the “enhanceable” crimes in Mississippi. ^(DOK 1)
9. Learn basic elements of terrorism. ^(DOK 1) CLA 12
10. Review federal immigration laws. ^(DOK 1) CLA 12

STANDARDS

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

CLA1	Communications
CLA3	Legal Research
CLA6	Substantive Law
CLA10	Civil Litigation
CLA12	Criminal Law and Procedure
CLA4	Judgment and Analytical Ability
CLA2	Ethics

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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21st Century Skills

CSS1-21st Century Themes

- CS1 Global Awareness
- CS2 Financial, Economic, Business, and Entrepreneurial Literacy
- CS3 Civic Literacy
- CS4 Health Literacy
- CS5 Environmental Literacy

CSS2-Learning and Innovation Skills

- CS6 Creativity and Innovation
- CS7 Critical Thinking and Problem Solving
- CS8 Communication and Collaboration

CSS3-Information, Media, and Technology Skills

- CS9 Information Literacy
- CS10 Media Literacy
- CS11 ICT Literacy

CSS4-Life and Career Skills

- CS12 Flexibility and Adaptability
- CS13 Initiative and Self-Direction
- CS14 Social and Cross-Cultural Skills
- CS15 Productivity and Accountability
- CS16 Leadership and Responsibility

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Course Name: Contracts

Course Abbreviation: LET 2343

Classification: Vocational–Technical Elective

Description: This course provides instruction in the area of contract law, concentrating on the elements of a valid contract, various types of contracts, the Uniform Commercial Code, and ethical issues in contract law. (3 sch: 3-hr lecture)

Prerequisite: Local College Requirement

Competencies and Suggested Objectives	
1. Identify the elements of a valid contract. (DOK 2) CLA 1, CLA 2, CLA 4, CLA 6, CLA 11	<ul style="list-style-type: none"> a. Learn the basic terminology related to contract law. (DOK 1) b. Analyze the meaning of various phrases and clauses of a typical contract. (DOK 2) c. Discuss accepted methods of payment in contractual transactions. (DOK 1) d. Differentiate between rejection of an offer and a counteroffer. (DOK 1) e. Identify ethical issues in the creation of a contract. (DOK 2)
2. Analyze statutory and case law regarding contract law. (DOK 3) CLA 3, CLA 6, CLA 11	<ul style="list-style-type: none"> a. Research and discuss applicable Mississippi statutes and cases. (DOK 2) b. Analyze the enforceability of contracts. (DOK 2)
3. Identify the various types of contracts. (DOK 1) CLA 1, CLA 11	<ul style="list-style-type: none"> a. Differentiate between unilateral and bilateral contracts. (DOK 1) b. Review a unilateral and bilateral agreement. (DOK 1) c. Analyze the differences between implied and express contracts. (DOK 1) d. Identify how mistakes made in contracts will affect the contract's validity. (DOK 1) e. Learn when the parol evidence rule can be applied. (DOK 1)
4. Differentiate between private agreements and commercial agreements. (DOK 1) CLA 3, CLA 6, CLA 11	<ul style="list-style-type: none"> a. Review Mississippi common law and the Uniform Commercial Code (UCC) concerning commercial contracts. (DOK 1)
5. Discuss breach of contract. (DOK 1) CLA 1, CLA 11	<ul style="list-style-type: none"> a. Identify the remedies for breach of contract. (DOK 2) b. Discuss partial performance of a contract. (DOK 1) c. Discuss rescission of a contract. (DOK 1) d. Distinguish between equitable and legal remedies. (DOK 1)
6. Discuss the applicability of the UCC. (DOK 1) CLA 3, CLA 6, CLA 11	<ul style="list-style-type: none"> a. Review the various articles of the UCC. (DOK 1) b. Research Mississippi statutes to review which articles of the UCC have been adopted by Mississippi. (DOK 2) c. Discuss secured transactions. (DOK 1)
7. Understand the defenses to a valid contract. (DOK 2) CLA 11	<ul style="list-style-type: none"> a. Review the defense of lack of contractual capacity. (DOK 1) b. Research lack of genuineness of assent. (DOK 2) c. Identify when the defense of breach of warranty would apply. (DOK 2)

d. Analyze other defenses to a valid contract. (DOK 2)
8. Discuss the consequences of mistakes in contracts. (DOK 1) CLA 11
a. Differentiate between mutual mistakes and unilateral mistakes. (DOK 1)
b. Identify options available when contracts contain mistakes or ambiguities. (DOK 1)
9. Identify the obligations under contractual agreements. (DOK 1) CLA 11
a. Differentiate between express and implied obligations. (DOK 1)
b. Discuss warranties found in contract law. (DOK 1)
10. Review third parties to contracts. (DOK 1) CLA 11
a. Differentiate between an “assignment” and a “delegation.” (DOK 1)
b. Analyze the rights and duties of third parties. (DOK 1)

STANDARDS

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

CLA2	Ethics
CLA1	Communications
CLA4	Judgment and Analytical Ability
CLA6	Substantive Law
CLA11	Contracts
CLA3	Legal Research

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)
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21st Century Skills

CSS1-21st Century Themes

Postsecondary Paralegal Technology

- CS1 Global Awareness
- CS2 Financial, Economic, Business, and Entrepreneurial Literacy
- CS3 Civic Literacy
- CS4 Health Literacy
- CS5 Environmental Literacy
- CSS2-Learning and Innovation Skills
 - CS6 Creativity and Innovation
 - CS7 Critical Thinking and Problem Solving
 - CS8 Communication and Collaboration
- CSS3-Information, Media, and Technology Skills
 - CS9 Information Literacy
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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. (DOK 2) CLA 4, CLA 6, CLA 8	
a. Explain federal and local rules. (DOK 1)	
b. Explain bankruptcy procedures. (DOK 1)	
2. Use the federal bankruptcy code. (DOK 2) CLA 3, CLA 4, CLA 6, CLA 8	
a. Solve problems using the bankruptcy code, and cite correctly. (DOK 3)	
b. Research a Chapter 7 bankruptcy. (DOK 2)	
c. Research a Chapter 13 bankruptcy. (DOK 2)	
d. Review other applicable code sections. (DOK 1)	
3. Prepare different types of bankruptcies. (DOK 1) CLA 1, CLA 2, CLA 3, CLA 4, CLA 8	
a. Compare and contrast liquidation and reorganization bankruptcies. (DOK 1)	
b. Determine the ethical responsibilities of attorneys and paralegals in a bankruptcy practice, given various scenarios. (DOK 2)	
c. Compare a Chapter 7 bankruptcy with Chapter 13 bankruptcy. (DOK 2)	
d. Prepare a Chapter 7 bankruptcy. (DOK 2)	
e. Review a Chapter 13 bankruptcy. (DOK 2)	
f. Review Chapters 11, 12, and other bankruptcies. (DOK 1)	

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
CLA6	Substantive Law
CLA 8	Bankruptcy

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)
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- CS4 Health Literacy
- CS5 Environmental Literacy

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- CS6 Creativity and Innovation
- CS7 Critical Thinking and Problem Solving
- CS8 Communication and Collaboration

CSS3-Information, Media, and Technology Skills

- CS9 Information Literacy
- CS10 Media Literacy
- CS11 ICT Literacy

CSS4-Life and Career Skills

- CS12 Flexibility and Adaptability
- CS13 Initiative and Self-Direction
- CS14 Social and Cross-Cultural Skills
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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: Local college requirements

Competencies and Suggested Objectives	
1. Research the role of the paralegal in the workplace and legal system. (DOK 1) CLA 2	
a. Investigate different legal employment opportunities, professional associations, regulations, certifications, and ethics. (DOK 1)	
b. Research professional journals for current trends within the profession. (DOK 2)	
2. Conduct a job search in the legal profession. (DOK 2) CLA 1	
a. Prepare a resume. (DOK 2)	
b. Prepare a cover letter for a specific job opening. (DOK 2)	
c. Develop answers to typical interview questions. (DOK 2)	
d. Practice interviewing skills. (DOK 2)	
3. Demonstrate ethics in the paralegal profession. (DOK 3) CLA 2	
a. Discuss prohibited functions of paralegals. (DOK 1)	
b. Discuss unauthorized practice of law (UPL). (DOK 1)	
c. Research and analyze the codes of ethics published by various professional organizations. (DOK 2)	
d. Research and analyze state and national rules of professional responsibility. (DOK 2)	
e. Determine ethical choices for paralegals, given various scenarios. (DOK 3)	
4. Demonstrate law office management procedures. (DOK 3) CLA 6, CLA 9	
a. Calculate time, and prepare a time sheet that includes billable and non-billable hours. (DOK 2)	
b. Prepare a bill for a client. (DOK 2)	
c. Demonstrate various filing systems. (DOK 2)	
d. Compare the various types of fee agreements. (DOK 2)	
5. Use technology for the legal environment. (DOK 2) CLA 1, CLA 3	
a. Research and compare software available for the law office. (DOK 3)	
b. Discuss the use of computers in the law office and how they improve efficiency. (DOK 2)	
6. Use docket control systems. (DOK 2) CLA 10	
a. Compare the types of calendaring systems. (DOK 2)	
b. Examine ticker systems and compute due dates. (DOK 1)	

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
CLA6	Substantive Law
CLA9	Business Organizations
CLA10	Civil Litigation

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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21st Century Skills

CSS1-21st Century Themes

- CS1 Global Awareness
- CS2 Financial, Economic, Business, and Entrepreneurial Literacy
- CS3 Civic Literacy
- CS4 Health Literacy
- CS5 Environmental Literacy

CSS2-Learning and Innovation Skills

- CS6 Creativity and Innovation
- CS7 Critical Thinking and Problem Solving
- CS8 Communication and Collaboration

CSS3-Information, Media, and Technology Skills

- CS9 Information Literacy

CS10 Media Literacy
CS11 ICT Literacy
CSS4-Life and Career Skills
CS12 Flexibility and Adaptability
CS13 Initiative and Self-Direction
CS14 Social and Cross-Cultural Skills
CS15 Productivity and Accountability
CS16 Leadership and Responsibility

SUGGESTED REFERENCES

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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 that details the activities and projects to be completed. ^{(DOK 4) CLA 1}	
a. Use a written plan that details the activities and projects to be completed. ^(DOK 4)	
b. Perform written occupational objectives in the special problem. ^(DOK 2)	
2. Assess accomplishment of objectives. ^{(DOK 4) CLA 1}	
a. Prepare daily written assessment of accomplishment of objectives. ^(DOK 2)	
b. Present weekly written reports to the instructor of activities performed and objectives accomplished. ^(DOK 3)	
3. Use and follow a set of written guidelines for the special problem. ^{(DOK 3) CLA 1}	
a. Develop and follow a set of written guidelines for the special problem. ^(DOK 2)	

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.

Roper, B. (2007). *Using computers in the law office (West legal studies series)* (5th ed.). Clifton Park: Delmar, Cengage Learning.

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. (DOK 4)	
a. Create a daily time log of activities and tasks. (DOK 2)	
b. Provide detailed work schedule. (DOK 2)	
c. Provide documentation of work experience from employer. (DOK 3)	
2. Apply classroom skills to supervised work setting. (DOK 4)	
a. Practice professional ethics. (DOK 4)	
b. Utilize applicable areas of law in the workplace. (DOK 4)	
3. Conduct a simulated job search in the legal field. (DOK 4)	
a. Draft a resume. (DOK 2)	
b. Draft a cover letter for a specific job opening. (DOK 2)	
c. Draft answers to typical interview questions, and practice interviewing skills. (DOK 2)	

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.

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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21st Century Skills

CSS1-21st Century Themes

- CS1 Global Awareness
- CS2 Financial, Economic, Business, and Entrepreneurial Literacy
- CS3 Civic Literacy
- CS4 Health Literacy
- CS5 Environmental Literacy

CSS2-Learning and Innovation Skills

- CS6 Creativity and Innovation
- CS7 Critical Thinking and Problem Solving
- CS8 Communication and Collaboration

CSS3-Information, Media, and Technology Skills

- CS9 Information Literacy
- CS10 Media Literacy
- CS11 ICT Literacy

CSS4-Life and Career Skills

- CS12 Flexibility and Adaptability
- CS13 Initiative and Self-Direction
- CS14 Social and Cross-Cultural Skills
- CS15 Productivity and Accountability
- CS16 Leadership and Responsibility

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Recommended Tools and Equipment

CAPITALIZED ITEMS

1. Access to computer work centers (desk and chair) (one for handicapped) (One per two 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

It is recommended that instructors have access to the following items:

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. Online copy and/or 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. Shepard's Citations
3. WESTLAW/LEXIS - Computerized legal research subscriptions
4. Legal document software/automated litigation software
5. Acceptable law dictionary (Minimum one per five students)
6. Professional legal journal subscriptions

7. Citation manuals
8. Specifications from State Law Library

Assessment

Blueprint

This program is assessed using the MS-CPAS. The following blueprint summary contains the competencies that are measured when assessing this program. Competencies are grouped into *clusters*, and a weight is given to each cluster to determine the number of items needed from each cluster. The numbers of C1s and C2s (item difficulty levels) are also indicated on the blueprint.

Please visit <http://info.rcu.msstate.edu/services/curriculum.asp> to download the blueprint that accompanies this curriculum.

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

CLA1	Communications
CLA2	Ethics
CLA3	Legal Research
CLA4	Judgment and Analytical Ability
CLA5	American Legal System
CLA6	Substantive Law
CLA7	Administrative Law
CLA 8	Bankruptcy
CLA9	Business Organizations
CLA10	Civil Litigation
CLA11	Contracts
CLA12	Criminal Law and Procedure
CLA13	Estate Planning and Probate
CLA14	Family Law
CLA 15	Real Estate

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

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. (2005). *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 © 2005 by CTB/McGraw-Hill LLC. Reproduction of this material is permitted for educational purposes only.

Appendix C: 21st Century Skills³

CSS1-21st Century Themes

CS1 Global Awareness

1. Using 21st century skills to understand and address global issues
2. Learning from and working collaboratively with individuals representing diverse cultures, religions, and lifestyles in a spirit of mutual respect and open dialogue in personal, work, and community contexts
3. Understanding other nations and cultures, including the use of non-English languages

CS2 Financial, Economic, Business, and Entrepreneurial Literacy

1. Knowing how to make appropriate personal economic choices
2. Understanding the role of the economy in society
3. Using entrepreneurial skills to enhance workplace productivity and career options

CS3 Civic Literacy

1. Participating effectively in civic life through knowing how to stay informed and understanding governmental processes
2. Exercising the rights and obligations of citizenship at local, state, national, and global levels
3. Understanding the local and global implications of civic decisions

CS4 Health Literacy

1. Obtaining, interpreting, and understanding basic health information and services and using such information and services in ways that enhance health
2. Understanding preventive physical and mental health measures, including proper diet, nutrition, exercise, risk avoidance, and stress reduction
3. Using available information to make appropriate health-related decisions
4. Establishing and monitoring personal and family health goals
5. Understanding national and international public health and safety issues

CS5 Environmental Literacy

1. Demonstrate knowledge and understanding of the environment and the circumstances and conditions affecting it, particularly as relates to air, climate, land, food, energy, water, and ecosystems.
2. Demonstrate knowledge and understanding of society's impact on the natural world (e.g., population growth, population development, resource consumption rate, etc.).
3. Investigate and analyze environmental issues, and make accurate conclusions about effective solutions.
4. Take individual and collective action toward addressing environmental challenges (e.g., participating in global actions, designing solutions that inspire action on environmental issues) .

CSS2-Learning and Innovation Skills

CS6 Creativity and Innovation

1. Think creatively.

³ *21st century skills*. (n.d.). Washington, DC: Partnership for 21st Century Skills.

2. Work creatively with others.
3. Implement innovations.

CS7 Critical Thinking and Problem Solving

1. Reason effectively.
2. Use systems thinking.
3. Make judgments and decisions.
4. Solve problems.

CS8 Communication and Collaboration

1. Communicate clearly.
2. Collaborate with others.

CSS3-Information, Media, and Technology Skills

CS9 Information Literacy

1. Access and evaluate information.
2. Use and manage information.

CS10 Media Literacy

1. Analyze media.
2. Create media products.

CS11 ICT Literacy

1. Apply technology effectively.

CSS4-Life and Career Skills

CS12 Flexibility and Adaptability

1. Adapt to change.
2. Be flexible.

CS13 Initiative and Self-Direction

1. Manage goals and time.
2. Work independently.
3. Be self-directed learners.

CS14 Social and Cross-Cultural Skills

1. Interact effectively with others.
2. Work effectively in diverse teams.

CS15 Productivity and Accountability

1. Manage projects.
2. Produce results.

CS16 Leadership and Responsibility

1. Guide and lead others.
2. Be responsible to others.