

Paralegal Studies

MISSISSIPPI CURRICULUM FRAMEWORK

Program CIP: 22.0302- Legal Assistant/Paralegal

This document contains the 2017 curriculum and 2021 Technical certificates (Additional Technical Certificates found at the back of the 2017 document)

PARALEGAL TECHNOLOGY MISSISSIPPI CURRICULUM FRAMEWORK

Program CIP: 22.0302-Legal Assistant/Paralegal

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The Office of Curriculum and Instruction (OCI) was founded in 2013 under the Division of Workforce, Career, and Technical Education at the Mississippi Community College Board (MCCB). The office is funded through a partnership with The Mississippi Department of Education (MDE), who serves as Mississippi's fiscal agent for state and federal Career and Technical Education (CTE) Funds. The OCI is tasked with developing statewide CTE curriculum, programming, and professional development designed to meet the local and statewide economic demand.

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NATIONAL CERTIFICATION STANDARDS

NALS: The Association for Legal Professionals ALP Competency Standards

The Association for Legal Professionals was established in 1929 by our founder Eula Mae Jett, incorporated as the National Association of Legal Secretaries in 1949, and renamed **NALS...the association for legal professionals** in 1999, the association has always been a leader in the legal support profession. In fact, some of the very first legal assistants in the profession were members of NALS and today over half of NALS' membership is comprised of legal assistants and paralegals.

As the legal assistant concept began to develop in the early 1970s, NALS realized this new position in the legal field would need ethical guidelines as well as continuing legal education programs and professional goals. NALS created a legal assistant's section in the spring of 1973.

In July 1974, NALS approved the creation of a Certifying Board for Legal Assistants to investigate the feasibility of a national certification for legal assistants. As the knowledge of the planned certification became known, some authorities questioned the establishment of a certification program for legal assistants administered by the National Association of Legal Secretaries. Rather than looking at a name change that would better reflect all the various positions of its current members that included, and still includes, legal assistants NALS chose another course of action. In the spring of 1975, with the approval of the NALS Executive Committee the legal assistants division of NALS was dissolved to create an additional association. We then transferred assets, activities, and programs to this separate association, the National Association of Legal Assistants. The first date for the Certified Legal Assistant examination was announced in 1976. NALS and NALA shared headquarters and services until the early 1980s.

Meanwhile, the name change issue was one that followed NALS throughout the 1980s and 1990s as the members of the association were, and continue to be, employed in all areas of the legal support profession and not solely as legal secretaries.

In March 1999, the NALS Board approved a name change for the association to better reflect the various positions of all NALS' members. It was felt that because of NALS strong heritage and position in the profession, that we would keep the name "NALS" and it would no longer be an acronym but instead be used with a tag line that better described who NALS was and who our members were thus the tag line: the association for legal professionals was added. NALS had been serving, and continues to serve, all the various legal support professional fields, and this never changed. Since the birth of the paralegal profession, NALS has had legal assistant/paralegal members.

In July 2002, the NALS Board of Directors adopted the following definition of a legal assistant/paralegal, as also adopted by the ABA: "A legal assistant/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."

ALP is a career goal exam. It gives future paralegals a way to demonstrate their preparedness for the demanding field of law by attaining the ALP designation. Attaining this goal indicates the students' commitment and aptitude for succeeding in the ever-changing legal environment. Personal motivation is necessary to attain such a goal. The knowledge gained in preparing for the examination hones the students' on-the-job skills, so the student can work more efficiently and skillfully. The ALP is divided into three sections:

- Written Communication
- Office Procedures and Legal Knowledge
- Ethics, Human Relations and Judgment

The judgment section is designed to test your decision-making ability for appropriate actions in a given scenario and establishing priorities. Included in the test package are calendars, office memos, and telephone messages depicting factual office situations. When taking this portion of the exam, you should keep in mind what everyone is doing within the scenario presented before you choose an answer to each question. Accept as fact only the information provided; be careful not to make assumptions or extrapolations from the specific information provided.

For more information related to NALS and ALP, please visit www.nals.org.

NALA: The Paralegal Association CP Competency Standards

NALA leads the paralegal profession by providing a voluntary certification program, continuing legal education, and professional development programs for all paralegals. *NALA Mission Statement*

The National Association of Legal Assistants (NALA) is the leading paralegal association in the U.S. Its mission is to provide continuing education and professional development programs to all paralegals. NALA provides current information about the profession, continuing education programs (publications, courses and webinars), networking opportunities, professional certification programs, occupational survey reports, and publications to help paralegals excel in the workplace. NALA is a non-profit organization, 501(c)(6), representing more than 18,000 paralegals, who are individual members or members of NALA affiliated associations.

NALA is a membership organization. This means that the individual members of NALA are the leading force of NALA programs and policies. Through NALA, paralegals across the nation have come together to develop programs and standard setting codes to help them grow in the work place. The association is governed by a Board of Directors, and maintains an office and headquarters staff in Tulsa, Oklahoma.

NALA is a trade name (filed in Oklahoma in 2003) for The National Association of Legal Assistants which was formed on April 10, 1975 in Oklahoma.

The Certified Paralegal examination is organized in five separate sections reflecting the general knowledge and skills required of paralegals for success on the job:

- Communications
- Legal Ethics
- Judgment & Analytical Ability
- Legal Research
- Substantive Law (*American Legal System, Civil Litigation, Business Organizations and Contracts*)

A paralegal must successfully complete each of the five sections to achieve the Certified Paralegal credential. Certification is valid for a period of five years. To maintain certification, paralegals must submit proof of participation of a minimum of 50 hours of continuing legal education programs, including 5 hours of legal ethics.

For more information related to NALA and CP, please visit www.nala.org.

INDUSTRY JOB PROJECTION DATA

The Paralegal workers, legal assistant and title examiner require an education level of associate degree and moderate-term on-the job training. There is expected to be a 40.30% increase in occupational demand at the regional level and 30.29% increase at the state level. Median annual income for this occupation is \$35,986.60 at the state level. A summary of occupational data from www.swib.ms.gov/DataCenter/ is displayed below:

Table 1: Education Level

Program Occupations	Education Level
PARALEGALS AND LEGAL ASSISTANTS	ASSOCIATE DEGREE
TITLE EXAMINERS, ABSTRACTORS, AND SEARCHERS	MODERATE-TERM ON-THE-JOB TRAINING

Table 2: Occupational Overview

	Region	State	United States
2010 Occupational Jobs	1,848	2296	296,890
2020 Occupational Jobs	2,531	2,930	367,228
Total Change	683	634	70,338
Total % Change	36.96%	27.61%	23.69%
2010 Median Hourly Earnings	\$17.38	\$17.30	\$21.01
2010 Median Annual Earnings	\$36,140.00	\$35,986.60	\$43,704.15
Annual Openings	68	63	7,033

Table 3: Occupational Breakdown

Description	2010 Jobs	2020 Jobs	Annual Openings	2010 Hourly Earnings	2010 Annual Earnings 2,080 Work Hours
Paralegals and Legal Assistants	1,675	2,350	67	\$17.08	\$35,526.40
Title Examiners, Abstractors, and Searchers	173	181	0	\$17.67	\$36,753.60

Table 4: Occupational Change

Description	Regional Change	Regional % Change	State % Change	National % Change
Paralegals and Legal Assistants	675	40.30%	30.29%	28.52%
Title Examiners, Abstractors, and Searchers	8	4.62%	4.24%	-0.06%

ARTICULATION

Articulation credit from Secondary Business Fundamentals to Postsecondary Paralegal Technology will be awarded upon implementation of this curriculum by the college. The course to be articulated is Introduction to Microsoft Office (BOT 1273) or Professional Development (BOT 1213) or Survey of Microcomputer Apps (CPT 1323) with the stipulation of passing the MS-CPAS2.

Articulated Secondary Program	Postsecondary Program	Articulated Postsecondary Course
Business Fundamentals (CIP 52.0101)	Paralegal Technology (22.0302)	BOT 1273 – Introduction to Microsoft Office OR BOT 1213-Professional Development OR IST 1263 Microsoft Office Applications

TECHNICAL SKILLS ASSESSMENT

Colleges should report the following for students who complete the program with a career certificate, technical certificate, or an Associate of Applied Science Degrees for technical skills attainment. To use the approved Alternate Assessment for the following programs of study, colleges should provide a Letter of Notification to the Director of Career Technical Education at the MS Community College Board. Please see the following link for further instructions: <http://www.mccb.edu/wkfEdu/CTDefault.aspx>.

CIP Code	Program of Study	Standard Assessment	Alternate Assessment
22.0302	Paralegal Technology	MS-CPAS-2 Postsecondary	NALS-ALP or NALA-CP

ONLINE AND BLENDED LEARNING OPPORTUNITIES

Course content includes lecture and laboratory semester credit hours. Faculty members are encouraged to present lecture related content to students in an online or blended learning environment. Training related to online and blended learning will be available to faculty members through the MS Community College Board.

INSTRUCTIONAL STRATEGIES

Instructional strategies for faculty members implementing the curriculum can be found through the Office of Curriculum and Instruction's professional development.

ASSESSMENT STRATEGIES

The Office of Curriculum and Instruction's professional development offer assessment strategies to faculty members implementing the curriculum. Additionally, standards were included in course content when appropriate.

RESEARCH ABSTRACT

In the fall of 2016, the Office of Curriculum and Instruction (OCI) met with the different industry members who made up the advisory committees for the Paralegal Technology program. An industry questionnaire was used to gather feedback concerning the trends and needs, both current and future, of their field. Program faculty, administrators, and industry members were consulted regarding industry workforce needs and trends.

Industry advisory team members from the college involved with this program 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 include having a positive attitude, being at work every day and on time, and having reading and writing skills to complete work orders and other forms. Occupation-specific skills stated include knowing how to communicate with the customers, basic math skills, troubleshooting with customer concerns, and understanding the importance of confidentiality.

Course numbers were corrected as appropriate. See Course Crosswalk for details. The NALS-ALP and NALA-CP Exams are mapped in the curriculum.

Though no Secondary Paralegal program exists, the Secondary Business Fundamentals program was reviewed and postsecondary credit was identified for articulation opportunity as an elective in this program of study.

REVISION HISTORY

2010, Revised, Research and Curriculum Unit, Mississippi State University

2017, Revised, Office of Curriculum and Instruction, Mississippi Community College Board

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 NALS and The National Association of Legal Assistants (NALA) 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 NALS-ALP and NALA-CP Exam Sections.

Paralegal Technology curriculum framework outlines the program of study that requires courses in academics, career and technical. Students who successfully complete 30 semester hours as outlined in the program of study may be awarded a career certificate. Students who successfully complete 45 semester hours as outlined in the program of study may be awarded a technical certificate. Students who successfully complete 60 semester hours as outlined in the program of study may be awarded an Associate of Applied Science degree.

SUGGESTED COURSE SEQUENCE

ACCELERATED INTEGRATED CAREER PATHWAY

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours
			Lecture	Lab	
LET 1123	Introduction to Law	3	3	0	45
LET 1513	Family Law	3	3	0	45
	Technical Electives	9			
	Total	15			

CAREER CERTIFICATE REQUIRED COURSES

Course Number	Course Name	Semester Credit Hours	SCH Breakdown*		Total Contact Hours	Program Certifications
			Lecture	Lab		
LET 1123	Introduction to Law	3	3	0	45	
LET 1513	Family Law	3	3	0	45	
LET 1213	Legal Research	3	3	0	45	
LET 1523	Wills and Estates	3	3	0	45	
LET 2453	Real Property I	3	3	0	45	
LET 2313	Civil Litigation I	3	3	0	45	
LET 2323	Torts	3	3	0	45	
	Technical Electives	9				
	TOTAL	30				

***Note:** For more detailed breakdown of lecture and lab hours, see individual course descriptions.

****Note:** Exam is taken at the end of 45 hours.

TECHNICAL CERTIFICATE REQUIRED COURSES

		SCH Breakdown*			Program Certifications
Course Number	Course Name	Semester Credit Hours	Lecture	Lab	Total Contact Hours
LET 1713	Legal Writing	3	2	2	60
LET 2333	Civil Litigation II	3	3	0	45
	Technical Electives	9			
TOTAL		15			

NALS-ALP**
or
NALA-CP**

***Note:** For more detailed breakdown of lecture and lab hours, see individual course descriptions on the following pages

****Note:** Exam is taken at the end of 45 hours.

GENERAL EDUCATION CORE COURSES

To receive the Associate of Applied Science Degree, a student must complete all of the required coursework found in the Career Certificate option, Technical Certificate option and a minimum of 15 semester hours of General Education Core. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester or provided primarily within the last semester. Each community college will specify the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The Southern Association of Colleges and Schools (SACS) Commission on Colleges Standard 2.7.3 from the Principles of Accreditation: Foundations for Quality Enhancement¹ describes the general education core.

Section 2.7.3 In each undergraduate degree program, the institution requires the successful completion of a general education component at the collegiate level that (1) is substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession.

Course Number	Course Name	Semester Credit Hours	SCH Breakdown		Total Contact Hours	Program Certifications
			Lecture	Lab		
	Humanities/Fine Arts	3				
	Social/Behavioral Sciences	3				
	Math/Science	3				
	Other academic courses per local community college requirements for AAS degree	6				
	TOTAL	15				

¹

Southern Association of Colleges and Schools Commission on Colleges. (2012). *The principles of accreditation: Foundations for quality enhancement*. Retrieved from <http://www.sacscoc.org/pdf/2012PrinciplesOfAcreditation.pdf>

PARALEGAL TECHNOLOGY COURSES

*Any course not listed as a required course may be used as an elective.

Course Number	Course Name	Semester Credit Hours	SCH Breakdown*			Total Contact Hours	Program Certifications
			Lecture	Lab	Externship		
LET 1123	Introduction to Law	3	3	0	0	45	NALS-ALP or NALA- CP**
LET 1213	Legal Research	3	2	2	0	60	
LET 1513	Family Law	3	3	0	0	45	
LET 1523	Wills and Estates	3	3	0	0	45	
LET 1713	Legal Writing	3	2	2	0	60	
LET 2313	Civil Litigation I	3	3	0	0	45	
LET 2323	Torts	3	3	0	0	45	
LET 2333	Civil Litigation II	3	3	0	0	45	
LET 2373	Contracts	3	3	0	0	45	
LET 2383	Criminal Law & Procedures	3	3	0	0	45	
LET 2453	Real Property I	3	3	0	0	45	
LET 2463	Real Property II	3	3	0	0	45	
LET 2523	Bankruptcy Law	3	3	0	0	45	
LET 2633	Paralegal Skills and Applications	3	3	0	0	45	
LET 2653	Law Office Management	3	3	0	0	45	
LET 291(1-3)	Special Problems in Paralegal Technology	3	0	2-6	0	30-90	
LET 2923	Internship for Paralegal	3	0	0	9	135	
	All other electives approved by instructor per local community college policy						

***Note:** For more detailed breakdown of lecture and lab hours, see individual course descriptions on the following pages.

****Note:** Exam is taken at the end of 45 hours.

COURSE DESCRIPTIONS

Course Number and Name: **LET 1123** **Introduction to Law**

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.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Differentiate between federal and state court systems.
 - a. Analyze the levels of the United States Court System.
 - b. Analyze the levels of the Mississippi Court System.
 - c. Analyze the basis for the jurisdiction of the court system.
2. Explore areas of employment.
 - a. Research paralegal employment opportunities outside the traditional law office setting.
 - b. Analyze the market for paralegal employment opportunities.
3. Interpret legal terminology.
 - a. Research legal terminology.
 - b. Relate legal terminology to substantive areas of law.
4. Distinguish among various areas of law.
 - 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.
 - 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:

NALS-ALP Office Procedures and Legal Knowledge

- a. Legal Terminology
- b. Utilizing Information Sources
- c. Areas of Law
- d. Serving Notary Public
- e. Legal Knowledge

NALA-CP Substantive Law

- a. Legal Terminology
- b. Court System
- c. Sources and Classifications of Law

Course Number and Name: LET 1213 Legal Research

Description: This course is an introduction to basic sources of law and the methods of legal research, including ethics.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	2	2	60
3	3	0	45

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Analyze a legal research problem to identify facts and legal issues.
2. Analyze court opinions.
 - a. Research case law, using the digest.
 - b. Analyze cases in both the state and federal reporter system.
3. Analyze statutes.
 - 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 online citators service.
5. Use secondary sources.
 - 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 Lexis, the Internet, and other electronic resources.
7. Prepare legal citations correctly using a legally recognized and accepted citation manual.
8. Demonstrate legal research techniques in a written memorandum.
 - a. Analyze facts and issues, and then choose appropriate legal resources.
 - b. Prepare a memorandum of law that 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:

- NALS-ALP Office Procedures and Legal Knowledge
- a. Utilizing Information Sources
 - b. Basic Law Library Knowledge
 - c. Citations
- NALA-CP Legal Research
- a. Sources of Law
 - b. Research Skills
 - c. Analysis of Research

Course Number and Name: LET 1513 Family Law

Description: This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Research and apply laws related to antenuptial agreements.
 - 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. Review antenuptial agreement.
2. Research the requirements for a valid marriage.
 - 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.
 - a. Research state statutes and case law pertaining to annulment.
 - b. Explain the grounds for annulment.
 - c. Review a complaint for annulment.
4. Research and apply laws related to divorce actions
 - 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.
 - 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. Review a motion/order to withhold income for child support.
6. Research and apply child custody laws.
 - a. Research and discuss the Uniform Child Custody Jurisdiction and Enforcement.
 - b. Examine petitions for modification.
 - c. Research Mississippi standard for child custody modification.
 - d. Review a Uniform Child Custody Jurisdiction and Enforcement Act.
7. Research and discuss adoption laws.
 - a. Identify various types of adoption.
 - b. Examine petitions for adoption.
 - c. Research state procedures for terminating parental rights.
8. Apply ethical considerations in a family law practice.
 - a. Explain the obligations of the paralegal and attorney in a family law practice.
 - b. Review ethics opinions and disciplinary actions of the Mississippi Bar and various paralegal organizations taken against attorneys and paralegals.
 - c. Role-play various ethical situations to demonstrate an understanding of how to avoid common ethical breaches of attorneys and paralegals.
9. Research and apply laws related to property settlement.

Standards:

- NALS-ALP Office Procedures and Legal Knowledge
 - a. Areas of Law
 - b. Court documents
- NALA-CP Substantive Law & Ethics

Course Number and Name: **LET 1523** **Wills and Estates**

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.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

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.
 - 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.
 - 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.
 - a. Locate and analyze Mississippi statutes regarding the creation and revocation of an Advance Health-Care Directive.
 - b. Analyze Mississippi statutes regarding a power of attorney, a durable power of attorney, and a power of attorney for health care.
5. Analyze the various types of trusts and their role in estate planning.
 - a. Compare a living trust to a testamentary trust.
 - b. Define various types of trusts and their applications.

Standards:

- NALS-ALP Office Procedures & Legal Knowledge
- a. Legal Terminology
 - b. Areas of Law
- NALA-CP Substantive Law and Ethics
- a. Legal Terminology
 - b. Paralegal Professional Responsibility

Course Number and Name: **LET 1713** **Legal Writing**

Description: This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

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

Standards:

- NALS-ALP Office Procedures & Legal Knowledge and Ethics
- a. Supporting Integrity in the Legal Profession
 - b. Utilizing Information Sources
 - c. Judgment
 - d. Citations
 - e. Court Documents
- NALA-CP Judgment and Analytical Ability
- a. Analysis of issues and formation of conclusions
 - b. Paralegal Professional Responsibility

Course Number and Name: LET 2313 Civil Litigation I

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.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Determine court (system) jurisdiction for various scenarios.
 - 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.
 - a. Develop an investigative plan.
 - b. Classify documentary and testimonial evidence according to relevance and admissibility.
3. Prepare legal documents for litigation.
 - 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:

- NALS-ALP Ethics, Human Relations, & Judgment and Office Procedures & Legal Knowledge
- a. Appropriate Actions in a Given Factual Scenario
 - b. Courts
 - c. Judgment
 - d. Court Documents
- NALA-CP Substantive Law and Judgment & Analytical Ability
- a. Civil Litigation Process and Rules
 - b. Jurisdiction and Venue
 - c. Branches of Government
 - d. Court Systems
 - e. Legal Terms

Course Number and Name: **LET 2323** **Torts**

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.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Analyze case studies related to negligence, strict liability, and various intentional torts.
 - 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.
 - 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.
 - a. Distinguish among compensatory, punitive, and nominal damages.
4. Analyze the past and current status of tort reform in Mississippi.
 - a. Analyze legislation, statutes, and case law to determine changes in the system.
 - b. Discuss whether additional changes are needed.
5. Discuss ethical issues in tort law.

Standards:

- NALS-ALP Office Procedures and Legal Knowledge & Ethics
- a. Areas of Law
- NALA-CP Substantive Law & Ethics
- a. Civil Litigation Process and Rules

Course Number and Name: **LET 2333** **Civil Litigation II**

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.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Select and apply methods of discovery and investigation.
 - 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.
 - a. Collect information, and prepare a settlement letter.
3. Classify the three types of alternative dispute resolution
4. Assist an attorney in preparation for trial and appeal.
 - a. Organize evidence.
 - b. Discuss a trial notebook.
 - c. Analyze applicable rules of appellate procedure.

Standards:

- NALS-ALP Office Procedures and Legal Knowledge & Ethics
- a. Basic citations Knowledge
 - b. Court Documents-Discovery
 - c. Areas of Law
- NALA-CP Substantive Law & Ethics
- a. Civil Discovery
 - b. Civil Pleadings
 - c. Civil Litigation Process and Rules

Course Number and Name: **LET 2373** **Contracts and Business Law**

Description: This course provides instruction in the area of contact law, concentrating on the elements of a valid contract, various types of contracts, the Uniform Commercial Code, and ethical issues in contract law

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Identify the elements of a valid contract.
 - a. Learn the basic terminology related to contract law.
 - b. Analyze the meaning of various phrases and clauses of a typical contract.
 - c. Discuss accepted methods of payment in contractual transactions.
 - d. Differentiate between rejection of an offer and a counteroffer.
 - e. Identify ethical issues in the creation of a contract.
2. Analyze statutory and case law regarding contract law.
 - a. Research and discuss applicable Mississippi statutes and cases.
 - b. Analyze the enforceability of contracts.
3. Identify the various types of contracts.
 - a. Differentiate between unilateral and bilateral contracts.
 - b. Review a unilateral and bilateral agreement.
 - c. Analyze the differences between implied and express contracts.
 - d. Identify how mistakes made in contracts will affect the contract's validity.
 - e. Learn when the parol evidence rule can be applied.
 - f. Discuss warranties found in contract law.
4. Discuss breach of contract.
 - a. Identify the remedies for breach of contract.
 - b. Discuss partial performance of a contract.
 - c. Discuss rescission of a contract.
 - d. Distinguish between equitable and legal remedies.
5. Discuss the applicability of the UCC.
 - a. Review the various articles of the UCC.
 - b. Research Mississippi statutes to review which articles of the UCC have been adopted by Mississippi.
 - c. Discuss secured transactions.
6. Understand the defenses to a valid contract.
 - a. Review the defense of lack of contractual capacity.
 - b. Research lack of genuineness of assent.
 - c. Identify when the defense of breach of warranty would apply.
 - d. Analyze other defenses to a valid contract.
7. Discuss the consequences of mistakes in contracts.
 - a. Differentiate between mutual mistakes and unilateral mistakes.
 - b. Identify options available when contracts contain mistakes or ambiguities.
8. Review third parties to contracts.
 - a. Differentiate between an "assignment" and a "delegation."
 - b. Analyze the rights and duties of third parties.

9. Identify and differentiate between various business organizations
 - a. Sole proprietorship
 - b. Various partnerships
 - c. LLCs
 - d. Corporations
10. Discuss principal and agent relationship in a business organization.

Standards:

- | | |
|----------|---|
| NALS-ALP | Office Procedures and Legal Knowledge <ol style="list-style-type: none">a. Legal Terminologyb. Areas of Law |
| NALA-CP | Substantive Law <ol style="list-style-type: none">a. Contract Classificationsb. Contract Formationc. Contract Defensesd. Contract Remedies |

Course Number and Name: **LET 2383** **Criminal Law and Procedure**

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.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Differentiate between civil and criminal law.
 - a. Become familiar with key elements in the Model Penal Code.
 - b. Become familiar with key elements of the Rules of Criminal Procedure.
 - c. Understand the difference between a felony and a misdemeanor.
 - d. Review examples of actus reus and mens rea through the use of case studies.
 - e. Identify the potential parties to crimes (principal vs. accessory).
 - f. Understand the concept of inchoate offenses.
2. Analyze the legal and social dimensions of crimes against persons.
 - a. Learn the differences between homicide and murder.
 - b. Research state statutes and case law to be able to differentiate among the other crimes against persons.
3. Understand legal and social dimensions of property crime.
 - a. Research state statutes and case law to be able to differentiate among the crimes against property.
 - b. Analyze case studies related to the property crimes.
4. Investigate offenses against public order and the administration of justice.
 - a. Research state statutes and case law to be able to differentiate among the public order crimes.
 - b. Understand the elements the public order crimes.
 - c. Identify common environmental crimes.
5. Identify the steps of criminal procedure.
 - a. Discuss the stages of criminal litigation from pre-arrest to trial.
 - b. Identify the stages of a criminal trial.
 - c. Discuss ethical obligations regarding discovery.
 - d. Review a criminal complaint.
 - e. Be able to differentiate between an “indictment” and “information” and when each is used.
6. Define victims and the law.
 - a. Review victims’ rights legislation, especially the Mississippi Crime Victims’ Bill of Rights.
 - b. Identify common victims to particular crimes (women, elderly, etc.).
7. Identify defenses to a crime.
 - a. Learn the legally acceptable justifications in criminal law.
 - b. Review the defenses of diminished capacity, mental incapacity, and insanity.

8. Understand punishment and sentencing.
 - a. Learn the purposes of criminal sentencing.
 - b. Review options in sentencing
 - c. Explore the features of three strikes laws and their effectiveness on deterrence of criminal behavior.
 - d. Discuss the pros and cons of capital punishment as a sentencing option.
 - e. Identify the “enhanceable” crimes in Mississippi
9. Learn basic elements of terrorism.
10. Review federal immigration laws.

Standards:

- | | |
|----------|---|
| NALS-ALP | Office Procedures and Legal Knowledge <ol style="list-style-type: none">a. Areas of Lawb. Legal Terminologyc. Basic Law Library Knowledged. Basic Citations Knowledgee. Utilizing Information Sources |
| NALA-CP | Substantive Law <ol style="list-style-type: none">a. Legal Concepts and Principlesb. Sources and Classifications of Law |

Course Number and Name: **LET 2453 Real Property I**

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

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Apply knowledge of types of ownership and types of interest in real property.
 - a. Outline the methods of acquiring ownership to real property.
 - b. Explain the real property rights of cotenants.
2. Analyze surveys, land descriptions, encumbrances, and easements.
 - a. Determine and identify errors in surveys and land descriptions.
 - b. Create a land description.
 - c. Differentiate between encumbrances and easements.
3. Discuss real estate contracts.
 - a. List and discuss the requirements of a valid contract.
 - b. Explain the remedies for breach of contracts.
 - c. Review a real estate contract.
4. Prepare deeds.
 - 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:

- NALS-ALP Office Procedures and Legal Knowledge
 - a. Areas of Law
- NALA-CP Substantive Law
 - a. Contract Classifications
 - b. Contract Formation

Course Number and Name: **LET 2463** **Real Property II**

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.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Analyze the legal aspects of real estate finance.
 - a. Compare various types of security instruments.
 - b. Analyze foreclosure and other mortgage remedies.
2. Complete mortgage forms.
 - a. Summarize the sections of a promissory note and deed of trust.
 - b. Prepare real estate closing documents.
3. Apply knowledge of title examination.
 - 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.
 - a. Differentiate between owner and mortgagee policies.
5. Apply procedures for a real estate closing.
 - 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 closing statement.
 - e. Forward appropriate documents for recording and cancellation.
 - f. Explain post-closing procedures.
6. Discuss government regulation of real estate closings.

Standards:

- NALS-ALP Office Procedures and Legal Knowledge
- a. Areas of Law
- NALA-CP Substantive Law
- a. Contract Classifications
 - b. Contract Formation

Course Number and Name: **LET 2523 Bankruptcy Law**

Description: This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters, and forms.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Explain the legal process associated with bankruptcy law.
 - a. Explain federal and local rules.
 - b. Explain bankruptcy procedures.
2. Use the federal bankruptcy code.
 - a. Solve problems using the bankruptcy code, and cite correctly.
 - b. Research a Chapter 7 bankruptcy.
 - c. Research a Chapter 13 bankruptcy.
 - d. Review other applicable code sections.
3. Prepare different types of bankruptcies.
 - a. Compare and contrast liquidation and reorganization bankruptcies.
 - b. Determine the ethical responsibilities of attorneys and paralegals in a bankruptcy practice, given various scenarios.
 - c. Compare a Chapter 7 bankruptcy with Chapter 13 bankruptcy.
 - d. Prepare a Chapter 7 bankruptcy.
 - e. Review a Chapter 13 bankruptcy.
 - f. Review Chapters 11, 12, and other bankruptcies.

Standards:

- NALS-ALP Office Procedures and Legal Knowledge
- a. Areas of Law
- NALA-CP Substantive Law
- a. Other business entities

Course Number and Name: LET 2653 Law Office Management

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.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
3	3	0	45
3	2	2	60

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Research the role of the paralegal in the workplace and legal system.
 - 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.
 - 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. Demonstrate ethics in the paralegal profession.
 - 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.
4. Demonstrate law office management procedures.
 - 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.
5. Use technology for the legal environment.
 - 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.
6. Use docket control systems.
 - a. Compare the types of calendaring systems.
 - b. Examine ticker systems and compute due dates.

Standards:

- NALS-ALP Ethics, Human Relations & Judgment and Office Procedures & Legal Knowledge
- a. Office Accounting
 - b. Ethics
 - c. Docket Control Systems
 - d. Records Management
 - e. Mailing
- NALA-CP Ethic

Course Number and Name: LET 291(1-3) Special Problems in Paralegal Technology

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.

Hour Breakdown:

Semester Credit Hours	Lecture	Lab	Contact Hours
1	0	2	30
2	0	4	60
3	0	6	90

Prerequisite: Instructor Approved

Student Learning Outcomes:

1. Demonstrate knowledge of
 - a. General and substantive areas of law.
 - b. Terminology used in the legal environment
 - c. Legal research tools
 - d. Judgment when dealing with ethical situations
 - e. Law in which majority of paralegals work

Standards:

NALS-ALP Ethics, Human Relations and Judgment
NALA CP Ethics

Course Number and Name: **LET 2923 Internship for Paralegal**

Description: Supervised practical experience in a private law office, courts, government offices, or businesses. Provide students the opportunity to apply theory presented in the classroom in a supervised work setting.

Hour Breakdown:

Semester Credit Hours	Lecture	Externship	Contact Hours
3	0	9	135

Prerequisite: Instructor Approved

Student Learning Outcomes:

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

Standards:

- NALS-ALP Office Procedures & Legal Knowledge and Ethics, Human Relations and Judgment
- a. Ethics
 - b. Office Procedures
- NALA-CP Ethics

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/DVD player

RECOMMENDED 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
 - l. Mississippi Encyclopedia
3. WESTLAW/LEXIS/FASTCASE - 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

CURRICULUM DEFINITIONS AND TERMS

- Course Name – A common name that will be used by all community 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:
 - Career Certificate Required Course – A required course for all students completing a career certificate.
 - Technical Certificate Required Course – A required course for all students completing a technical certificate.
 - Technical Elective – Elective courses that are available for colleges to offer to students.
- Description – A short narrative that includes the major purpose(s) of the course
- 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
- Student Learning Outcomes – A listing of the student outcomes (major concepts and performances) 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 include integration of academic and career–technical skills and course work, school-to-work transition activities, and articulation of secondary and postsecondary career–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 college. 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 all of the required Career Certificate courses, Technical Certificate courses **AND** a minimum of 15 semester hours of General Education Core Courses. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester. Each community college specifies the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college.

- In order to provide flexibility within the districts, individual courses within a framework may be customized by doing the following:
 - Adding new student learning outcomes to complement the existing competencies and suggested objectives in the program framework
 - Revising or extending the student learning outcomes
 - Adjusting the semester credit hours of a course to be up 1 hour or down 1 hour (after informing the Mississippi Community College Board [MCCB] of the change)

COURSE CROSSWALK

Course Crosswalk Paralegal Technology CIP: 22.0302					
<i>Note: Courses that have been added or changed in the 2016 curriculum are highlighted.</i>					
Existing			Revised		
2010 MS Curriculum Framework			2017 MS Curriculum Framework		
Course Number	Course Title	Hours	Course Number	Course Title	Hours
LET 1113	Introduction to Law	3		<i>Replaced with LET 1123</i>	
	<i>Replaces LET 1113</i>		LET 1123	Introduction to Law	3
LET 1213	Legal Research	3	LET 1213	Legal Research	3
LET 1513	Family Law	3	LET 1513	Family Law	3
LET 1523	Wills and Estates	3	LET 1523	Wills and Estates	3
LET 1713	Legal Writing	3	LET 1713	Legal Writing	3
LET 2313	Civil Litigation I	3	LET 2313	Civil Litigation I	3
LET 2323	Torts	3	LET 2323	Torts	3
LET 2333	Civil Litigation II	3	LET 2333	Civil Litigation II	3
LET 2343	Contracts	3		<i>Replaced with LET 2373</i>	
LET 2353	Criminal Law & Procedure	3		<i>Replaced with LET 2383</i>	
	<i>Replaces LET 2343</i>		LET 2373	Contracts and Business Law	3
	<i>Replaces LET 2353</i>		LET 2383	Criminal Law & Procedure	3
LET 2453	Real Property I	3	LET 2453	Real Property I	3
LET 2463	Real Property II	3	LET 2463	Real Property II	3
LET 2523	Bankruptcy Law	3	LET 2523	Bankruptcy Law	3
LET 2633	Law Office Management	3		<i>Replaced with LET 2653</i>	
	<i>Replaces LET 2633</i>		LET 2653	Law Office Management	3
LET 291(1-3)	Special Problems in Paralegal Technology	1-3	LET 291(1-3)	Special Problems in Paralegal Technology	1-3
LET 2923	Internship for Paralegal	3	LET 2923	Internship for Paralegal	3

Paralegal Studies

MISSISSIPPI CURRICULUM FRAMEWORK

Program CIP: 22.0302- Legal Assistant/Paralegal (Additional Technical Certificates)

2021



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SUGGESTED COURSE SEQUENCE

Legal Assistant Technology/TECHNICAL CERTIFICATE REQUIRED COURSES

Course Number	Course Name	Semester Credit Hours	SCH Breakdown*		Total Contact Hours	Program Certifications
			Lecture	Lab		
LET 2653	Law Office Mgt	3	2-3	0-2	45-60	NALS-ALP** or NALA-CP**
WBL 1913	Workbase Learning	3				
BOT 1233	Microsoft Word I	3				
	Electives approved by instructor per local community college policy	6				
	TOTAL	15				

****Note: Exam is taken at the end of 45 hours.**

Legal Management Technology/TECHNICAL CERTIFICATE REQUIRED COURSES

Course Number	Course Name	Semester Credit Hours	SCH Breakdown*		Total Contact Hours	Program Certifications
			Lecture	Lab		
LET 2373	Contracts/Business Law	3	2-3	0-2	45-60	NALS-ALP** or NALA-CP**
LET 2453	Real Property I	3	2-3	0-2	45-60	
BOT 1453	Intro to Business Management	3				
BOT 2233	Human Resource Management	3				
	Electives approved by instructor per local community college policy	3				
	TOTAL	15				

****Note: Exam is taken at the end of 45 hours.**