Paralegal Standards

LAW 103

1. Define morality, ethics and human behavior. (1)
2. Describe the intersection of law, standards of morality, ethics and society. (1-3)
3. Identify ethical and justice theories and explain their historical origins. (3)
4. Explain the purpose of codes and ethics. (4)
5. Identify state and national codes of ethics and rules of professional responsibility. (4)
6. Delineate regulations pertaining to lawyers and non-lawyers. (5)
7. Describe ethical dilemmas facing lawyers and paralegals. (4, 5)
8. Research answers to ethical dilemmas. (5, 6)
9. Identify best practices representing professionalism. (7)
10. Analyze statutes and rules relating to the unauthorized practice of law. (7)
11. Describe and model the fundamental concepts of critical thinking, including the barriers to critical thought and the recognition that closure is not always achieved in intellectual discourse. (8)

CSA 126

1. Use file management and other basic Windows skills. (1)
2. Produce and edit word processing documents. (2)
3. Produce and edit spreadsheets and charts. (3)
4. Create a database, enter and manipulate data, create queries and reports. (4)
5. Produce and edit presentation graphics documents. (5)
6. Produce a document that integrates the use of two or more Office applications. (6)

LAW 100

1. Describe the American judicial system and the responsibilities of the various court systems.
2. Distinguish between civil and criminal litigation, and describe the stages of litigation.
3. Describe and explain basic concepts of law.
4. Apply legal analysis to the briefing of cases and problem solving.
5. Define the issues of the paralegal profession, and discuss professional development and job search strategies.
6. Apply principles of ethics and professional responsibility to specific scenarios.

LAW 107

1. Employ principles of law office communication, time management, multi-tasking and initiative. (1)
2. Use filing systems as they pertain to the law office. (2)
3. Use paper and paperless techniques to create, store, retrieve, retain and dispose of law office records. (3)
4. Use equipment and supplies for various records systems. (3)
5. Create law office letters, memos, reports, tables and legal documents. (4)
6. File legal documents with the courts. (5)
7. Carry out the mechanics of timekeeping and billing. (6)
8. Manage calendars and perform docket control procedures. (7)
9. Maintain law office confidentiality. (8)
10. Use the Harvard Law Review Association Bluebook uniform system of legal citations. (9)

BSA 225

1. Utilize business applications, online resources, and critical office technologies. (1)
2. Evaluate workloads, prioritize and plan tasks in order to meet organizational objectives. (2)
3. Determine knowledge and skills that provide management support at the highest levels. (3)
4. Design effective and functional communications for use in a business environment. (4)
5. Analyze career opportunities for Administrative Professionals in all types and sizes of companies. (5)

AJS 109

1. Explain the origins and structure of the American criminal justice system. (1)
2. Identify the primary constitutional limits on American criminal law. (2)
3. List the classifications and basic elements of crimes. (3)
4. Identify the general defenses to criminal liability. (4)
5. Describe basic issues of criminal punishment and sentencing. (5)
6. Apply the elements of specific types of crimes to given fact patterns to determine if crimes have been committed. (6)

LAW 102

1. Explain the use of technology in the practice of law and in the management of the law office. (1-5,7)
2. Identify a variety of computer tools available to assist the legal professional in the performance of daily tasks. (1-3,5,7)
3. Identify, explain and prepare research strategies in the use of WESTLAW and Internet research. (3)
4. Describe the application of general office management software packages to the legal environment (e.g., word processing, database management, spreadsheets, and presentation software) and prepare complex legal documents. (2,4,7)
5. Use legal software applications packages: standard Internet browser to conduct Internet research; WESTLAW and other legal specific software; general office management software. (2-5,7)
6. Find, evaluate and summarize new and emerging software and hardware technologies for the law office. (2,3,5)
7. Identify and explain ethical concerns relating to technology and the practice of law. (6)
8. Design an electronic slideshow using presentation software. (7)
9. Manage information by applying legal software applications packages to law office situations, which may include: Timeslips or Verdict software; Amicus Attorney or Abacus software; Summation Blaze, InData, Trial Director, or DiscoverFY software; PCLaw; and other legal-specific software as appropriate and available. (8)