Paralegal
2 year program: Scope & Sequence

Year 1, Semester 1
PL101 - Paralegal I

Unit 1: First-Year Experience (FYE)
16 days

- Apply habits of mind that promote academic, personal, and professional growth.
- Practice effective interpersonal skills that foster relationships with faculty, staff, peers, and members of the Field of Interest (FOI) community.
- Identify costs and financial resources necessary to achieving educational and career goals.
- Identify self-care strategies that help individuals better navigate their college experience.
- Recognize how identities, backgrounds, experiences, and societal factors impact academic and career choices, and civic engagement in a diverse world.
- Utilize career development models, theories, assessments, and research to explore and clarify career plans and educational goals.
- Apply career decision-making to support the creation of a comprehensive, individualized education plan.
- Practice goal setting, time management, and metacognition to work toward personal, academic, and/or professional milestones.
- Utilize appropriate campus resources, tools, and opportunities to support building connections and achieving individual educational goals.

Professional Skills: 5.A-E
Academic Standards: ELA.11-12.RI.10, ELA.11-12.W.4, ELA.11-12.W.9
Work-based Learning: Career Exploration Activities

Unit 2: Technician IT Fundamentals (CIS101)
16 days

- Describe the basic components of computer hardware.
- Set up a computer workstation.
- Manage files and folders across platforms.
- Create quality documents using word processing programs.
- Produce quality visuals using presentation programs.
- Prepare quality spreadsheets using spreadsheet programs.
- Compose quality communication using email platforms.

Professional Skills: 1.A-D
Academic Standards: ELA.11-12.W.4, ELA.11-12.W.5, ELA.11-12.L.6, ELA.11-12.RI.7, ELA.11-12.W.9
Work-based Learning: Simulated Lab Experience
Technical Standard: CSA126 (1-6)

Unit 3: Workplace Communication Skills (GBS120)
16 days

- Identify and describe critical components of the communication process.
- Identify and explain common communication barriers.
- Provide constructive criticism of a variety of written and oral business communications.
- Identify and demonstrate the characteristics necessary for effective interpersonal communication.
- Identify and use a variety of communication styles.
- Demonstrate active listening techniques.
- Identify and use the elements of a clear assertive statement.
- Write a variety of business communications using proper grammar, punctuation, organization and style.
- Evaluate the effectiveness of various types of written communications.
- Write memos and business letters appropriate to a variety of business situations.
- Describe the differences between informative and analytical reports.
- Write an analytical report on an identified business problem
- Prepare and use visual aids in oral and written presentations.
- Plan and present an oral presentation for a specified type of audience.

Professional Skills: 1.A-D
Academic Standards: ELA.11-12.L.6, ELA.11-12.RI.7, ELA.11-12.W.9, 6.RP.A.3
Work-based Learning: Guest Speakers, Simulated Lab Experience
Technical Standard: BSA225 (1-5)

Unit 4: Introduction to the Paralegal Profession (PAR101)
16 days

- Trace the history of the paralegal profession.
- Describe types of paralegal employment.
- Identify potential areas of employment in both the public and private sectors.
- Describe the roles and responsibilities of the paralegal.
- Describe characteristics of various professional paralegal organizations at the local, state, and national level.

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Paralegal

2 year program: Scope & Sequence

- Compare titles used to describe paralegal responsibilities.
- Describe the scope of work a paralegal may perform.
- Compare and contrast various types of paralegal regulation.
- Define practice of law.
- Summarize unauthorized practice of law concerns.
- Describe ethical standards of the paralegal.
- Describe basic legal principles. Describe the role of the paralegal in different legal matters.
- Explain basic judicial system jurisdiction.
- Compare and contrast various legal skills required for a paralegal.
- Review critical office skills for the paralegal.

Professional Skills: 7.A-C, 9.A-C
Academic Standards: ELA.11-12.L.6, ELA.11-12.RI.7, ELA.11-12.W.9, 6.RP.A.3
Work-based Learning: Guest Speakers, Simulated Lab Experience
Technical Standard: LAW 100 (1-6)

Year 1, Semester 2
PL102 - Paralegal II

Unit 5: Paralegal Research, Analysis, and Writing I (PAR102)
16 days

- Describe the role of the paralegal in the research process.
- Explain the types of materials found in law libraries, including digests and publications.
- Differentiate between binding and persuasive authority.
- Identify the sources and purposes of U.S. law.
- Describe the components of a case opinion.
- Research local, state, and federal statutes and cases.
- Evaluate secondary sources in legal research.
- Summarize the stages and purpose of the legal writing process.
- Prepare proper legal citations for sources.
- Compose case briefs, including a comprehensive issue statement, rule of law, analysis, and conclusion.

Professional Skills: 4.A-4.F
Academic Standards: ELA.11-12.L.6, ELA.11-12.RI.7, ELA.11-12.W.9, 6.RP.A.3
Work-based Learning: Guest Speakers, Simulated Lab Experience

Unit 6: Paralegal Research, Analysis, and Writing II (PAR103)
16 days

- Describe the importance of proper grammar, punctuation, and spelling in legal documents.
- Develop well-written sentences and paragraphs.
- Describe components of a memorandum of law.
- Demonstrate persuasive writing techniques.
- Explain rules of court.
- Prepare a memorandum of points.
- Prepare an internal memorandum of law.

Professional Skills: 4.A-4.F
Academic Standards: ELA.11-12.L.6, ELA.11-12.RI.7, ELA.11-12.W.9
Work-based Learning: Guest Speakers, Simulated Lab Experience

Unit 7: Ethics for the Paralegal (PAR104)
16 days

- Compare sources of authority regulating the practice of law.
- Describe sanctions and remedies imposed for violations of professional ethics.
- Summarize the history and status of paralegal regulation.
- Evaluate approaches for maintaining paralegal professionalism.
- Define the unauthorized practice of law.
- Identify acts constituting the unauthorized practice of law and their consequences.
- Analyze ethical issues relating to paralegal work, including confidentiality, conflicts of interest, competency, and solicitation.
- Define access to justice.
- Compare types of legal fee arrangements.
- Describe use of attorney trust accounts.

Professional Skills: 6.A-C, 8.A-I
Academic Standards: ELA.11-12.L.6, ELA.11-12.RI.7, ELA.11-12.W.9
Work-based Learning: Guest Speakers, Simulated Lab Experience
Technical Standard: LAW103 (1-8)

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Paralegal
2 year program: Scope & Sequence

Year 2, Semester 1
PL201 - Paralegal III

Unit 1: Legal Foundations for Paralegals (PAR106)
16 days

- Identify sources of federal, state, and local law.
- Explain the role and responsibilities of local, state, and federal court systems.
- Examine the roles and responsibilities of members of the legal community.
- Examine issues facing the legal community.
- Distinguish between primary and secondary legal research sources.
- Identify the components of a court case opinion.
- Identify the elements of a statute and its construction.
- Compare the basic principles of civil and criminal law.
- Explain the roles and responsibilities of the paralegal generally and during the stages of litigation.

Professional Skills: 3.A-E
Academic Standards: ELA.11-12.RI.10, ELA.11-12.W.4, ELA.11-12.W.9
Work-based Learning: Simulated Lab Experience
Technical Standard: AJS109 (1-6)

Unit 2: Civil Litigation I (PAR112)
16 days

- Compare types of civil litigation.
- Examine the role and responsibilities of various members of the litigation team, including the paralegal.
- Identify types of civil litigation documents.
- Explain the use of technology in the law office as it applies to civil litigation.
- Identify sources of federal, state, and local law.
- Describe elements necessary to establish jurisdiction and venue for courts in the state and federal judicial systems.
- Explain the procedures for interacting with clients and third parties.
- Explain the steps in investigating a claim and conducting case management.
- Summarize the rules Rules of Evidence.
- Categorize types of evidence.
- Describe the procedures for settling a lawsuit.
- Describe the procedures for alternative dispute resolution.
- Explain the procedures for filing amended and supplementary pleadings.

Professional Skills: 2.A-C, 3.A-E
Academic Standards: ELA.11-12.W.9, ELA.11-12.SL.3, ELA.11-12.RI.10, ELA.11-12.W.4, ELA.11-12.SL.3, ELA.11-12.SL.6, 5.NF.B.6, 7.RP.A.3, A-CED.A.1
Work-based Learning: Simulated Lab Experience

Unit 3: Civil Litigation II (PAR114)
16 days

- Explain the purpose, procedure, and sequence for discovery in civil litigation.
- Prepare discovery documents.
- Describe the electronic discovery process and its issues.
- Identify the procedures used in deposition preparation.
- Explain the pre-trial procedures and processes for preparing clients and witnesses for trial.
- Describe the process for preparing exhibits for trial presentation.
- Differentiate between the phases of a trial.
- Describe the role and responsibilities of the paralegal in the trial process.
- Describe the electronic courtroom and its use.
- Examine post-trial procedures, including appeals.
- Describe the procedures and statutory limitations for enforcing money judgments.

Professional Skills: 2.A-C, 3.A-E
Academic Standards ELA.11-12.W.9, ELA.11-12.SL.3, ELA.11-12.RI.10, ELA.11-12.W.4, 5.NF.B.6, 7.RP.A.3
Work-based Learning: Simulated Lab Experience

YEAR 2, Semester 2
PL202 - Paralegal IV

Unit 4: Paralegal Business Law (PAR206)
16 days

- Examine foundations of contractual agreements, encompassing the identification of various contract types, delineation of essential elements for valid contract formation, and assessment of enforceability criteria.
- Explain the applicability of the Uniform Commercial Code (UCC) to business law.
- Examine the application of remedies in contract breaches, including differentiation of damage types and the methodologies for quantifying damages.
- Differentiate among business entity formation types, including sole proprietorships, general and limited

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partnerships, corporations, and limited liability companies, by delineating their characteristics and comparing their structures and functionalities.
- Identify the roles of governmental agencies in the oversight and taxation of business organizations.
- Describe sources of consumer and worker protection including securities acts, antitrust regulations, labor law, and tort law.
- Evaluate common ethical concerns in business law, including corporate social responsibility, white-collar crime, and corporate criminal and civil liability.
- Examine the evolution of international business law, including the creation and preservation of intellectual property.

Professional Skills: 5.A-E
Academic Standards ELA.11-12.W.9, ELA.11-12.SL.3, ELA.11-12.RI.10, ELA.11-12.W.4, 5.NF.B.6, 7.RP.A.3
Work-based Learning: Simulated Lab Experience

Unit 5: Introduction to Tort Law (PAR208)
16 days

- Define terms related to tort law.
- Describe distinguishing factors of tort law.
- Describe the rules of professional conduct for the paralegal pertaining to tort law.
- Analyze the elements of negligence.
- Describe types of intentional torts.
- Explain various defenses to tort claims.
- Describe categories of damages, legal issues concerning damages and limitations on recovery.
- Explain types of insurance coverage and its application to tort law.
- Explain rights and defenses of insurers.
- Evaluate medical and non-medical records.
- Summarize medical records.
- Generate case assessment, including net settlement.

Professional Skills: 5.A-E
Academic Standards: ELA.11-12.L.6, ELA.11-12.RI.7, ELA.11-12.W.9, ELA.11-12.SL.3, ELA.11-12.RI.10, ELA.11-12.W.4, 5.NF.B.6, 7.RP.A.3
Work-based Learning: Simulated Lab Experience

Unit 6: Law Office Technology for the Paralegal (PAR224)
16 days

- Explain the role of technology in the law office.
- Describe various types of technology available to the law office.
- Describe ethical issues related to paralegal use of technology.
- Explain office security concerns.
- Differentiate between various types of software available to the law office.
- Manage client information.
- Prepare common legal documents.
- Use electronic spreadsheets.
- Manage law office accounts.
- Review procedures for managing a paperless office.
- Explain the impact of the electronic courtroom.
- Use law office technology to complete research.
- Describe the impact of court rules on the use of trial software.
- Use trial presentation software.
- Use litigation support program.

Professional Skills: 5.A-E
Academic Standards: ELA.11-12.L.6, ELA.11-12.RI.7, ELA.11-12.W.9, ELA.11-12.SL.3, ELA.11-12.RI.10, ELA.11-12.W.4, 5.NF.B.6, 7.RP.A.3
Work-based Learning: Simulated Lab Experience
Technical Standard: LAW107 (1-9), LAW102 (1-9)

Certification: Certificate of Completion from PVCC in Paralegal

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