

Law, Public Safety, Corrections and Security Career Cluster
Legal Administrative Services
Course Number: 43.45600

Course Description:

Legal Administrative Services is the third course for the Legal Services/Legal Administrative Services pathway. This course provides an overview of the responsibilities of a legal administrative assistant. Students explore the wide range of career opportunities as a legal administrative assistant with private law firms, corporate legal departments, governmental agencies, judiciary offices, colleges and universities, business offices, nonprofit law firms, and court-reporting agencies. Students will be introduced to basic legal knowledge concerning substantive criminal and civil law and will learn to handle specialized responsibilities in the field of law. The responsibilities include handling legal correspondence, working with an attorney or paralegal to prepare legal documents such as motions, subpoenas and appellate briefs, as well as maintaining legal files and records. Students will also learn the basic computer skills necessary for a well-functioning law office. In addition, students will explore the role of certified court reporters in the justice system. Employability skills will be integrated into the tasks, activities, and projects to demonstrate skills required in legal administrative services careers.

After completion of this course and any other requirements, students may be eligible for pursuing the Legal Office Assistant credential. The prerequisites for this course are Introduction to Law, Public Safety, Corrections and Security, and Legal Essentials.

Course Standard 1

LPSCS-LAS-1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

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Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

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1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism

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International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

Course Standard 2

LPSCS-LAS-2

Explore and evaluate careers in legal administrative services (LAS).

- 2.1 Explore the wide range of working environments for LAS employees, including private law firms, corporate legal departments, governmental agencies, judiciary offices, colleges and universities, business offices, nonprofit law firms, and court reporting agencies.
- 2.2 Identify and explain character traits that should be present in LAS employees.
- 2.3 Investigate personal career interests and develop a career plan.

Course Standard 3

LPSCS-LAS-3

Demonstrate general legal knowledge.

- 3.1 List and define classes of crimes.
- 3.2 Compare and contrast intentional torts, negligence, and strict liability.
- 3.3 Describe the elements of an enforceable contract, including offer, acceptance, consideration, mutual assent, capacity to contract, legality, and form.
- 3.4 Recognize the concepts of ownership and transfer of real property.
- 3.5 Review the elements of a lease.
- 3.6 Examine the legal concepts of marriage and divorce.
- 3.7 Distinguish between citizens, immigrants and nonimmigrants.
- 3.8 Identify and explain different forms of conducting business.
- 3.9 Research different types of bankruptcy.

Course Standard 4

LPSCS-LAS-4

Create proper legal correspondence.

- 4.1 Create appropriately-formatted letters.
- 4.2 Review correct address placement.
- 4.3 Demonstrate using appropriate delivery and copy notations.
- 4.4 Demonstrate familiarity with various letter styles, including cover, demand, informational, confirmatory, and opinion letters.
- 4.5 Identify and describe the parts of a letter.
- 4.6 Examine the correct usage of postscripts.
- 4.7 Demonstrate familiarity with different punctuation styles.
- 4.8 Demonstrate using appropriate salutations.
- 4.9 Create appropriately formatted envelopes, including correct address placement, appropriate mailing notations and on-receipt notations.
- 4.10 Draft appropriately-formatted interoffice memoranda.

Course Standard 5

LPSCS-LAS-5

Create and format court and legal documents.

- 5.1 Examine various rules of court relating to special formatting requirements for legal pleadings and documents.
- 5.2 Research basic legal citation requirements.
- 5.3 Draft appropriate legal pleadings, including answers, complaints and petitions, discovery demands and responses, judgments and decrees, motions, orders, notices, and summons.
- 5.4 Draft appropriate legal documents, including contracts, leases, wills, powers of attorney, purchase offers, articles of incorporation, and settlement agreements.
- 5.5 Analyze the major components of an appellate brief, including caption, statement of jurisdiction, table of contents, table of authorities, questions presented, statement of the case, summary of argument, argument, and conclusion.

Course Standard 6

LPSCS-LAS-6

Demonstrate appropriate mail-handling procedures.

- 6.1 Research how to process mail in a legal office.
- 6.2 Identify and explain procedures for sorting and opening mail.
- 6.3 Examine registering, dating, and time-stamping of mail.
- 6.4 Practice reading, underlining, and annotating mail.
- 6.5 Demonstrate familiarity with delivery and mailing services.
- 6.6 Differentiate between delivery services, including freight, international, parcel, and private mail services.
- 6.7 Research correct mailing procedures for all classes of domestic mail.
- 6.8 Demonstrate familiarity with special mail services, including certificate of mailing, certified, insured, registered, restricted delivery, return receipt, special delivery and special handling.

Course Standard 7

LPSCS-LAS-7

Demonstrate appropriate filing procedures.

- 7.1 Examine the general principles of records management.
- 7.2 Identify and explore different filing systems, including alphabetic, chronological, geographic, numeric, and subject.
- 7.3 Explore different types of file management.
- 7.4 Identify and explain alphabetic indexes and cross-references.
- 7.5 Explain indexing and coding.
- 7.6 Recognize basic filing procedures.
- 7.7 Explore file organization.
- 7.8 Prepare material for filing.
- 7.9 Explain charge-out methods.
- 7.10 Discuss file retention.
- 7.11 Research basic filing rules.
- 7.12 Identify and describe basic filing principles, including business names, governmental names, organizational names, and personal names.

Course Standard 8

LPSCS-LAS-8

Review basic accounting terms and procedures.

- 8.1 Recognize accounting terminology and procedures.
- 8.2 Identify and explain computations for legal documents.
- 8.3 Examine procedures for depositing funds, including completing deposit slips, and endorsements.
- 8.4 Differentiate between firm bank accounts and trust bank accounts.
- 8.5 Research the nature and significance of the client trust account.
- 8.6 Describe the rule against commingling of office funds and client funds.
- 8.7 Describe the Interest on Lawyers' Trust Account (IOLTA) program.
- 8.8 Explain how to keep activity registers, time sheets, and diaries.
- 8.9 Demonstrate writing checks using accepted banking format.
- 8.10 Examine the procedure for stopping payment on checks.
- 8.11 Research the use of special checks, including bank drafts, cashier's checks and certified checks.
- 8.12 Describe various legal billing methods, including hourly rate, blended hourly rate, fixed fee, capped fee, task-based billing, and contingency fee.

Course Standard 9

LPSCS-LSE-9

Demonstrate familiarity with computer information systems.

- 9.1 Identify and describe computer systems, including mainframe, micro, and mini.
- 9.2 Classify computer hardware components, including central processing unit, input devices, output devices, and storage devices.
- 9.3 Explain computer characteristics, including disk drives, display monitors, keyboards, memory and printers.
- 9.4 Differentiate between types of computer software, including, applications software and operating systems hardware.
- 9.5 Process documents for the legal office, including creating, editing and formatting documents, inputting information into documents and preparing special formatting design.
- 9.6 Demonstrate familiarity with the following: electronic mail, Internet, and conflict check systems.
- 9.7 Examine management of electronically-stored information.
- 9.8 Research general electronic filing rules used by courts.
- 9.9 Explore various methods of electronic discovery.

Course Standard 10

LPSCS-LAS-10

Explore career opportunities for certified court reporters.

- 10.1 Research the duties of court reporters.
- 10.2 Describe qualification requirements of court reporters.
- 10.3 Examine the ethical requirements for court reporters.
- 10.4 Explore career opportunities for court reporters.

Course Standard 11

LPSCS-LAS-11

Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.

- 11.1 Explain how participation in student organizations can promote lifelong responsibility for community service and professional growth and development.
- 11.2 Create a personal leadership plan to participate in programs, conferences, community service and competitive events on the local, state, and national level that align with the competencies, skills and knowledge of this course.