

**Law, Public Safety, Corrections and Security Career Cluster  
Essentials of Legal Services  
Course Number: 43.45400**

**Course Description:**

Essentials of Legal Services is the second course for the Legal Services pathway. This course provides an overview of the judicial process and role in our constitutional system of government. The major focus of the course is on constitutional rights of citizens and the corresponding duties of governmental officials. Students will learn about the role of the United States Supreme Court as the final arbiter of constitutional rights and responsibilities, as well as learning about the legal process in both criminal and civil cases. Students will learn about the various participants and the legal and ethical roles in criminal and civil cases. Students will not only understand these legal concepts, but will be able to apply their knowledge to various scenarios and defend their choices, decisions, and actions. Employability skills will be integrated into the tasks, activities, and projects to demonstrate skills required in legal services careers. The pre-requisites for this course are Introduction to Law, Public Safety, and Corrections and Security.

**Course Standard 1**

**LPSCS-ELS-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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<b>Nonverbal Communication</b>	<b>Written Communication</b>	<b>Speaking</b>	<b>Applications and Effective Résumés</b>
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.

<b>Teamwork and Problem Solving</b>	<b>Meeting Etiquette</b>
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.

<b>Problem Solving</b>	<b>Customer Service</b>	<b>The Application Process</b>	<b>Interviewing Skills</b>	<b>Finding the Right Job</b>
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-ELS-2

**Explore the different careers available in legal services.**

- 2.1 Identify major legal service career options within the law and justice field.
- 2.2 Compare educational requirements of various legal service careers.
- 2.3 Investigate personal preferences for legal service careers.
- 2.4 Demonstrate an understanding of a personal postsecondary plan.

### Course Standard 3

#### LPSCS-ELS-3

**Explain the history and characteristics of the structure of the American court system.**

- 3.1 Describe the development of the court system in America.
- 3.2 Evaluate the judicial system's role in our society today.
- 3.3 Explain the concept of the dual-court system.
- 3.4 Distinguish criminal and civil court structures and processes.

### Course Standard 4

#### LPSCS-ELS-4

**Identify and explain the various roles of courtroom participants, including ethical and legal duties.**

- 4.1 Identify and explain the roles, responsibilities, selection processes, and qualifications of judges.
- 4.2 Explain the responsibilities, duties, and ethics of prosecuting attorneys, plaintiff's attorneys and their staff, including paralegals, investigators, and office personnel.
- 4.3 Explain the responsibilities, duties, and ethics of defense attorneys and staff, including paralegals, investigators, and office personnel.
- 4.4 Explain the roles of court personnel, including the bailiff, court administrators, court reporters, and clerk of court.
- 4.5 Explain the responsibilities, duties, and ethics of expert witnesses.
- 4.6 Evaluate the roles of non-professional court participants, including witnesses, victims, plaintiffs, defendants, spectators, and the media.
- 4.7 Describe the relationship among these various participants to see a trial brought to a verdict.

## Course Standard 5

### LPSCS-ELS-5

#### Demonstrate knowledge of the basic protections guaranteed by the United States Constitution.

- 5.1 Examine and apply the First Amendment protections, including separation of church and state, freedom of religion, freedom of speech, freedom of the press, the right to assemble, and the right to petition the government for redress of grievances.
- 5.2 Investigate and apply the Fourth Amendment protection against unreasonable searches and seizures.
- 5.3 Evaluate and apply the Fifth Amendment protections, including the right to grand jury indictment, protection against double jeopardy, protection against self-incrimination, and the right to due process.
- 5.4 Analyze and apply the Sixth Amendment protections, including the right to a speedy trial, the right to a public trial, the right to an impartial jury, the right to be informed of the charges, the right to confront witnesses, the right to compulsory process, and the right to counsel.
- 5.5 Examine and apply the Eighth Amendment protections against excessive bail, excessive fines, and cruel and unusual punishment.
- 5.6 Investigate and apply the Fourteenth Amendment due process and equal protection clauses.
- 5.7 Analyze and apply major United States Supreme Court decisions concerning the constitutional rights of citizens and the limitations on government powers, including the Court's following decisions: Board of Education of Westside Community Schools v. Mergens, 496 U.S. 226 (1990), Wisconsin v. Yoder, 406 U.S. 205 (1972), Brandenburg v. Ohio, 395 U.S. 444 (1969), Mapp v. Ohio, 367 U.S. 643 (1961), Miranda v. Arizona, 384 U.S. 436 (1966), Gideon v. Wainwright, 372 U.S. 335 (1963), Gregg v. Georgia, 428 U.S. 153 (1976), Brown v. Board of Education, 347 U.S. 483 (1954), Roe v. Wade, 410 U.S. 113 (1973).
- 5.8 Explore constitutional issues arising from the use of technology.

## Course Standard 6

### LPSCS-ELS-6

#### Explore the roles of each participant in the pretrial criminal process.

- 6.1 Identify and describe each participant in the pretrial criminal process.
- 6.2 Distinguish each pretrial stage and the purpose.
- 6.3 Analyze and apply rationales for how prosecutors make criminal-charging decisions.
- 6.4 Determine appropriate constitutional challenges for given pretrial scenarios.
- 6.5 Debate the plea-bargaining process.

## Course Standard 7

### LPSCS-ELS-7

#### Explain and demonstrate the criminal trial process.

- 7.1 Explain voir dire.
- 7.2 Assess a case for jury selection strategies.
- 7.3 Identify and apply constitutional requirements relating to the jury.
- 7.4 Explain the stages of a criminal trial after jury selection.
- 7.5 Appraise a case for prosecutorial and defense strategies.
- 7.6 Compare and contrast opening statements and closing arguments.
- 7.7 Compare and contrast direct examination and cross examination.
- 7.8 Predict constitutional challenges to trial errors.

## Course Standard 8

### LPSCS-ELS-8

#### Examine the post-trial process.

- 8.1 Identify and describe the different appellate courts and the jurisdictions.
- 8.2 Evaluate a case for constitutional and legal challenges.
- 8.3 Debate correctional legal issues.
- 8.4 Compare the state and federal appeals process specific to capital punishment.

## Course Standard 9

### LPSCS-ELS-9

#### Describe civil law and cite examples of the primary areas of civil law.

- 9.1 Define civil law and distinguish among common law, statutory law, and regulatory law.
- 9.2 Compare and contrast civil and criminal law.
- 9.3 Identify and explain the major categories of civil law, including torts, contracts, and property.
- 9.4 Compare and contrast all parties involved in a civil suit and a criminal trial.
- 9.5 Identify and describe the primary remedies of civil lawsuits.

## Course Standard 10

### LPSCS-ELS-10

#### Explore the roles of each participant in the pretrial civil process.

- 10.1 Identify and describe each participant in the pretrial civil process.
- 10.2 Distinguish among the pretrial stages of a civil suit.
- 10.3 Discuss the role of discovery.
- 10.4 Summarize a deposition.
- 10.5 Brief a civil case.
- 10.6 Debate the role of settlement and alternative dispute resolution in civil litigation.

## Course Standard 11

### LPSCS-ELS-11

#### Explain the civil trial process including all parties involved.

- 11.1 Explain the stages of a civil trial.
- 11.2 Compare and contrast the stages of trial in a civil and criminal case.
- 11.3 Analyze a case for plaintiff and defense strategies.
- 11.4 Compare and contrast all parties involved in a civil suit versus a criminal trial.
- 11.5 Define the concept of statute of limitations and apply Georgia and federal statutes of limitations to various types of civil cases.
- 11.6 Explore the role of the use of technology in civil cases, both pretrial and at trial.

## Course Standard 12

### LPSCS-ELS-12

#### Analyze how the influence of diverse cultures and customs impact the field of legal services.

- 12.1 Explain the importance of sensitivity to situations involving cultural diversity.
- 12.2 Understand the importance of cultural differences when making decisions within the context of criminal and civil cases.
- 12.3 Identify the constitutional and statutory restrictions on discrimination in the legal services workplace and apply those restrictions to interactions between employers and employees, police officers and suspects, and attorneys and jurors.
- 12.4 Explore how the laws of other countries may affect criminal and civil legal decisions in the United States.

## Course Standard 13

### LPSCS-ELS-13

**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.**

- 13.1 Explain how participation in student organizations can promote lifelong responsibility for community service and professional growth and development.
- 13.2 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.