

**DESE Model Curriculum: Legal Administrative Assistant** (CIP Code: 52.0101)

GRADE LEVEL/UNIT TITLE: 11-12/Understand Legal Terminology

<b>COURSE INTRODUCTION</b>		
A program that prepares individuals to serve as legal office managers, special assistants, and legal secretaries. Includes instruction in office management, secretarial science, principles of US law, legal terminology and documentation, legal research, legal software application, law office procedures, record-keeping, billing, applicable policies and regulations, and professional standards and ethics. May include preparation for individuals to serve as court reporters, captioners, and scopists. Instruction may include machine shorthand theory used in court reporting and broadcast captioning, and computer-assisted translation (CAT) software.		
<b>UNIT DESCRIPTION</b>	<b>SUGGESTED UNIT TIMELINE</b>	
Students will understand legal terminology.	350 min.	
	<b>CLASS PERIOD (min.)</b>	
	90	
<b>ESSENTIAL QUESTIONS</b>		
1. What words are used in today's legal field?		
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>	<b>NBEA STANDARD</b>	<b>DOK</b>
1. Interpret terms in relation to courts and legal systems	BL.I.B.2.1 BL.I.B.3.1-2,8	2
2. Interpret terms in relation to general legal terminology	BL.I.A.1.1-3 BL.I.A.3.4	2
3. Interpret terms in relation to litigation	BL.I.D.2.1 BL.I.D.3.1,8	2
4. Interpret terms in relation to civil actions	BL.I.E.1.1 BL.I.E.2.1-3	2
5. Interpret terms in relation to criminal law	BL.I.E.1.2 BL.I.E.2.1-3	2
6. Interpret terms in relation to probate--wills and estates	BL.A.3.1-4 BL.A.4.1-2	2
7. Interpret terms in relation to real property	BL.V.B.3.1-5 BL.V.4.1-8	2
8. Interpret terms in relation to contracts and leases	BL.II.A.1.1-2 BL.II.A.3.1,3,5,11	2
9. Interpret terms in relation to domestic relations	BL.IX.A.1.1-2      BL.IX.A.4.3 BL.IX.A.2.1      BL.IX.B.2.1-2 BL.IX.A.3.1-4      BL.IX.B.3.1-3	2

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10. Interpret terms in relation to commercial paper	BL. VI. A.3.1-4 BL. VI. 4.1-2	2
11. Interpret terms in relation to bankruptcy	BL.VI.D.3.1-5 BL.VI.D.4.1	2
12. Interpret terms in relation to partnerships and corporations	ENTRE.VIII.A.1.1 ENTRE.VIII.A.2.1 ENTRE.VIII.A.2.3	2
<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>	
1-13	1. Self-guided study of legal terms and definitions.	
1-13	2. Self-guided keyboarding of legal terms as words, in sentences and from dictation.	
<b>OBJ. #</b>	<b>INSTRUCTIONAL ACTIVITIES</b>	
1-13	1. Students will study a set of terms and definitions and then take a self-evaluation to check understanding.	
1-13	2. Students will utilize a word processing program to key legal terminology to enforce spelling and recognition.	