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| **COURSE INTRODUCTION:**  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, bulling, 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. | | | | | | | | | |
| **UNIT DESCRIPTION:**  Students will understand legal terminology. | | | | **SUGGESTED UNIT TIMELINE:** 350 min.  **CLASS PERIOD (min.):** 90 | | | | |
| **ESSENTIAL QUESTIONS:**  **1.** What words are used in today’s legal field? | | | | | | | | |
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| **ESSENTIAL MEASURABLE LEARNING OBJECTIVES** | | **CCSS LEARNING GOALS (Anchor Standards/Clusters)** | **CROSSWALK TO STANDARDS** | | | | | |
| **NBEA** | | **PS** | **CCSS** | **OTHER** | **DOK** |
| 1. Interpret terms in relation to courts and legal systems | |  | BL.I.B.2.1  BL.I.B.3.1-2,8 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 2. Interpret terms in relation to general legal terminology | |  | BL.I.A.1.1-3  BL.I.A.3.4 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 3. Interpret terms in relation to litigation | |  | BL.I.D.2.1  BL.I.D.3.1,8 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 4. Interpret terms in relation to civil actions | |  | BL.I.E.1.1  BL.I.E.2.1-3 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 5. Interpret terms in relation to criminal law | |  | BL.I.E.1.2  BL.I.E.2.1-3 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 6. Interpret terms in relation to probate--wills and estates | |  | BL.A.3.1-4  BL.A.4.1-2 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 7. Interpret terms in relation to real property | |  | BL.V.B.3.1-5  BL.V.4.1-8 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 8. Interpret terms in relation to contracts and leases | |  | BL.II.A.1.1-2  BL.II.A.3.1,3,5,11 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 9. Interpret terms in relation to domestic relations | |  | BL.IX.A.1.1-2  BL.IX.A.2.1  BL.IX.A.3.1-4  BL.IX.A.4.3  BL.IX.B.2.1-2  BL.IX.B.3.1-3 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 10. Interpret terms in relation to commercial paper | |  | BL. VI. A.3.1-4  BL. VI. 4.1-2 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 11. Interpret terms in relation to bankruptcy | |  | BL.VI.D.3.1-5  BL.VI.D.4.1 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| 13. Interpret terms in relation to partnerships and corporations | |  | ENTRE.VIII.A.1.1  ENTRE.VIII.A.2.1  ENTRE.VIII.A.2.3 | |  | RST.11-12.4  L.11-12.2b |  | 2 |
| **ASSESSMENT DESCRIPTIONS\*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc. )**  **\*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above ( i.e., Grade Level/Course Title/Course Code, Unit #.)** | | | | | | | | |
| **Obj. #** | **INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)** | | | | | | | |
| 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. | | | | | | | |
| **Obj. #** | **INSTRUCTIONAL ACTIVITIES: (What Students Do)** | | | | | | | |
| 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. | | | | | | | |
| **UNIT RESOURCES: (include internet addresses for linking)**  Roderick-Bolton, Wanda. (2004). Legal Studies: Terminology and Transcription. (5E). Naples, Florida: Cengage.  Brown, Gordon W. (2008) Legal Terminology. (5th ed.). Saddle River, New Jersey: Pearson Prentice Hall. | | | | | | | | |