

LEGAL SYSTEMS TECHNOLOGY 1
COURSE CODE: 6526
STUDENT PROFILE

STUDENT'S NAME:		TEACHER'S NAME:			
School Year/Semester:		Grade:			
Begin Date:		Date Completed:			
<p>Directions: Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.</p> <p>0 - Has not received instruction in this area / no experience or knowledge of this task (N/A)</p> <p>1 – Can apply and perform independently (80-100)</p> <p>2 – Can perform the task completely with limited supervision (70-79)</p> <p>3 – Requires additional instruction and or close supervision (60-69)</p>					
A. SAFETY		0	1	2	3
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom.				
4	Identify major causes of work-related accidents in office environments.				
5	Demonstrate safety skills in an office/work environment.				
B. STUDENT ORGANIZATIONS		0	1	2	3
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSO.				
4	List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				
C. TECHNOLOGY KNOWLEDGE		0	1	2	3
1	Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation				
2	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				
3	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				

4	Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
5	Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.				
6	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
7	Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.				
D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS		0	1	2	3
1	Demonstrate punctuality.				
2	Demonstrate critical thinking and problem-solving skills				
3	Demonstrate initiative and self-direction.				
4	Demonstrate integrity.				
5	Demonstrate work ethic.				
6	Demonstrate conflict resolution skills.				
7	Demonstrate listening and speaking skills.				
8	Demonstrate respect for diversity.				
9	Demonstrate customer service orientation.				
10	Demonstrate teamwork.				
E. PROFESSIONAL KNOWLEDGE		0	1	2	3
1	Demonstrate global or “big picture” thinking.				
2	Demonstrate career and life management skills and goal-making.				
3	Demonstrate continuous learning and adaptability skills to changing job requirements.				
4	Demonstrate time and resource management skills.				
5	Demonstrates information literacy skills.				
6	Demonstrates information security skills.				
7	Demonstrates information technology skills.				
8	Demonstrates knowledge and use of job-specific tools and technologies.				
9	Demonstrate job-specific mathematics skills.				
10	Demonstrates professionalism in the workplace.				
11	Demonstrates reading and writing skills.				
12	Demonstrates workplace safety.				

F. CAREER EXPLORATION		0	1	2	3
1	Evaluate career opportunities.				
2	Identify sources of employment opportunities.				
3	Identify appropriate dress and grooming for the workplace.				
4	Develop an electronic portfolio for career opportunities.				
5	Compose a letter of application.				
6	Compose a resume.				
7	Complete a job application form.				
8	Identify behaviors considered to be appropriate or inappropriate in a job interview.				
9	Compose a follow-up letter.				
10	Compose a letter of resignation.				
G. DOCUMENT PREPARATION		0	1	2	3
A. Word Processing					
1	Explain how legal organizations and paralegal use word processors.				
2	Describe major features found in word-processing programs.				
3	Explain what document assembly is and how it works.				
4	Discuss ethical problems related to word processing.				
5	Compare and contrast Centralized and decentralized processing.				
6	Incorporate short cut key strokes to process documents effectively.				
7	Create and organize electronic files using folders and subfolders.				
8	Identify terms commonly used in document processing.				
9	Key and edit mailable business documents into proper and acceptable format.				
10	Create envelopes/labels (including special notations such as "personal" and "confidential") in the style currently recommended by the United States Postal Service (USPS).				
11	Complete pre-printed and electronic forms.				
12	Scan data or graphics for document use.				
13	Revise existing documents.				
14	Insert a graphic image.				
15	Design a table.				
16	Demonstrate use of 10-Keypad.				
17	Locate and use templates.				
18	Complete pre-printed and electronic forms.				
B. Spreadsheet Software					
1	Explain what a spreadsheet is.				

2	Describe how rows and columns make up the structure of a spreadsheet.				
3	Explain what text, values, and formulas are.				
4	Describe the types of graphs commonly found in spreadsheet programs.				
5	Explain how coping formulas can simplify the use of a spreadsheet.				
6	List and describe the ways in which paralegals can use spreadsheets.				
C. Databases, Case Management, and Docket Control Software					
1	Define relevant terms, including database, field, record, table, and query.				
2	Explain what a docket control systems is.				
3	Explain what case management is.				
4	Describe a computerized docket cycle.				
5	Describe how a computerized case management system can prevent cases from being forgotten or overlooked.				
6	Discuss why docket control and case management are important to a legal organization from an ethics perspectives.				
H. LEGAL ADMINISTRATIVE SUPPORT FUNCTIONS		0	1	2	3
1	Develop and manage an electronic office calendar.				
2	Order and maintain inventory of supplies.				
3	Obtain document notarization.				
4	Set up personal record management system (e.g., telephone numbers, addresses, employee/customer profiles).				
5	Maintain employee emergency contact information.				
6	Receive visitors and clients.				
7	Retrieve and process voice mail messages.				
8	Process fax documents.				
9	Process, file, and archive electronic mail.				
10	Create and maintain electronic distribution lists.				
11	Set priorities for workflow.				
12	Develop efficient procedures for workflow.				
13	Identify characteristics of an efficiently organized workstation.				
14	Define ergonomics and its effect on employee productivity.				
I. MEETING PREPARATION AND EQUIPMENT USE		0	1	2	3
1	Prepare materials for copying and distribution.				
2	Photocopy a document using multiple features (e.g., collating, stapling, simplexing, duplexing) of a copier.				
3	Locate and retrieve data from various sources (e.g., local drive, network drives, and internet).				

4	Create high-quality visual aids.				
5	Setup and install audio visual equipment.				
6	Participate in web-based and video conferencing.				
7	Discuss technology device trends as applied to business environments.				
J. LEGAL COMMUNICATION		0	1	2	3
1	Follow oral and written instructions.				
2	Annotate letters, reports, and news articles.				
3	Demonstrate appropriate grammar, spelling, and punctuation usage.				
4	Edit documents using proofreader's marks.				
5	Identify good listening skills.				
6	Deliver an oral presentation.				
7	Interpret nonverbal communications.				
8	Prepare correspondence (e.g., memo, business letter, electronic mail).				
9	Maintain legal transcription equipment.				
10	Identify and transcribe various legal documents.				
11	Prepare agenda and compile materials for meetings.				
12	Prepare minutes as written record of official business.				
13	Communicate with liaisons outside the company (e.g., business partners, business professional organizations).				
K. TELEPHONE TECHNIQUES		0	1	2	3
1	Identify telephone services and types of calls.				
2	Locate telephone numbers and addresses using appropriate resources, i.e. search engine, white pages.				
3	Demonstrate proper techniques for answering, screening, and placing calls.				
4	Demonstrate proper techniques for placing a caller on hold, transferring a call, and/or taking a message.				
5	Explain the use of multi-line phones and conference calls.				
6	Demonstrate proper handling of irate callers.				
7	Explain the different charges for long distance calls from a land line phone.				
L. FILING/RECORDS MANAGEMENT		0	1	2	3
1	Identify types of filing supplies, procedures, and systems. (i.e. alphabetic, numeric, name/subject) .				
2	File office information manually and electronically.				
3	Retrieve information from files.				
4	Identify policy and procedure for retaining records and/or files.				

M. MAIL SERVICES AND PROCEDURES		0	1	2	3
1	Process incoming and outgoing mail (i.e. sorting, distributing, routing, etc.).				
2	Identify special mail services through the USPS (certified, registered, return receipt, etc.).				
3	Identify alternative couriers (FedEx, UPS, DHL, inter-office).				
4	Use electronic mail.				
5	Identify equipment used in processing mail. (i.e. postage scales).				
N. FINANCIAL FUNCTIONS		0	1	2	3
1	Identify how and why to establish and replenish petty cash.				
2	Create check request.				
3	Create travel request and seek the appropriate approvals.				
4	Create and request appropriate approvals for reimbursements.				
O. MANAGEMENT FUNCTIONS		0	1	2	3
1	Investigate various alternatives for making travel arrangements.				
2	Plan and organize a meeting.				
3	Prepare an agenda for a meeting.				
4	Plan a business trip.				
5	Prepare an itinerary.				

O. SOCIAL RESPONSIBILITY AND BUSINESS ETHICS		0	1	2	3
1	Discuss workplace issues that either enhance or detract from employee and company wellbeing (e.g., job safety, diversity, hiring practices).				
2	Analyze the purpose of the mission statement and statement of social responsibility.				
3	Analyze how conflict of interest impacts the business environment.				
4	Differentiate business ethics and personal ethics.				
P. CAREER PLANNING AND DEVELOPMENT		0	1	2	3
1	Evaluate career opportunities within the Business, Marketing, and Finance clusters.				
2	Develop and demonstrate career planning skills to include writing a resume, researching career opportunities, completing a job application, preparing for an interview, dressing appropriately, etc.				
3	Demonstrate proficient business communication skills using appropriate technology.				
4	Incorporate appropriate business math skills, as needed.				