



Department of Teaching & Learning
Parent/Student Course Information

Legal Systems Administration
(BE 6735)
One Credit, One Year
Grades 11 - 12

Counselors are available to assist parents and students with course selections and career planning. Parents may arrange to meet with the counselor by calling the school's guidance department.

COURSE DESCRIPTION

Students explore various areas of law (e.g., civil, criminal, family, real estate, estate and probate) while preparing for employment in the legal field. Students gain knowledge and skills in legal document preparation, office communications, legal terminology, client services, records management, financial records and business ethics. Successful completion of this course may lead to an entry-level position in a law office, court office, law enforcement agency, corporate legal department or to postsecondary education.

CERTIFICATION

Microsoft Certified Application Specialist (MOS)

STUDENT ORGANIZATION

The Future Business Leaders of America (FBLA) is the co-curricular organization for secondary Business and Information Technology students. The organization enhances occupational preparation for students by helping them attain the following goals: leadership skills; knowledge of the American enterprise system; self-confidence; improvement of home, business, and community; scholarship; citizenship; and career goals.

PREREQUISITE

None

OPTIONS FOR NEXT COURSE

None

REQUIRED STUDENT TEXTBOOK

None

COMPETENCIES FOR LEGAL SYSTEMS ADMINISTRATION

Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills

- 001 Demonstrate positive work ethic.
- 002 Demonstrate integrity.
- 003 Demonstrate teamwork skills.
- 004 Demonstrate self-representation skills.
- 005 Demonstrate diversity awareness.
- 006 Demonstrate conflict-resolution skills.
- 007 Demonstrate creativity and resourcefulness.

Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills

- 008 Demonstrate effective speaking and listening skills.
- 009 Demonstrate effective reading and writing skills.
- 010 Demonstrate critical-thinking and problem-solving skills.
- 011 Demonstrate healthy behaviors and safety skills.
- 012 Demonstrate an understanding of workplace organizations, systems and climates.
- 013 Demonstrate lifelong-learning skills.
- 014 Demonstrate job-acquisition and advancement skills.
- 015 Demonstrate time-, task- and resource-management skills.
- 016 Demonstrate job-specific mathematics skills.
- 017 Demonstrate customer-service skills.

Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills

- 018 Demonstrate proficiency with technologies common to a specific occupation.
- 019 Demonstrate information technology skills.
- 020 Demonstrate an understanding of Internet use and security issues.
- 021 Demonstrate telecommunications skills.

Examining All Aspects of an Industry

- 022 Examine aspects of planning within an industry/organization.
- 023 Examine aspects of management within an industry/organization.
- 024 Examine aspects of financial responsibility within an industry/organization.
- 025 Examine technical and production skills required of workers within an industry/organization.
- 026 Examine principles of technology that underlie an industry/organization.
- 027 Examine labor issues related to an industry/organization.
- 028 Examine community issues related to an industry/organization.
- 029 Examine health, safety and environmental issues related to an industry/organization.

Addressing Elements of Student Life

- 030 Identify the purposes and goals of the student organization.
- 031 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
- 032 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs and projects.
- 033 Identify Internet safety issues and procedures for complying with acceptable use standards.

Introducing the Legal System

- 034 Identify the areas of legal specialization.
- 035 Identify the various levels of the court system.
- 036 Identify key court personnel.

Conducting Customer-Service Activities

- 037 Determine client referrals based on the legal specialty requirements.
- 038 Gather client information.
- 039 Identify procedures for professional handling of difficult clients.

Managing Office Activities

- 040 Demonstrate procedures for maintaining and operating office equipment (e.g., copier, printer, fax and scanner).
- 041 Maintain computer workstation and desk area.
- 042 Manage inventory (e.g., office supplies and equipment) necessary for a legal office.

Managing Records and Files

- 043 Prepare files for new clients.
- 044 Update client files.
- 045 Create forms and template documents.
- 046 Maintain forms and template documents.
- 047 Compile current reference manuals for office.
- 048 Maintain a database of officers of the court, administrative agencies and resource persons.

Managing Financial Functions

- 049 Record fees for client and court records.
- 050 Describe various types of office expenditures (e.g., petty cash, purchase requisition and vouchers).
- 051 Prepare various financial documents (e.g., financial report, bank statement reconciliation, general ledger and receipts).
- 052 Perform general banking procedures.
- 053 Maintain attorney's time sheets and expense reports.
- 054 Maintain client account records.
- 055 Generate billing statements.
- 056 Examine the rules of professional conduct as they pertain to a Virginia licensed attorney.

Developing Business Communication Skills

- 057 Prepare legal documents following an accepted style manual.
- 058 Revise legal documents.
- 059 Process incoming and outgoing mail.
- 060 Maintain court and/or office calendar.
- 061 Place/receive telephone calls (including conference calls and video conferencing).
- 062 Transmit and receive information using electronic communications (e.g., e-mail, fax).
- 063 Identify the key responsibilities of having and the process for obtaining a notary public commission in Virginia.

Preparing Non-litigation Documents

- 064 Generate agreements, contracts and leases.
- 065 Generate affidavits.
- 066 Generate acknowledgments.
- 067 Prepare bills of sale and deeds.
- 068 Generate probate documents and final accounting of estates.
- 069 Generate wills, powers of attorney and medical directives.
- 070 Generate promissory notes.
- 071 Generate documents for articles of incorporation.
- 072 Generate corporation documents.

- 073 Generate collection letters or forms.
- 074 Generate papers for bankruptcy.
- 075 Generate marriage agreements (e.g., prenuptial and postnuptial).

Preparing Litigation Documents

- 076 Prepare requests for service of process (e.g., complaints and summonses).
- 077 Prepare divorce decrees.
- 078 Prepare property and settlement agreements.
- 079 Generate complaint documents.
- 080 Generate summonses.
- 081 Generate interrogatories and requests.
- 082 Generate subpoenas and subpoenas *duces tecum*.
- 083 Generate motions and notices.
- 084 Generate orders and notices.
- 085 Generate stipulations.
- 086 Generate pleadings.
- 087 Generate briefs.
- 088 Prepare depositions.
- 089 Generate defendant's answer or grounds of defense.

Identifying Legal and Business Ethics

- 090 Identify procedures for maintaining confidentiality of client information.
- 091 Research current legal or ethical issues.

Enhancing Employability Skills

- 092 Research a career ladder of occupational opportunities in the legal field.
- 093 Investigate credentialing options for legal office personnel.
- 094 Update employment portfolio, including résumé suitable for posting online.
- 095 Participate in a mock interview for a legal position.
- 096 Compose an interview follow-up letter.
- 097 Identify purposes and types of lifelong education.
- 098 Compose a letter of resignation.
- 099 Investigate employment opportunities for legal positions.
- 100 Compose a letter of application or cover letter in response to a job posting.
- 101 Participate in a job shadowing experience.

Preparing for Industry Certification

- 102 Describe the process and requirements for obtaining industry certifications related to the Legal Systems Administration course.
- 103 Identify testing skills/strategies for certification examination.
- 104 Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).
- 105 Successfully complete an industry certification examination representative of skills learned in this course (e.g., MCAS, MOS, IC3, NOCTI).

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For further information please call (757) 263-1070.

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To seek resolution of grievances resulting from alleged discrimination or to report violations of these policies, please contact the Title VI/Title IX Coordinator/Director of Student Leadership at (757) 263-2020, 1413 Laskin Road, Virginia Beach, Virginia, 23451 (for student complaints) or the Section 504/ADA Coordinator/Chief Human Resources Officer at (757) 263-1133, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456 (for employees or other citizens). Concerns about the application of Section 504 of the Rehabilitation Act should be addressed to the Section 504 Coordinator/ Executive Director of Student Support Services at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia, 23456 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, Virginia, 23451.

Alternative formats of this publication which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write The Department of Teaching and Learning, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone 263-1070 (voice); fax 263-1424; 263-1240 (TDD) or email at Theresa.Dougherty@vbschools.com.

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