

CTE - CIP Course Details Catalog

Cluster: Law, Public Safety, Corrections and Security

CIP: 22.0302 - Legal Assistant/Paralegal. (Non Traditional - Male)

Status: Open Start Year: 2021 End Year:

Group 1 - Orientation Courses: Exploratory coursework, could be offered at the secondary level or prior-to-secondary in 7th or 8th grade.

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
22151A001	Career Exploration	1.00	2021	
15001A001	Exploration of Public Service Careers	3.00	2021	

Group 2 - Introductory Courses: Introductory coursework for the program of study.

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
15101A001	Public Safety	3.00	2021	
15202A001	Community Protection	3.00	2021	
15051A007	Criminal Justice	3.00	2021	

Group 3 - Skills Courses: More in-depth courses for program concentrators.

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
04162A001	Law Studies	3.00	2021	
04166A001	Paralegal Studies	3.00	2021	
04165A001	Legal System	3.00	2021	

Group 4 - Advanced Courses: More advanced courses for learners completing a program of study to allow for specialization.

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
04163A001	Consumer Law	3.00	2021	
04166A002	Court Reporting & Stenography	1.00	2021	
15057A001	Criminal Law and Procedures	3.00	2021	
15058A001	Ethics in Criminal Justice	3.00	2021	
15052A001	Corrections	3.00	2021	
12054A001	Business Law	3.00	2021	
15053A001	Criminology	3.00	2021	

Group 5 - Workplace Experience: Similar model to the existing Cooperative Education coursework that is designed to give students relevant work experience

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
15998A001	Law, Public Safety, Corrections & Security Workplace Experience	3.00	2022	
04198A001	Legal Assistant/Paralegal Workplace Experience	3.00	2021	

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Course Descriptions

CIP: 22.0302 - Legal Assistant/Paralegal.

State Course ID: 22151A001 **Course Title:** Career Exploration

Career Exploration courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills.

State Course ID: 15001A001 **Course Title:** Exploration of Public Service Careers

Exploration of Public Service Careers courses expose students to the duties, responsibilities, requirements, and career opportunities within public service. Course topics vary and may include (but are not limited to) protective services; correction, judicial, and probation services; fire protection and fire fighting; public administration; and social work. Course activities depend upon the career clusters that students explore.

State Course ID: 15101A001 **Course Title:** Public Safety

Public Safety courses introduce students to the field of public safety and extend their knowledge and skills pertaining to the safety and security of homes, workplaces, and the community. These courses cover such topics as policing, law enforcement, emergency service, and private security and corrections and may cover all or a subset of these services.

State Course ID: 15202A001 **Course Title:** Community Protection

Community Protection courses provide students with information regarding the personnel and agencies concerned with protection of the home, city, state, and nation. Topics covered typically include civil defense and disaster preparedness; crime prevention; pollution control; fire prevention and control; legal and social systems and principles; and public health. These topics may be explored from the viewpoint of a community resident and citizen using these services or of that of one interested in pursuing a public service career.

State Course ID: 15051A007 **Course Title:** Criminal Justice

Criminal Justice courses train students to understand and apply the principles and procedures essential to the overall U.S. criminal justice system. Course topics vary and may include, but are not limited to, structure, history and philosophy of the federal, state, county, and municipal court systems; judicial appointment processes; arrest-to-sentencing sequences; laboratory, forensic, and trial procedure; probation and parole; state and federal correctional facilities; and system interrelationships with law enforcement agencies.

State Course ID: 04162A001 **Course Title:** Law Studies

Law Studies courses examine the history and philosophy of law as part of U.S. society and include the study of the major substantive areas of both criminal and civil law, such as constitutional rights, torts, contracts, property, criminal law, family law, and equity. Although these courses emphasize the study of law, they may also cover the workings of the legal system.

State Course ID: 04166A001 **Course Title:** Paralegal Studies

This course provides an introduction to the legal system and the paralegal profession. Students will analyze the training and role of the paralegal as well as the ethical and professional practice standards applicable to both lawyers and paralegals. Topics might also include legal terminology, legal citation, ethics, investigation skills, and a thorough discussion of the structure of both the federal and state judicial systems.

State Course ID: 04165A001 **Course Title:** Legal System

Legal System courses examine the workings of the U.S. criminal and civil justice systems, including providing an understanding of civil and criminal law and the legal process, the structure and procedures of courts, and the role of various legal or judicial agencies. Although these courses emphasize the legal process, they may also cover the history and foundation of U.S. law (the Constitution, statutes, and precedents). Course content may also include contemporary problems in the criminal justice system.

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CIP: 22.0302 - Legal Assistant/Paralegal.

State Course ID: 04163A001 **Course Title:** Consumer Law

Consumer Law courses present a history and philosophy of law and the legal system in the United States, with a particular emphasis on those topics affecting students as consumers and young adults (such as contractual laws, laws pertaining to housing and marriage, and constitutional rights).

State Course ID: 04166A002 **Course Title:** Court Reporting & Stenography

Court Reporting and Stenography is designed to prepare students to enter the field of shorthand reporting, court reporting, captioning and Communication Access Realtime Translation (CART). Students will continue to develop skills in the following areas: reading and translating stenographic notes; edit transcripts; demonstrate the printing of paper and pdf transcripts; modify, create, and use master dictionary and job dictionaries; develop familiarity with common materials in court reporting and stenography (e.g., jury charge, literary material, medical terminology, etc.). The course also provides preparation for Illinois Certified Shorthand Reporter (CSR) exam including developing speed to 180-225 words per minute on literary, jury charge, and Q&A material and preparation for the written knowledge portion of CSR by reviewing grammar, vocabulary, and technology.

State Course ID: 15057A001 **Course Title:** Criminal Law and Procedures

Criminal Law and Procedures courses provide students with knowledge and skills related to understanding criminal law, constitutional amendments, and due process. Course content may include specific types of crimes, such as vehicle crimes, personal crimes, cyber crimes, and drug crimes.

State Course ID: 15058A001 **Course Title:** Ethics in Criminal Justice

Ethics in Criminal Justice courses cover ethical standards and codes of professional behavior for police officers and others placed in positions of public trust. Topics may include use of force, gratuities, intra- and inter-agency conduct, integrity, ethical necessity of due process, and on-duty and off-duty conduct.

State Course ID: 15052A001 **Course Title:** Corrections

This course will provide instruction regarding the principles and techniques used by institutions that incarcerate, rehabilitate, and monitor people accused or convicted of crimes. Course topics vary and may include (but are not limited to) protective services; correction, judicial, and probation service; public administration; and social work.

State Course ID: 12054A001 **Course Title:** Business Law

Introduces law and the origins and necessity of the legal system; provides insight into the evolution and development of laws that govern business in our society; develops an understanding of how organization and operation of the legal system impact business; develops an understanding of rights and duties within the business environment; and includes contractual responsibility, protection of individual rights in legal relationships relative to warranties, product liability, secured and unsecured debts, negotiable instruments, agencies, employer-employee relations, property ownership and transfer, landlord and tenant, wills and estates, community property, social security, and taxation.

State Course ID: 15053A001 **Course Title:** Criminology

Criminology courses provide students an overview of the field and the theories of criminology. These courses explore crime, criminal behavior, and the lawn. Topics typically covered may include sociological and psychological motivations for crime, major criminology theories, patterns and behaviors, crime prevention, law enforcement, and criminal justice systems, among others.

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CIP: 22.0302 - Legal Assistant/Paralegal.

State Course ID: 15998A001 **Course Title:** Law, Public Safety, Corrections & Security Workplace Experience

Law, Public Safety, Corrections & Security Workplace Experience courses provide work experience in fields related to the Law, Public Safety, Corrections & Security cluster. Goals must be set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses must include classroom instruction at least once per week, involving further study of the field, discussion of relevant topics that are responsive to the workplace experience and employability skill development. Workplace Experience courses must be taught by an approved WBL educator-coordinator. These courses should be aligned to a Career Development Experience that could include: Student-led Enterprises; School-based Enterprises; Immersion Supervised Agricultural Experiences; Clinical Experiences in Health Science and Technology programs; Internships; and Apprenticeship programs including Youth Apprenticeships, Pre-apprenticeships, and Registered Apprenticeships.

State Course ID: 04198A001 **Course Title:** Legal Assistant/Paralegal Workplace Experience

Legal Assistant/Paralegal Workplace Experience courses provide students with work experience in a field related to legal assisting. Goals must be set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses must include classroom instruction at least once per week, involving further study of the field, discussion of relevant topics that are responsive to the workplace experience and employability skill development. Workplace Experience courses must be taught by an approved WBL educator-coordinator. These courses should be aligned to a Career Development Experience that could include: Student-led Enterprises; School-based Enterprises; Immersion Supervised Agricultural Experiences; Clinical Experiences in Health Science and Technology programs; Internships; and Apprenticeship programs including Youth Apprenticeships, Pre-apprenticeships, and Registered Apprenticeships.

State Course ID: 22153A001 **Course Title:** Cooperative Education

Cooperative Education is a capstone course designed to assist students in the development of effective skills and attitudes through practical, advanced instruction in school and on the job through cooperative education. Students are released from school for their paid cooperative education work experience and participate in 200 minutes per week of related classroom instruction. Classroom instruction focuses on providing students with job survival skills and career exploration skills related to the job and improving students' abilities to interact positively with others. For skills related to the job, refer to the skill development course sequences, the task list or related occupational skill standards of the desired occupational program. The course content includes the following broad areas of emphasis: further career education opportunities, planning for the future, job-seeking skills, personal development, human relationships, legal protection and responsibilities, economics and the job, organizations, and job termination. A qualified career and technical education coordinator is responsible for supervision. Written training agreements and individual student training plans are developed and agreed upon by the employer, student and coordinator. The coordinator, student, and employer assume compliance with federal, state, and local laws and regulations.