

## Master Syllabus

### PAR 2303 - Probate Law

**Division:** Business and Public Services

**Department:** Paralegal

**Credit Hour Total:** 3.0                      **Lecture Hrs:** 3.0

**Prerequisite(s):** PAR 1103

**Other Prerequisite(s):** AND Restricted to Majors

**Date Revised:** January 2013

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### Course Description:

Summary and full administration of probate estates, adoptions, guardianships, name changes and minor settlements.

### General Education Outcomes:

- Computer Literacy Competency
- Critical Thinking/Problem Solving Competency
- Information Literacy Competency

### Course Outcomes:

#### Guardianship

Utilize computer forms to complete guardianship of an incompetent.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

#### Administration of probate estate

Identify next of kin, evaluate and transfer assets in a probate estate.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

#### Name changes and legal minor settlements

Draft necessary documents for a name change and for a legal minor settlement.

**Assessment Method:** Locally developed exams

**Performance Criteria:** Students must attain a minimum of 79% on exams.

**Assessment Method:** Simulations

**Performance Criteria:** Students must timely complete all assignments, meeting stated written and oral requirements at a performance rate of 79% or higher.

### Outline:

Prepare forms for administration of probate estates  
Draft guardianship forms for an incompetent  
Prepare documents for an adoption  
Draft pleadings for name change  
Prepare documents for a minor settlement