

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

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