

CORE EDUCATION REQUIREMENTS

Course/Subject	Minimum Credits	Required Course Content
Introduction to Law & Legal Process	3	<ol style="list-style-type: none"> 1. Description of state courts and their powers 2. Description of federal courts and their powers 3. The concept of personal and subject matter jurisdiction 4. Overview of court procedure from filing the complaint through appeal 5. Legal and civil remedies courts may impose 6. Federal supremacy 7. Alternative Dispute Resolution 8. Intro to court rules 9. Basic causes of action 10. Civil vs. Common law systems 11. Sources of law 12. Roles of judges and lawyers 13. Basic overview of tribal law
Civil Procedure & Litigation	8	<ol style="list-style-type: none"> 1. Overview of civil court rules (state and local) including how they are developed and modified 2. Commencement of action 3. Description of complaints and answers and the diverse types of answers 4. Motion practice and its elements 5. Discovery practice and its elements including e-discovery 6. Statutes of Limitation and other deadlines 7. Jurisdiction v. Venue 8. Service of Process 9. Drafting documents 10. FOF/COL and Judgments 11. Alternatives to trial 12. Intro to choice of law
Legal Research, Writing and Analysis	8	<ol style="list-style-type: none"> 1. Primary sources of law--binding and non-binding 2. Secondary sources v. Finding tools 3. Use of research tools/Methods of research 4. Case law, Statutory Law, Administrative Law 5. How to state issues 6. Common law concept and stare decisis 7. Shepardize/Validate law 8. Formats for Court Documents 9. Using Proper Citations 10. Proofreading 11. Briefing a Case 12. Writing Memos and Letters 13. Preparing a Motion Argument 14. Techniques of legal reasoning, analysis and synthesis 16. Objective Memorandum
Contracts	3	<ol style="list-style-type: none"> 1. Elements of contract formation, breach of contract, and remedies for breach 2. Offer and acceptance 3. Consideration; 4. issues of interpretation 5. Conditions 6. Performance 7. Breach 8. Damages or other remedies 9. Discharge 10. The parol-evidence rule 11. The statute of frauds 12. Illegality 13. Assignments 14. Beneficiaries 15. Interplay between case law and statutory law 16. Overview of Article 2 of UCC 17. Major Contract Issues in Assessing a New Contract
Professional Responsibility/Ethics	3	<ol style="list-style-type: none"> 1. RPC

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Course/Subject	Minimum Credits	Required Course Content
		2. LLLT RPC
		3. Basic scope of LLLT practice
		4. LLLT/Client Relationship
		5. Handling client funds
		6. Conflict of Interest
		7. Diligence/Competence
		8. Communication
		9. Unauthorized Practice of Law
		10. Confidentiality
		11. Marketing and advertising
		12. Financial responsibility
		13. Duty to Report Suspected Child Abuse
Law Office Procedures/Technology	3	1. Managing Client Trust Accounts
		2. Time Management/Prioritizing
		3. Word/Excel/Outlook/Access
		4. Legal Software for the Office/Trial Software
		5. E-Filing
		6. Client representation Agreements
		7. Protection of confidential information/records--hard copy and electronic (e-discovery)
		8. Calendar/Tickle System
		9. Managing difficult clients
		10. Business practices and policies
		11. Referral issues with lawyers and other professionals
Interviewing & Investigation Techniques	3	1. Client Interviews
		2. Working with Expert Witnesses/Third Parties
		3. Drafting Witness Statements
		4. Factual Investigations
		5. Creating an Investigation Plan
		6. Researching general knowledge on a specific subject
		7. Evidence
		8. Working with difficult people