Law, Public Safety, Corrections and Security Career Cluster
Exploring Law and Criminal Proceedings
Course Number 43.04200

Course Description: This middle school course aligns to the high school Law, Public Safety, Corrections and Security career pathways. This course provides students with career-focused educational opportunities in various LPSCS fields. It examines the criminal justice system beginning with the booking process through the court process, including both the adult and juvenile courts; sentencing options and private security and protective services. Career planning and employability skills will be emphasized.

Course Standard 1

MS-LPSCS-ELCP-1 Demonstrate employability skills required by business and industry.
The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Communicating at Work	Listening
Interacting with Your Boss	Telephone Conversations	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls	Effective Written Communication	Ways We Filter What We Hear
		Effective Nonverbal Skills	Developing a Listening Attitude
		Effective Word Use	Show You Are Listening
		Giving and Receiving Feedback	Asking Questions
			Obtaining Feedback
			Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages		One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Terms to Use in a Résumé
Nonverbal Feedback		Making Speeches	Organizing Your Résumé
Showing Confidence Nonverbally		Answering Questions	Writing an Electronic Résumé
Showing Assertiveness		Visual and Media Aids	
		Errors in Presentation	

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Preparing Visual Aids

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1.3 Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment situations.

a. Investigate educational requirements, job responsibilities, employment trends, and opportunities within the national career clusters using credible sources.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Staying Motivated to Search
	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	
		When a Résumé Should be Used		

1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks

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Use Technology Ethically & Efficiently	Expressing Yourself on a Team	Staying Organized
Interact Appropriately in a Digital World	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Behavior at Conventions		Proper Use of Cell Phone	Using Good Posture
Working in a Cubicle		Proper Use in Texting	Presenting Yourself to Associates
			Accepting Criticism
			Demonstrating Leadership

Course Standard 2

MS-LPSCS-ELCP-2 Explore and evaluate careers in legal services; corrections; private security and protective services.

2.1 Perform the employability skills needed in public safety professions.
2.2 Identify the post-secondary education needed in public safety professions.
2.3 Explain the behavioral preferences that apply an appreciation of diversity to interpersonal situations and the impact on governmental agencies.
2.4 Understand and explain the code of ethics and character development in public safety professions.
2.5 Define confidentiality and how it applies to the various public safety careers.
2.6 Analyze how background checks impact employment in public safety professions.
2.7 Create a career portfolio that includes essential skills and duties of public safety professions.

Course Standard 3

MS-LPSCS-ELCP-3 Explain constitutional standards as applied to the proper criminal procedure.

3.1 Identify the amendments that apply to the criminal justice process.
3.2 Diagram the process of how laws are made.
3.3 Differentiate between civil and criminal laws.
3.4 Describe the two categories of criminal law.
3.5 Define common terminology of various crimes.
3.6 Compare and contrast adult and juvenile crimes.

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Course Standard 4

MS-LPSCS-ELCP-4 Compare and contrast the roles and responsibilities of criminal attorneys and the paralegals who work for them as those roles relate to a criminal trial.

4.1 Describe the duties and responsibilities of attorneys, judges, paralegals, and other professional participants in a criminal trial.

4.2 Describe the roles of non-professional courtroom participants in a criminal trial.

4.3 Explain the required training and education for the various courtroom participants in a criminal trial.

Course Standard 5

MS-LPSCS-ELCP-5 Analyze the trial process to include the opening statements, presentation of evidence, testimony of witnesses and the closing arguments.

5.1 Differentiate between a dual court system civil/criminal and describe the structure of the dual court system.

5.2 Define terminology common to each court system.

5.3 Diagram the steps of a trial from opening statements to sentencing.

5.4 Conduct a partial mock trial involving the direct testimony of a criminal investigator and include the introduction of evidence in this testimony.

5.5 Create an opening statement for a criminal trial.

5.6 Demonstrate and explain the direct examination of a witness.

5.7 Demonstrate and define the process for the introduction of an exhibit in court.

5.8 Identify and describe the general factors influencing a judge's sentencing decisions.

Course Standard 6

MS-LPSCS-ELCP-6 Identify the various court systems and explain the various sentencing options.

6.1 Differentiate between the adult and juvenile court systems.

6.2 Discuss the different rationales of the juvenile justice systems sentencing guidelines.

6.3 Identify the various accountability courts in both the adult and juvenile court systems.

6.4 Discuss the history of corrections in America.

6.5 Describe a basic overview of the American correctional system.

6.6 Compare and contrast the various adult and juvenile sentencing options.

6.7 Diagram and explain the basic elements of an American prison facility.

6.8 Demonstrate handcuffing and essential steps of a prisoner transport.

6.9 Define terminology common to the adult and juvenile court systems.

6.10 Explore careers in the American correctional system.

Course Standard 7

MS-LPSCS-ELCP-7 Compare and contrast the role of protective services within the criminal justice system.

7.1 Explain private security and its major roles in the criminal justice system and public safety.

7.2 Define jurisdiction and the authority of protective services.

7.3 Identify career options, education and training in protective services.

7.4 Identify key concepts of entrepreneurship related to the criminal justice system and protective services.

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Course Standard 8

MS-LPSCS-ELCP-8 Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events

8.1 Demonstrate a basic understanding and purpose of SkillsUSA student organization.
8.2 Diagram the relationship between members and the leadership.
8.3 Identify the leadership positions
8.4 Evaluate behaviors to determine appropriate decorum for meetings.
8.5 Investigate middle school and secondary SkillsUSA participation in chapter meetings.
8.6 Describe competitions at the middle school level and the secondary level.
8.7 Discuss the mission, purpose, motto, pledge, creed and other distinguishing characteristics of SkillsUSA.

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