



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students.** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

Course Title

Wills, Trusts, and Probate Administration

Course Prefix and Number

LGLA 1353

Department –

Division Workforce Education – Legal Assistant Technology

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

Explores the legal concepts of wills and trusts and the fundamental principles of law applicable to each. The organization and jurisdiction of the probate court and an analysis of estate administration and fiduciary accounting are also covered.

Prerequisites/co requisites

None

Topical Outline

Chapter 1 – The Estate Plan and the Purpose and Need for a Will
Chapter 2 – The Concept of Property Related to Wills, Trusts, and Estate Administration
Chapter 3 – The Participants and the Proper Court
Chapter 4 – The Law of Succession: Death Testate or Intestate
Chapter 5 – Wills: Validity Requirements, Modification, Revocation, and Contests
Chapter 6 – Preparation to Draft a Will: Checklists and the Conference with the Client
Chapter 7 – Final Draft and execution of a Valid Will
Chapter 8 – Introduction to Trusts
Chapter 9 – Classification of Trusts, the Living Trust, and Other Special Trusts
Chapter 10 – Estate Planning
Chapter 11 – Long-Term Care
Chapter 12 – Personal Representative: Types, Pre-Probate Duties and Appointment
Chapter 13 – Probate and Estate Administration
Chapter 14 – Informal Probate Administration
Chapter 15 – Tax Considerations in the Administration of Estates
Chapter 16 – Ethical Principles Relevant to Practicing Paralegals and Legal Assistants

Course Learning Outcomes

Define and properly use terminology relating to wills, trusts, and probate administration; locate, describe, and analyze sources of law relating to wills, trusts, and probate administration; describe the role and ethical obligations of the paralegal in wills, trusts, and probate administration; and draft documents commonly used in wills, trusts, and probate administration.

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
X	D. To demonstrate qualitative and quantitative critical thinking skills.
X	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Wills, Trusts and Estate Administration for the Paralegal 6th ed., Hower, ISBN 9781418039332 published by J.A. Majors.

Optional Text(s)

Material/Technology to be supplied by the student.

Pen, pencils and paper to take lecture notes

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

Instruction will be by lecture/demonstration/discussion, with emphasis on student-teacher interaction.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date