A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 1
Lab Hours/Week: 4
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course introduces students to the basic substantive law and procedural law of estate planning and probate including the goals and options of estate planning; it also provides an overview of post-mortem estate administration. Students examine the process of administering a decedent's estate, from opening the estate and appointment of a fiduciary to filing of the final account and distribution of assets. Learners also develop substantive and procedural knowledge necessary to identify types of real estate descriptions and, given a real estate description, identify a land parcel. The learner examines and prepares documents relevant to land acquisition including purchase agreements, title opinions, deeds, well disclosure statements, certificates of real estate value, and closing documents. The course briefly examines quiet title actions and the Minnesota foreclosure process. Prerequisite: Strongly recommend prior completion of ADMN1513, LEGL1601 and LEGL1602.

B. COURSE EFFECTIVE DATES: 01/11/2010 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Define estate planning and probate terms.
2. Identify estate planning procedures.
3. Discuss characteristics of wills.
4. Prepare a Will.
5. Discuss and prepare Power of Attorney.
6. Discuss and prepare Health Care Directive.
7. Discuss and prepare Power of Attorney.
8. Discuss and prepare Health Care Directive.
10. Discuss and prepare a Transfer on Dead Deed.
11. Compare real and personal property.
12. Explain types of real estate ownership.
14. Describe metes and bounds legal descriptions.
15. Prepare legal descriptions.
D. LEARNING OUTCOMES (General)
   1. The learner will demonstrate knowledge of estate planning options and goals attained by various options.
   2. The learner will identify probate and non-probate assets, understand documents necessary to initiate probate proceedings and prepare all documents required for the administration of an estate, from opening the estate and appointment of the fiduciary to filing of the final account and distribution of assets.
   3. The learner will be able to identify real estate from legal descriptions, understand the difference in Torrens's property and abstract property, and prepare conveyance documents.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
   None

F. LEARNER OUTCOMES ASSESSMENT
   As noted on course syllabus

G. SPECIAL INFORMATION
   None noted