

Course ID	Course Name	Course Outcome
PLGL 30	Introduction to Paralegal/Legal	Students completing PLGL 30 - Introduction to Paralegal/Legal will be able to successfully prepare a case brief.
PLGL 30	Introduction to Paralegal/Legal	Students completing PLGL 30 - Introduction to Paralegal/Legal will successfully prepare a legal memorandum.
PLGL 30	Introduction to Paralegal/Legal	Successful PLGL 30 course completers will have met with a counselor or educational advisor and prepared an educational plan for their coursework at Mt. SAC. Ideally the goal of the educational plan will be the A.S. in Paralegal Studies, but this is not required.
PLGL 31A	Legal Analysis and Writing	Students completing PLGL 31A - Legal Analysis and Writing will be able to brief a moderately complex legal case.
PLGL 31A	Legal Analysis and Writing	Students completing PLGL 31A - Legal Analysis and Writing will be able to distinguish between and use the various manual legal research resources.
PLGL 31B	Advanced Legal Analysis and Writing	Students completing PLGL 31B - Advanced Legal Analysis and Writing will be able to prepare a legal memorandum.
PLGL 31B	Advanced Legal Analysis and Writing	Students completing PLGL 31B - Advanced Legal Analysis and Writing will be able to prepare a trial brief.
PLGL 31B	Advanced Legal Analysis and Writing	Students successfully completing Advanced Legal Analysis and Writing (PLGL 31B) will have successfully completed the official paralegal certification program offered by Lexis/Nexis. This certification is offered for free, online. If Lexis/Nexis stops offering the certification in this manner, the program may discontinue this SLO.

PLGL 31B	Advanced Legal Analysis and Writing	Students successfully completing Advanced Legal Analysis and Writing (PLGL 31B) will have successfully completed the official paralegal certification program offered by Westlaw. This certification is offered for free, online. If Westlaw stops offering the certification in this manner, the program may discontinue this SLO.
PLGL 31B	Advanced Legal Analysis and Writing	Successful PLGL 31B course completers will have met with a counselor or educational advisor and prepared an educational plan for their coursework at Mt. SAC. Alternatively, students may submit a copy of their petition to graduate (at the conclusion of that semester).
PLGL 33A	Civil Procedure Pretrial	Students completing PLGL 33A - Civil Procedure Pretrial will be able to initiate a civil lawsuit.
PLGL 33A	Civil Procedure Pretrial	Students completing PLGL 33A - Civil Procedure Pretrial will successfully draft an answer to a complaint.
PLGL 33B	Civil Procedure - Trial and Post-Trial	Students completing PLGL 33B - Civil Procedure - Trial and Post-Trial will be able to distinguish among the various discovery tools including depositions, interrogatories, requests for production, and requests for admission.
PLGL 33B	Civil Procedure - Trial and Post-Trial	Students completing PLGL 33B - Civil Procedure - Trial and Post-Trial will be able to prepare a basic motion.
PLGL 35A	Law Office Procedure	Students completing PLGL 35A - Law Office Procedure will be able to successfully prepare a simple will.

PLGL 35A	Law Office Procedure	Students completing PLGL 35A - Law Office Procedure will be able to successfully prepare articles of incorporation.
PLGL 35B	Automated Law Office Procedures	Students completing PLGL 35B - Automated Law Office Procedures will be able to successfully prepare a client letter.
PLGL 35B	Automated Law Office Procedures	Students completing PLGL 35B - Automated Law Office Procedures will be able to successfully prepare a memorandum of law.
PLGL 35B	Automated Law Office Procedures	Students completing PLGL 35B - Automated Law Office Procedures will be able to successfully prepare a simple motion.
PLGL 35B	Automated Law Office Procedures	Successful PLGL 35B completers will be able to format a legal document which meets the requirements of the California Code of Civil Procedure and the California Rules of Court.
PLGL 35B	Automated Law Office Procedures	Successful PLGL 35B completers will be able to prepare a table of authorities for a legal brief, using a software program such as MS Word.
PLGL 35B	Automated Law Office Procedures	Successful PLGL 35B completers will be able to prepare a table of contents for a legal brief, using a software program such as MS Word.
PLGL 35B	Automated Law Office Procedures	Successful PLGL 35B completers will become competent in the use of computerized legal billing software such as Clio and Tabs 3.
PLGL 35B	Automated Law Office Procedures	Successful PLGL 35B completers will become familiar with various legal specialty software applications used in local law offices, e.g., Relativity, Abacus, Clio,

PLGL 36	Paralegal Internship	At the conclusion of the internship the paralegal intern will prepare a new resume which contains the internship and lists skills developed at the internship. The intern will also write a sample cover letter which emphasizes the internship experience.
PLGL 36	Paralegal Internship	By working in a legal environment, the paralegal intern will comprehend the nature of a career as a paralegal, including application of paralegal knowledge and skills learned in the classroom, appreciation of proper office decorum and behavior, responsibility for being prompt and punctual, and application of high standards when generating work product.
PLGL 37	Tort Law	Students completing PLGL 37 - Tort Law will be able to distinguish among strict liability, negligence, and intentional torts.
PLGL 37	Tort Law	Students completing PLGL 37 - Tort Law will be able to list, describe, and apply the four elements of negligence.
PLGL 38	Employment and Ethical Issues in Paralegalism	Students completing PLGL 38 - Employment and Ethical Issues in Paralegalism will be able to prepare an employment portfolio.
PLGL 38	Employment and Ethical Issues in Paralegalism	Students completing PLGL 38 - Employment and Ethical Issues in Paralegalism will understand unauthorized practice of law.
PLGL 38	Employment and Ethical Issues in Paralegalism	Successful course completers will assemble a minimum of two professional writing samples which can be used as part of their job search process.

PLGL 38	Employment and Ethical Issues in Paralegalism	Successful course completers will have posted a profile on a professional networking site such as LinkedIn.
PLGL 38	Employment and Ethical Issues in Paralegalism	Successful course completers will participate in a mock interview with an interviewer who is not the course instructor.
PLGL 38	Employment and Ethical Issues in Paralegalism	Successful course completers will prepare a professional paralegal resume which may include links to the student's LinkedIn profile, the program's website, and an e-
PLGL 38	Employment and Ethical Issues in Paralegalism	Successful course completers will score at least 70% on an assessment of the students' comprehension of the California Rules of Professional Conduct.
PLGL 39	Contract Law	Students completing PLGL 39 - Contract Law will be able to recognize the basic defenses to the formation of a valid contract.
PLGL 39	Contract Law	Students completing PLGL 39 - Contract Law will be able to recognize the essential elements of a valid contract.
PLGL 40	Landlord - Tenant Law	Students completing PLGL 40 - Landlord - Tenant Law will be able to draft a residential tenancy agreement.
PLGL 40	Landlord - Tenant Law	Students completing PLGL 40 - Landlord - Tenant Law will be able to identify and define what constitutes a habitable residential dwelling as well as understanding the legal ramifications to the parties in a non-habitable tenancy situation.
PLGL 41	Property Law	Students completing PLGL 41 - Property Law will be able to successfully discuss at least four ways to transfer title to real property.

PLGL 41	Property Law	Students completing PLGL 41 - Property Law will be able to successfully identify the differences among different types of property ownership (community property, joint tenancy, and tenancy in common) scoring no less than 70%.
PLGL 42	Family Law	Students completing PLGL 42 - Family Law will be able to complete a petition for dissolution of marriage.
PLGL 42	Family Law	Students completing PLGL 42 - Family Law will be able to comprehend community property concepts and apply to division of assets.
PLGL 43	Wills and Trusts	Students completing PLGL 43 - Wills and Trusts will be able to distinguish between wills and trusts.
PLGL 43	Wills and Trusts	Students completing PLGL 43 - Wills and Trusts will have gained an understanding of probate administration.
PLGL 44	Bankruptcy Law	Students completing PLGL 44 - Bankruptcy Law will be able to distinguish between different types of bankruptcy.
PLGL 44	Bankruptcy Law	Students completing PLGL 44 - Bankruptcy Law will be able to successfully prepare a bankruptcy petition.
PLGL 45	Creditors' Rights	Students completing PLGL 45 - Creditors' Rights will be able to preparation a writ of execution and abstract of judgment.
PLGL 45	Creditors' Rights	Students completing PLGL 45 - Creditors' Rights will be able to prepare a Notice of Lien.
PLGL 47A	Litigation Procedures	Students completing PLGL 47A - Litigation Procedures will be able to prepare and present effective opening statements and closing arguments.

PLGL 47A	Litigation Procedures	Students completing PLGL 47A - Litigation Procedures will be able to prepare clear and effective examinations of witnesses, both direct examination and cross examination.
PLGL 47A	Litigation Procedures	Students completing PLGL 47A - Litigation Procedures will know the basic, distinct parts of a trial, and which procedures and rules apply to each.
PLGL 47B	Litigation Practice	Students completing PLGL 47B - Litigation Practice will be able to locate, evaluate, organize, and synthesize research material from a variety of sources.
PLGL 47B	Litigation Practice	Students completing PLGL 47B - Litigation Practice will have a basic understanding of the procedural and evidentiary rules used to challenge and/or fend off challenges to the presentation of proffered evidence (i.e., objections and offers of proof).
PLGL 48	Criminal Law and Procedures	Students completing PLGL 48 - Criminal Law and Procedures will be able to analyze and synthesize statutory and case law in criminal law and procedure by reading and briefing important statutes and cases.
PLGL 48	Criminal Law and Procedures	Students completing PLGL 48 - Criminal Law and Procedures will be able to apply the procedural aspects of the criminal justice system through a study of a case as it progresses through the system.
PLGL 49	Evidence Law	Students completing PLGL 49 - Evidence Law will be able to apply some of the basic rules of California evidence.

PLGL 49	Evidence Law	Students completing PLGL 49 - Evidence Law will be able to distinguish among some of the basic California rules of evidence.
PLGL 50	Comparative Law	Students completing PLGL 50 - Comparative Law will be able to analyze substantive and procedural differences.
PLGL 50	Comparative Law	Students completing PLGL 50 - Comparative Law will be able to evaluate legal systems.