

Outcomes Mapping

BUSINESS DIVISION							
Program:	Paralegal	# Courses: (if applicable)	23	Updated:		Submitted by:	Catherine McKee

Institutional Level Outcomes (ILOs): <i>As a result of an educational experience with any aspect of the college, students will develop the following knowledge, skills, abilities, and attitudes:</i>										
1. Communication		2. Critical Thinking		3. Information and Technology Literacy		4: Personal, Social, Civic, and Environmental Responsibility				
Connect PLOs with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated following the completion of the program or educational experience.							PLO to ILO Alignment			
PLO Name	PLO Defined: <i>Upon successful completion of this program, students will be able to:</i>						1	2	3	4
1. Student confidence	Students completing the Paralegal / Legal Assistant Degree (S0310) will have increased their confidence in basic paralegal skills.						P	P	P	P
2. Perform legal work	Students completing the Paralegal / Legal Assistant Degree (S0310) will competently prepare basic legal documents such as motions and discovery, as they would be asked to do under the direction and supervision of a licensed attorney.						P	P	P	P
3. Certification:	Students completing the Paralegal / Legal Assistant Degree (S0310) will have earned LexisAdvance certification for paralegals.						P	P	P	P
4. Certification: Westlaw	Students completing the Paralegal / Legal Assistant Degree (S0310) will have earned Westlaw certification for paralegals.						P	P	P	P
5.										
6.										
7.										
8.										
9.										

See the Outcomes Assessment website for definitions and examples of Mt. SAC's ILOs: <http://www.mtsac.edu/instruction/outcomes/ilos.html>

Key for Level of Learning

(Use for Mapping SLOs/MOs to PLOs to ILOs)

I = Knowledge/Skill Introduced

P = Knowledge/Skill Practiced/Applied

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Outcomes Mapping

Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 31A	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Use of different manual legal research resources: Students completing PLGL 31A - Legal Analysis and Writing will be able to distinguish between and use the various manual legal research resources.	I	I	-	-							I	I	-	I
Case brief: Students completing PLGL 31A - Legal Analysis and Writing will be able to brief a moderately complex legal case.	I	I	-	-							I	I	-	I

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 31B	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Lexis/Nexis: 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.	P	P	P	-							P	P	P	P
Westlaw: 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.	P	P	-	P							P	P	P	P
Prepare a legal memorandum: Students completing PLGL 31B - Advanced Legal Analysis and Writing will be able to prepare a	P	P	I	I							P	P	I	P

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legal memorandum.														
Trial brief: Students completing PLGL 31B - Advanced Legal Analysis and Writing will be able to prepare a trial brief.	P	P	P	P							P	P	P	P

Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 33A	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Prepare a complaint: Students completing PLGL 33A - Civil Procedure Pretrial will be able to initiate a civil lawsuit.	P	P	-	-							P	P	-	-
Prepare an answer: Students completing PLGL 33A - Civil Procedure Pretrial will successfully draft an answer to a complaint.	P	P	-	-							P	P	-	-

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 33B	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Distinguish discovery tools. 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.	P	P	-	-							P	P	P	P
Prepare a basic motion. Students completing PLGL 33B - Civil Procedure - Trial and Post-Trial will be able to prepare a basic motion.	P	P	-	-							P	P	P	P

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 35B	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Prepare a simple Motion: Students completing PLGL 35B - Automated Law Office Procedures will be able to successfully prepare a simple motion.	P	P	-	-							P	P	P	P
Prepare a Client Letter: Students completing PLGL 35B - Automated Law Office Procedures will be able to successfully prepare a client letter.	P	P	-	-							P	P	P	P
Prepare a Memorandum of Law: Students completing PLGL 35B - Automated Law Office Procedures will be able to successfully prepare a memorandum of law.	P	P	-	-							P	P	P	P

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 36	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Comprehend nature of paralegal employment: 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.	I	P	P	P							P	P	P	P
Cover letter and resume: 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.	P	P	-	-							P	P	P	P

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 37	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Negligence Students completing PLGL 37 - Tort Law will be able to list, describe, and apply the four elements of negligence.	P	I	-	-							P	-	-	P
Distinguish torts Students completing PLGL 37 - Tort Law will be able to distinguish among strict liability, negligence, and intentional torts.	P	I	-	-							P	-	-	-

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 40 Landlord-Tenant Law	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Habitability of a Dwelling: 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.	P	I	-	-							P	P	-	P
Contract Drafting: Students completing PLGL 40 - Landlord - Tenant Law will be able to draft a residential tenancy agreement.	P	I	-	-							P	P	-	P

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 41 Property Law	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Transfer of title: Students completing PLGL 41 - Property Law will be able to successfully discuss at least four ways to transfer title to real property.	I	-	-	-							P	P	-	I
Property differences: 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%.	I	-	-	-							P	P	-	I

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Course: PLGL 47A Litigation Procedures	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Understand parts of trial: Students completing PLGL 47A - Litigation Procedures will know the basic, distinct parts of a trial, and which procedures and rules apply to each.	I	-	-	-							P	P	-	P
Prepare examinations: Students completing PLGL 47A - Litigation Procedures will be able to prepare clear and effective examinations of witnesses, both direct examination and cross examination.	I	-	-	-							P	P	-	P
Opening statements: Students completing PLGL 47A - Litigation Procedures will be able to prepare and present effective opening statements and closing arguments.	I	-	-	-							P	P	-	P

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 50 Comparative Law	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Legal systems: Students completing PLGL 50 - Comparative Law will be able to evaluate legal systems.	P	-	-	-							I	P	-	I
Substantive and procedural differences: Students completing PLGL 50 - Comparative Law will be able to analyze substantive and procedural differences.	I	-	-	-							I	P	-	I

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: BUSL 18 Business Law	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Case brief: Students completing BUSL 18 - Business Law will be able to brief a case.	I	I	P	P							I	I	P	I
Civil v. criminal cause of action: Students completing BUSL 18 - Business Law will be able to distinguish between a civil cause of action and a criminal cause of action.	I	P	P	P							I	I	P	I

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Course: PLGL 18H Business Law - Honors	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Civil v. criminal cause of action: Students completing BUSL 18H - Business Law - Honors will be able to distinguish between a civil cause of action and a criminal cause of action.	I	I	-	-							I	I	-	I
Brief a Case: Students completing BUSL 18H - Business Law - Honors will be able to brief a case.	I	-	-	-							I	I	-	I

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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: BUSL 19 Advanced Business Law	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
Negotiable instruments: Students completing BUSL 19 - Advanced Business Law will be able to identify negotiable instruments and defenses.	I	-	-	-							I	P	-	P
Forms of Business Organizations: Students completing BUSL 19 - Advanced Business Law will be able to distinguish between various forms of business organizations.	I	-	-	-							P	P	-	P

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Course: BUSL 20 International Business Law	Connect Outcomes with an I, P, or M (see Key in Footer) identifying the level to which knowledge or a skill can be demonstrated in that portion of the course or service.													
SLOs, MOs, AUOs	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	ILO 1	ILO 2	ILO 3	ILO 4
International regulations: Students completing BUSL 20 - International Business Law will be able to evaluate international regulations.	I	-	-	-							I	I	-	I
Domestic vs. International Business: Students completing BUSL 20 - International Business Law will be able to distinguish between doing business domestically and doing business internationally.	I	-	-	-							I	P	-	I

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