

# Outcomes Mapping

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

**Institutional Level Outcomes (ILOs):** *As a result of an educational experience with any aspect of the college, students will develop the following knowledge, skills, abilities, and attitudes:*

1. Communication	2. Critical Thinking	3. Information and Technology Literacy	4: Personal, Social, Civic, and Environmental Responsibility
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Connect PLOs with an <b>I, P, or M</b> (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: Upon successful completion of this program, students will be able to:	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: LexisAdvance	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

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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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# Outcomes Mapping

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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# Outcomes Mapping

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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# Outcomes Mapping

Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
<b>Course: PLGL 36</b>	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
<b>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.</b>	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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# Outcomes Mapping

Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 39 Contract 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
Defenses to formation of contract: Students completing PLGL 39 - Contract Law will be able to recognize the basic defenses to the formation of a valid contract.	P	-	-	-							P	P	-	P
Contractual elements: Students completing PLGL 39 - Contract Law will be able to recognize the essential elements of a valid contract.	P	-	-	-							P	P	-	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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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
Course: PLGL 42 Family 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
Community Property: Students completing PLGL 42 - Family Law will be able to comprehend community property concepts and apply to division of assets.	P	-	-	-							P	P	-	P
Petition for dissolution of marriage: Students completing PLGL 42 - Family Law will be able to complete a petition for dissolution of marriage.	P	I	-	-							P	P	-	P

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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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# Outcomes Mapping

Course: PLGL 48	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
Analyze statutory and case law: 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.	P	-	-	-							P	P	-	P
Apply Procedural aspects of justice system: 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.	P	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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Student Learning Outcomes (SLOs), Measureable Objectives (MOs), Administrative Unit Objectives (AUOs)														
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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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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# Outcomes Mapping

<b>Course: BUSL 20</b> <b>International Business Law</b>	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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