

BUSINESS
Institutional (ILO), Program (PLO), and Course (SLO) Alignment

Program: Paralegal Studies	Number of Courses: 14	Date Updated: 09.18.2014	Submitted by: Kurt Hull, ext. 3775 Ana Milosevic, ext. 3784
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ILOs	1. Critical Thinking <i>Students apply critical, creative and analytical skills to identify and solve problems, analyze information, synthesize and evaluate ideas, and transform existing ideas into new forms.</i>	2. Communication <i>Students effectively communicate with and respond to varied audiences in written, spoken or signed, and artistic forms.</i>	3. Community and Personal Development <i>Students are productive and engaged members of society, demonstrating personal responsibility, and community and social awareness through their engagement in campus programs and services.</i>	4. Information Literacy <i>Students determine an information need and use various media and formats to develop a research strategy and locate, evaluate, document, and use information to accomplish a specific purpose. Students demonstrate an understanding of the legal, social, and ethical aspects related to information use.</i>
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SLO-PLO-ILO ALIGNMENT NOTES:

Mark boxes with an 'X' if: SLO/PLO is a major focus or an important part of the course/program; direct instruction or some direct instruction is provided; students are evaluated multiple times (and possibly in various ways) throughout the course or are evaluated on the concepts once or twice within the course.

DO NOT mark with an 'X' if: SLO/PLO is a minor focus of the course/program and some instruction is given in the area but students are not formally evaluated on the concepts; or if the SLO/PLO is minimally or not at all part of the course/program.

PLOs	PLO to ILO Alignment <i>(Mark with an X)</i>			
	1	2	3	4
PLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X	X		X
PLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law in order to provide direct assistance to attorneys including, but not limited to research, client interviews, problem resolution and the examination of ethics in the legal workplace.	X	X		X
PLO #3 Legal Comprehension Understand and apply theories and principles of law to interpret legal documents.	X			

SLOs	SLO to PLO Alignment <i>(Mark with an X)</i>			COURSE to ILO Alignment <i>(Mark with an X)</i>			
	P1	P2	P3	1	2	3	4
LAW 11 Introduction to Legal Research: SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X			X	X		X
LAW 11 Introduction to Legal Research: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law in order to provide direct assistance to attorneys including legal research.		X					
LAW 11 Introduction to Legal Research: SLO #3 Legal Comprehension Understand and apply theories and principles of law to interpret legal documents, perform legal research and communicate those results.			X				
LAW 12 Probate Procedures: SLO #1 Probate Forms Draft pleadings/memoranda including court forms in accordance with local court rules for probate cases.	X			X	X		X
LAW 12 Probate Procedures: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the Probate Code (regarding its provisions on the administration of estates, guardianships, and conservatorships) in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X					
LAW 12 Probate Procedures: SLO #3 Legal Comprehension Understand and apply theories and principles of probate law to interpret legal documents.			X				
LAW 13 Family Law: SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in accordance with local court rules for family law cases.	X			X	X		X
LAW 13 Family Law: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the Family Code in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X					
LAW 13 Family Law: SLO #3 Legal Comprehension Understand and apply theories and principles of family law to interpret legal documents.			X				
LAW 14 Tort Law: SLO #1 Legal Memoranda and Pleadings Review, analyze, or prepare pleadings/memoranda or legal documents as they relate to a civil tort case.	X			X	X		X
LAW 14 Tort Law: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of tort rules and legal theories related to intentional wrongs, inadvertent wrongs, and strict liability in order to provide direct assistance to attorneys in pursuing and defending tort claims, such as research, client and witness interviews, problem resolution, discovery analysis, and implementation of ethics in the workplace.		X					
LAW 14 Tort Law: SLO #3 Legal Comprehension Understand and apply theories and principles of tort law to interpret legal documents.			X				

SLOs	SLO to PLO Alignment <i>(Mark with an X)</i>			COURSE to ILO Alignment <i>(Mark with an X)</i>			
	P1	P2	P3	1	2	3	4
LAW 15 Civil and Criminal Evidence: SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X						
LAW 15 Civil and Criminal Evidence: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the rules of civil and criminal evidence in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		X	X		X
LAW 15 Civil and Criminal Evidence: SLO #3 Legal Comprehension Understand and apply theories and principles of civil and criminal evidence to interpret, propound and respond to legal documents.			X				
LAW 16 Civil Procedure: SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X						
LAW 16 Civil Procedure: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of civil procedure in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		X	X		X
LAW 16 Civil Procedure: SLO #3 Legal Comprehension Understand and apply theories and principles of civil procedure to interpret legal documents.			X				
LAW 17 Legal Research and Writing: SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X						
LAW 17 Legal Research and Writing: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		X	X		X
LAW 17 Legal Research and Writing: SLO #3 Legal Comprehension Understand and apply theories and principles of the law to interpret legal documents, perform legal research and communicate those results.			X				
LAW 18 Wills, Trusts and Estate Planning: SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X						
LAW 18 Wills, Trusts and Estate Planning: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the theories of estate planning and the Probate Code in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		X	X		X
LAW 18 Wills, Trusts and Estate Planning: SLO #3 Legal Comprehension Understand and apply theories and principles of estate planning to interpret and produce legal documents.			X				

SLOs	SLO to PLO Alignment <i>(Mark with an X)</i>			COURSE to ILO Alignment <i>(Mark with an X)</i>			
	P1	P2	P3	1	2	3	4
LAW 19 Law and Computers: SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms using legal specific software.	X						
LAW 19 Law and Computers: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law and related legal specific software in order to provide direct assistance to attorneys including case management, time and billing and document management.		X		X	X		X
LAW 19 Law and Computers: SLO #3 Legal Comprehension Understand and apply theories and principles of the law to interpret and formulate legal documents using legal software, word processing and spreadsheet software.			X				
LAW 20 Paralegal Seminar: SLO #1 Oral Presentations Prepare a memorandum or an oral presentation focused on ethics and/or law office management.	X		X				
LAW 20 Paralegal Seminar: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the theories of the law and legal services in order to provide direct assistance to attorneys including research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X		X	X		X
LAW 20 Paralegal Seminar: SLO #3 Legal Comprehension Understand and apply theories and principles of the law to interpret legal documents.			X				
LAW 4 Legal Environment of Business: SLO #1 Common Law and Uniform Commercial Code Distinguish between when to apply the common law of contracts and where to apply the Uniform Commercial Code.			X				
LAW 4 Legal Environment of Business: SLO #2 Legal Comprehension Compare and contrast the theories of jurisprudence and the classifications of law.			X	X			
LAW 4 Legal Environment of Business: SLO #3 Legal Comprehension Describe the constitutional basis for federal government regulation of business, including limits of government power.			X				
LAW 5 Contracts, Sales and Commercial Paper: SLO #1 Crimes and Torts Differentiate between crimes and torts and evaluate business entity's exposure to each respective legal area.			X				
LAW 5 Contracts, Sales and Commercial Paper: SLO #2 The Legal System Explain the historical development of the law, operation of the court system and sources of commercial law.			X	X	X		X
LAW 5 Contracts, Sales and Commercial Paper: SLO #3 Legal Comprehension Analyze contracts, product liability and commercial paper and apply to personal and professional legal transactions.		X	X				

SLOs	SLO to PLO Alignment <i>(Mark with an X)</i>			COURSE to ILO Alignment <i>(Mark with an X)</i>			
	P1	P2	P3	1	2	3	4
LAW 6 Agency, Corporations and Partnerships: SLO #1 Employees, Agents, and Independent Contractors Ability to distinguish between an employee, an agent, and an independent contractor.			X	X			
LAW 6 Agency, Corporations and Partnerships: SLO #2 Legal Entities Explain a corporation's legal structure and differentiate it from other forms of business organization, the meaning of limited liability for the owners; describe the relationship of the various stakeholders.			X				
LAW 6 Agency, Corporations and Partnerships: SLO #3 Agency Describe the various agency relationships and the duties and liabilities of agents and principals.			X				
PARA 1 Introduction to Paralegal Studies: SLO #1 Legal Memoranda and Forms Draft pleadings/memoranda including court forms in a manner sufficient for submission to the applicable court.	X			X	X		X
PARA 1 Introduction to Paralegal Studies: SLO #2 Providing Direct Assistance to Attorneys Apply knowledge of the law in order to provide direct assistance to attorneys including, but not limited to research, client interviews, problem resolution and the examination of ethics in the legal workplace.		X					
PARA 1 Introduction to Paralegal Studies: SLO #3 Legal Comprehension Understand and apply theories and principles of the law to interpret legal documents and understand the role of a paralegal in a legal setting.			X				