

SLO Presentation

LAW

Date: 09-15-2022

ISLO

Civic Engagement

- Students will develop values and beliefs in their role as a member of local, national and global societies to promote truth, fairness and goodwill to others. They will use the democratic process to further their values and beliefs and recognize and accept differing perspectives based on cultural diversity. They will engage in actions which provide service to others and have a positive impact on their local community.

Communication and Expression

- Students will demonstrate the ability to effectively and appropriately communicate their thoughts and ideas both in written and oral forms. They will develop verbal and non-verbal delivery skills, in an appropriate manner, to communicate their ideas as well as evaluate the ideas of others in a wide variety of contexts.

Critical Thinking and Quantitative Reasoning

- Students will demonstrate the ability to recognize assumptions within an argument and actively and skillfully analyze underlying reasoning to develop a conclusion. They will apply qualitative and/or quantitative analysis to solve problems, predict outcomes, test hypotheses, and explore alternatives in an ethical manner.

Information Literacy

- Students will demonstrate the ability to determine when gathering additional information is necessary. They will use appropriate resources and technologies to locate, evaluate and incorporate the information when developing supporting arguments and drawing conclusions. Students will also develop the ability to understand any legal, ethical or social issues regarding the use of information.

Personal Knowledge and Responsibility

- Students will develop the necessary skills to define, maintain and complete their personal educational goals. They will learn to work independently to accomplish personal goals toward realizing their full potential academically, physically and emotionally whether for personal enrichment, further education or career advancement.

Business Education
LAW
Paralegal Studies--AA <ul style="list-style-type: none">• Student develop competency in preparing pleadings, discovery documents, trial and related briefs, and trial notebooks.• Student distinguish and analyze Substantive Law.• Students demonstrate skills at the end of the program to secure employment in a paralegal position or to transfer to a college to obtain a Bachelor's Degree• Students develop competency in completing California court forms.• Students develop competency in the utilization of legal software.• Students perform legal analysis.
Paralegal--Certificate <ul style="list-style-type: none">• Students demonstrate skills at the end of the program to secure employment in a paralegal position.• Students develop competency in completing California court forms.• Students develop competency in preparing pleadings, discovery documents, trial and related briefs, and trial notebooks.• Students develop competency in the utilization of legal software.• Students distinguish and analyze Substantive law.• Students perform legal analysis.
CSLO
LAW52 - Law Office Management <ul style="list-style-type: none">• Students will learn and use the following computer applications:<ol style="list-style-type: none">1. Applying time keeping systems.2. Preparing a legal calendar.3. Using a retrieval system.

- 4. Preparing word processing documents.
- 5. Applying a database management system used in a general law office.

LAW56 - Introduction to Computerized Legal Software

- 1. Generate legal documents by using software designed to create legal forms
- 2. Utilize word processing software to perform law office functions.
- 3. Format and edit legal pleading paper.
- 4. Utilize legal timekeeping and billing software.
- 5. Utilize litigation support software.

LAW57 - Legal Document Production

- Students will learn how to use legal software to prepare advanced legal documents including complaints, fee agreements, interrogatories deposition summaries, pleadings, trial notebooks, legal templates, and other forms used in civil litigation with 75% of the students fulfilling these tasks with 80% accuracy.

LAW65 - Advanced Legal Technology

- 1. Demonstrate spreadsheet management software; track, calculate, anticipate income and expenses; prepare financial documents; and maintain information for the law office.
- 2. Demonstrate data base software; students will collect, track, analyze, and maintain information in the law office.
- 3. Demonstrate graphic presentation software; students will combine text and graphic images to develop computerized slide shows, transparencies, and charts for use in the law office.3. Demonstrate graphic presentation software; students will combine text and graphic images to develop computerized slide shows, transparencies, and charts for use in the law office.
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LAW100 - Introduction to California Civil Procedures

- Explain and prepare summons, complaints, answers to complaints, and court required supporting documents.
- Explain cross-complaints, amended pleadings, and attacks on pleadings.
- Explain the purpose of discovery and prepare notices of depositions.
- Explain the jurisdictional and venue requirements of the Superior Court.

LAW101 - Introduction to Law

- Describe and compare careers in the legal field.
- Explain the duties and functions of paralegals.
- Describe the judicial system at both the federal and state level.
- Explain the differences in procedure and theory between Tort Law and Criminal Law.
- Prepare a research project pertaining to law.

LAW102 - Advanced Californial Civil Procedures

- Explain the purpose of and prepare form interrogatories.
- Explain the purpose of and prepare special interrogatories.
- Explain the purpose of and prepare requests for admissions.
- Analyze a factual situation and prepare appropriate motion to compel.
- Prepare a trial brief.

LAW103 - Legal Research

- Distinguish between primary and secondary sources of the law.
- Use legal encyclopedias; statutory, regulatory, case law books; Shepard's Citations; and other research finding tools.
- Introduction to the application of computerized legal research.
- Prepare simple memorandums and legal briefs.

LAW104 - Advanced Legal Research

- Prepare legal memorandums.
- Find federal and state statutes using computerized research methods.
- Prepare legal briefs.
- Draft persuasive pleadings including motions with supporting memorandum of points and authorities.

LAW105 - Introduction to Federal and California Employment and Labor Law

1. Explain and distinguish different forms of the employment relationship.
 2. Define federal and state laws governing protected leaves from employment.
 3. Define privacy rights.
 4. Define and explain federal and state anti-discrimination laws.
 5. Recognize and distinguish federal and state employment laws.
- Define and explain the rights and responsibilities of both employees and employers under federal and California employment and labor laws.
 - Define and explain the consequences of failure to comply with the laws for both employers and employees.
 - Explain the Fair Labor Standards Act, Federal Family Medical Leave Act, privacy rights, and sexual harassment laws.

LAW106 - Bankruptcy Laws

- Explain a chapter 7 bankruptcy proceeding.
- Explain a chapter 11 bankruptcy proceeding.
- Explain a chapter 13 bankruptcy proceeding.
- Prepare a complete chapter 7 bankruptcy petition.
- Prepare a creditor's claim.

LAW107 - Probate Procedures

- Determine whether a particular estate requires probate.
- Prepare a petition for probate, inventory, and appraisal.
- Prepare a notice of proposed action.
- Draft a creditor's claim.

LAW108 - Family Law Procedures

- Distinguish between an annulment, legal separation, and dissolution of marriage.
- Prepare a petition for dissolution.
- Prepare a request for order with supporting declaration.
- Prepare an order approving temporary orders.

LAW109 - Torts and Personal Injury

- Prepare Complaint and Answer
- Define Tort Law.
- Distinguish between intentional and unintentional torts.
- Explain the difference between negligence and products liability.
- Prepare investigative summaries of cases.

LAW110 - Business Law

- Define and distinguish between sole proprietorships, partnerships, and corporations.
- Explain the differences between Common Law contracts and contracts governed by the UCC.
- Define and explain bailments.
- Explain the development of American Law and the court system.
- Explain tort and criminal law on business.

LAW111 - Business Law

- Define and explain the different types of contracts.
- Explain the elements of a valid contract.
- Explain the remedies available for breach of contract.
- Explain the U.C.C.
- Identify and explain negotiable instruments (a.k.a. commercial paper).

LAW112 - Estate Planning for the Paralegal

- Distinguish between inter-vivos and testamentary trusts.
- Prepare a simple living/testamentary trust.
- Prepare a durable power of attorney form.
- Prepare a will.

LAW113 - Fundamentals of Alternate Dispute Resolutions

- 1. Explain mediation proceedings.
- 2. Explain arbitration proceedings.
- 3. Prepare a mediation and/or arbitration brief.
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- Explain mediation proceedings.
- Prepare a mediation and/or arbitration

LAW114 - Law on the Internet

- Given a factual scenario, the student will do the following:
 1. Identify the legal issue
 2. Determine the type of information needed from the Internet
 3. Develop a search query or strategy to obtain the necessary information
 4. Prepare a written document presenting the information in an appropriate manner
- When presented with a request for information the student will:
Identify the website where the information is located or develop a search strategy to locate the information.
- Locate general factual information needed for real life and law office related scenarios. Such as, statistical information regarding parties, witnesses and decedents, information for referrals to competent attorneys, purchase supplies and equipment, and procedural information regarding the filing of legal documents

LAW115 - Elder Law

- Recognize eligibility and benefits available for the elderly through Medicare.
- Describe Medi-Cal eligibility for nursing home benefits.
- Determine when the Domestic Violence Prevention Act applies to the elderly.
- Prepare a Durable Power of Attorney for health care benefits.

LAW116 - Criminal Law

- Describe the defenses available to defendants.
- Differentiate between crimes against a person, property, and business.
- Describe the types of intellectual and white collar crimes.
- Explain the exclusionary rule and its exceptions.
- Explain search and seizure principles under the Fourth

Amendment and their exceptions.

LAW119 - Legal Aspects of Mass Communication

- A. Seventy percent (70%) of students will be able to identify the five freedoms of the First Amendment
- B. Seventy percent (70%) of students will be able to identify and define the three elements of libel
- C. Seventy percent (70%) of students will be able to identify fair use application of copyrighted material from a list of examples with seventy percent accuracy

LAW120 - Legal Ethics

- Students will be given a factual scenario and the student will be able to do the following:

Understand the ethical guidelines for the regulation of paralegals and the sanctions for violation thereof.

- Identify issues regarding the unauthorized practice of law.
- Apply the principles of confidentiality.
- Recognize any issues involving unauthorized advertising and solicitation.
- Determine whether or not there is an issue involving a conflict of interest.

LAW150 - Intellectual Property Law

1. Distinguish between and explain the types of Intellectual Property including trademarks, copyrights, and patents.
 2. Search for and prepare trademark applications
 3. Prepare a copyright application.
 4. Search for and format a patent application.
 5. Prepare an assignment of Intellectual Property rights.
 6. Prepare a deadline docket report.
- Search for and format a patent application.

LAW160 - California Workers' Compensation Law

- Define and explain California laws regarding workers' compensation rights and benefits
- Explain the Appeals Board Hearing procedure
- Explain and prepare various workers' compensation form
- Understand client intake issues and prepare intake form
- Analyze and explain medical-legal forms

LAW161 - Consumer Law

- Students will define and distinguish the small claims court system, contracts, negligence, wills, business organizations, marriage and divorce rights, bankruptcy, consumer protection rights and principles of insurance law and environmental law with seventy-five percent (75%) of the students fulfilling these tasks with eighty percent (80%) accuracy.

LAW171 - Legal Occupational Work Experience

- Provided with an opportunity to use their classroom knowledge and experience in the real world setting of a law office or other work site.
- Create a resume.
- Create a cover letter.
- Complete 60 volunteer hours per unit of course work or complete 75 paid hours per unit of course work.

LAW172 - Legal Occupational Work Experience

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- Create a cover letter.
- Complete 60 volunteer hours per unit of course work or complete 75 paid hours per unit of course work.

LAW220 - Landlord and Tenant Law

- Determine the type of tenancy relationship.
- Prepare a 3-day, 30-day, and 60 day notice.
- Prepare an unlawful detainer complaint.
- Prepare an answer to the complaint.
- Prepare a writ of execution, judgment, and sheriff's instructions.

LAW230 - Corporate Law

- Prepare by-laws.
- Distinguish between corporation, partnerships, and limited liability companies.
- Prepare articles of incorporation.
- Prepare articles of organization.
- Prepare a statement of information form.
- Prepare minutes.

LAW260 - Immigration Law

- Apply the criteria by which immigration would be allowed or denied.
- Analyze the difference between a quota system and a preference system.
- Describe the difference between non-immigrant visas and immigrant visas.
- Analyze the reason for either granting or denying asylum.

LAW290 - Capstone Course -- Paralegal Program

- Prepare a portfolio project demonstrating legal knowledge, practical skills, and technological skills.
- Prepare a written assessment.
- Prepare an oral communication assessment.
- Demonstrate paralegal ethical responsibilities.