


Program Goal Map
Course alignment to the program goals
2014-2015

Program: Paralegal (A.A.S.)											
Program Goals 	Maintain two tiered legal calendaring, client trust fund accounting, and file tracking systems	Describe the essential elements of the major intentional and negligent torts	Describe the essential elements of the major components of contract law	Describe the process for initiating and maintaining a civil lawsuit in the federal and state court systems	Describe the major legal principles of real estate and property law,		Describe the process for conducting legal research on assigned topics / issues from contract, family, criminal, real estate, wills/trusts/estates, and tort law using both manual and computer assisted legal research and to summarize these legal research findings in the format of a legal memorandum	Describe the major legal principles of family law	Describe the major legal principles of the law concerning wills, trusts and estates.	Meets Graduation Requirement	Meets General Ed Requirement
ILO Reference To which ILO(s) do the PLO(s) link? (Please circle)	A B	A B C D	A B C D	A B C D	A B C D		A B C	A B C D	A B C D		
Program Learning Outcomes <i>Successful graduates from this program will be able to...</i>	Enter filing deadlines, court appearances, and other legal deadlines into a computerized legal calendaring system and also maintain a separate manual system for backup. The student will also be able to explain how to set up and maintain a lawyer trust banking account.	Given a fact pattern, identify the intentional torts or negligent torts contained in the fact pattern and identify which facts satisfies which essential element of the tort(s)	Given a fact pattern, identify, evaluate these facts to see if the essential elements to form a valid contract are present and to explain if the contract(s) comply with legal rules such as the Statute of Frauds.	Given an extensive factor pattern and list of evidence, draft a Complaint, Answer, and appropriate Motions. The graduate will be able to categorize evidence, describe the proper discovery methods, and draft sample discovery	Given a detailed fact pattern, identify the correct estate in land to convey, the proper form of ownership, review a land survey and verify the legal description, select proper clauses for the contact		Given a legal issue (identified by the supervising attorney) the graduate will be able to conduct legal research (computerized or manual) using the appropriate resources to locate cases / statutes / regulations pertinent to the issue. The graduate will be able to write a legal memorandum summarizing the research conducted and explaining the status of the law as it relates to the identified issue.	Identify the legal issues pertaining to marriage, annulment, divorce, property division, support, and child custody. The graduate will also be able to retrieve the proper forms from the courts web site.	Draft a simple will and simple trust documents from information given in a fact pattern. The graduate will also be able to list the contents of the probate estate and retrieve the proper forms for beginning the probate process.		
Assessment Tools	Demonstrate ability to correctly use ABACUS LAW and TIMESLIPS law office software.	Objective exams and "issue spotting" exams. Oral analysis.	Objective exams and "issue spotting" exams. Oral analysis.	Objective exams and "issue spotting" exams. Oral analysis. Preparation of Complaints, Answers,	Objective exams and "issue spotting" exams. Extensive oral presentation of selected material.		Objective exams, legal citation drafting exercises, demonstrated ability to conduct hands on CALR, and preparation of a major written legal memo.	Objective exams and "issue spotting" exams. Oral analysis.	Objective exams and "issue spotting" exams. Oral analysis.		



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¹ The curriculum requires the student to take either SS 141 or SS 246.

² The elective course could support any of the program goals depending on the nature of the course. This is “free elective” so it may be taken in any field desired by the student. Students are encouraged to select their elective in a way that is consistent with their educational and vocational goals.