Legal Assistant Student Learning Outcomes

LEGL 115	Legal Procedures	1. Analyze legal cases and present results in a brief using college level writing standards, and diagram the steps required to navigate a case through the litigation process. (ILO1, ILO2, ILO4, ILO5)
		2. Demonstrate knowledge of substantive and procedural laws and their application within the American legal system. (ILO1, ILO2)
		3. Outline various job descriptions with each legal specialty, prepare a portfoloio indexed by each legal specialty using appropriate legal terminology as it relates to a legal specialty. (ILO1, ILO2, ILO4)
LEGL 116	Law Office Management	1. Develop cost-effective plan for retention and destruction of records according to legal requirements. (ILO1, ILO2, ILO4)
		2. Investigate and analyze budget waste, areas of potential abuses, and possible cost-saving options for a legal office. (ILO1, ILO2, ILO4)
		3. Analyze financial statements. (ILO1, ILO2, ILO4)
LEGL 117	Criminal Litigation & Procedures	1. Outline the process of moving a case through the criminal court system. (ILO1, ILO2, ILO4)
		2. Prepare a primary pretrial motion. (ILO1, ILO2, ILO4)
		3. Interview clients and witnesses. (ILO1, ILO2)
LEGL 119	Civil Procedures and Discovery	1. Research the federal and state court systems and compare and contrast them including steps to initiate an action. (ILO1, ILO2, ILO4)
		2. Draft a complaint and outline the procedure for filing the complaint. (ILO1, ILO2, ILO4)
		3. Draft an answer and counterclaim. (ILO1, ILO2, ILO4)
LEGL 120	Corporations	1. Describe the forms of business, outline requirements for the formation of businesses, and list the steps and forms required for setting up a sole proprietorships, partnerships, LLCs, and corporations. (ILO1, ILO2, ILO4)
		2. Compare and contrast foreign corporations with corporations in the United States. (ILO1, ILO2, ILO4, ILO5)
		3. Analyze limits of liability and tax consequences for each form of business. (ILO1, ILO2, ILO4)
LEGL 121	Legal Research	1. Effectively use computerized legal search systems. (ILO1, ILO2, ILO4)
		2. Research and prepare a legal brief using applicable statutory and case law and appropriate citations, and explain research strategies used to prepare the brief.(ILO1, ILO2, ILO4)
		3. Discuss elements (actus reus) that must exist to be charged with having committed to a crime, the basic categories of crimes, and the various types of crimes. (ILO2, ILO2)
LEGL 125	Real Estate Law for Legal Assistants	1. Using techniques for interviewing learned in the course, role play an investigation of a real estate case. (ILO1, ILO2)
		2. Research the legal issues in a case and prepare a memorandum report of findings. (ILO1, ILO2)
		3. Analyze and describe the legal, financial, and political aspects of a real estate case. (ILO1, ILO2)
LEGL 126	Wills Trusts Probate & Estate Admin	1. Outline the requirements of a valid will and describe various types of wills authorized under the laws of various states. (ILO1, ILO2)
		2. Explain the procedures for the payment of a decedent's debts and claims. (ILO1, ILO2)
		3. Explain the nature of trusts and the role of the paralegal in estate planning and in administering trusts. (ILO1, ILO2)
LEGL 127	Family Law	1. Explain the elements of statutory marriage and common-law marriage. (ILO1, ILO2)
		2. Outline the steps to be followed and the documentation required in dissolution of marriage cases. (ILO1, ILO2)
		3. Explain the division of property in both community property states and non-community property states. (ILO1, ILO2)
LEGL 128	Bankruptcy	1. Review bankruptcy law and analyze scenarios to determine which chapter of bankruptcy should be used and whether a debtor should file bankruptcy. (ILO1, ILO2)
		2. Prepare Chapter 7 Bankruptcy forms. (ILO1, ILO2, ILO4)
		3. Compare and contrast involuntary and voluntary bankruptcy. (ILO1, ILO2)
LEGL 129	Torts	1. Research and analyze the nature of tort and tort action. (ILO1, ILO2, ILO4)
		2. Research and outline techniques of investigation in the lawyer's handling of tort claims. (ILO1, ILO2, ILO4)
		3. Research and outline various forms of pleadings for tort cases. (ILO1, ILO2, ILO4)