

# All levels SLOs statistics during CCC Fall 2012 for Paralegal Studies

<b>SLO Text</b>	<b>SLO Level</b>	<b>Course Number</b>	<b>Fully Achieved</b>	<b>Partially Achieved</b>	<b>Failed to Achieve</b>
Examine and assess the role and function of the paralegal and apply ethical standards.	C	LAW-C100	57.63 %	28.81 %	13.56 %
Collect and develop legal terminology and apply terms to legal procedures.	C	LAW-C100	57.63 %	28.81 %	13.56 %
Analyze and evaluate selected cases and statutes, and factual situations and compare federal and state court structures.	C	LAW-C100	57.63 %	28.81 %	13.56 %
Analyze and compare legal problems, assess research procedures, organize investigative techniques, and utilize the Coastline Virtual Library to develop entry level factual research skills.	C	LAW-C100	57.63 %	28.81 %	13.56 %
Develop and improve writing proficiency through a series of short writing assignments on a particular topic resulting in a composition for assessment.	C	LAW-C100	57.63 %	28.81 %	13.56 %
Examine the basic principles of recognition and selection of the parties to an action, define and explain the courts' jurisdiction over subject matter and property, and be able to select the correct designation.	C	LAW-C105	63.41 %	12.20 %	24.39 %
Analyze a potential case and the basic pleadings as applicable to complaints, cross-complaints, answers, and other responsive pleadings and demonstrate knowledge by preparation of pleading and other responsive documents.	C	LAW-C105	58.54 %	24.39 %	17.07 %
Analyze how to use discovery and motions in the civil process in preparation for mediation, arbitration, or trial.	C	LAW-C105	70.73 %	17.07 %	12.20 %
Read and analyze cases and legal factual situations and demonstrate knowledge in application of litigation procedures.	C	LAW-C105	60.98 %	26.83 %	12.20 %
Apply the methods and procedures of legal analysis through case briefing.	C	LAW-C118	70.00 %	17.50 %	12.50 %
Formulate a professional legal memorandum that analyzes statutory and case authority and prepare an appellate brief using the proper structure.	C	LAW-C118	70.00 %	17.50 %	12.50 %
Apply and evaluate the methods and procedures of legal analysis through persuasive legal writing.	C	LAW-C118	70.00 %	17.50 %	12.50 %
Perform the duties and functions at entry-level or above of a paralegal or legal assistant.	C	LAW-C127	72.97 %	16.22 %	10.81 %
Prepare appropriate legal forms and documents for court filing in a civil action using a given specific fact pattern.	C	LAW-C127	72.97 %	16.22 %	10.81 %
Analyze legal terminology and assess, select and use legal terms.	C	LAW-C127	72.97 %	16.22 %	10.81 %
Work independently to produce an acceptable project folder similar to what is used in a family law legal work place environment.	C	LAW-C127	72.97 %	16.22 %	10.81 %
Prepare documents using appropriate software to become more proficient by applying information provided by the instructor.	C	LAW-C127	72.97 %	16.22 %	10.81 %
Measure and develop general office skills such as filing, calendaring, service of process, judicial council forms, documents and legal mailing procedures when applied to a specific fact pattern.	C	LAW-C127	72.97 %	16.22 %	10.81 %
Evaluate and prepare necessary court forms for probate administration based on a specific fact situation.	C	LAW-C142	0.00 %	0.00 %	100.00 %
Analyze, summarize and assess selected probate related cases.	C	LAW-C142	0.00 %	0.00 %	100.00 %

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Distinguish the various taxable applications of a probate estate, evaluate the elements necessary to the preparation of a valid will, and formulate methods for avoiding probate and conservatorships based on specific fact situations.	C	LAW-C142	0.00 %	0.00 %	100.00 %
Question, compare, and measure utilization of and purpose of various trusts and prepare necessary forms for trust administration based on a specific fact situation.	C	LAW-C142	0.00 %	0.00 %	100.00 %
Demonstrate competence in selection of various tax planning mechanisms based on specific fact situations.	C	LAW-C142	0.00 %	0.00 %	100.00 %
Interview a potential client and determine if a will and/or trust is the appropriate document to be drafted.	C	LAW-C142	0.00 %	0.00 %	100.00 %
Assess and evaluate the needs of an elder client as it pertains to finances, insurance, healthcare, and capacity based on specific fact situations.	C	LAW-C142	0.00 %	0.00 %	100.00 %
Identify elements of basic computer utilization and evaluate basic computer software applications typical to a legal office environment.	C	LAW-C170	51.72 %	27.59 %	20.69 %
Identify and select basic commands, commonly utilized in a legal office environment, and know the order of steps required to (1) copy files for back-up and/or storage, (2) load software, and (3) perform simple operational functions.	C	LAW-C170	58.62 %	13.79 %	27.59 %
Evaluate and compare the steps required to create documents, pleadings, and correspondence in Microsoft Word software.	C	LAW-C170	75.86 %	3.45 %	20.69 %
Compare and contrast the use of online legal research and Internet research as applied to specific fact situations.	C	LAW-C170	51.72 %	0.00 %	48.28 %
Evaluate the basic features of a spreadsheet database, case management database, and time and billing software as utilized within the legal environment and as applied to specific fact situations.	C	LAW-C170	51.72 %	17.24 %	31.03 %
Analyze and select computer applications (positive and negative assessments) and develop a plan utilizing specific facts for a needs assessment within a legal organization to implement specialty-specific software programs.	C	LAW-C170	44.83 %	20.69 %	34.48 %
Demonstrate the use of forms for client interviews, fact gathering, and reporting.	C	LAW-C390	0.00 %	0.00 %	100.00 %
Attain a satisfactory evaluation for his/her legal clinic real world work experience in interviewing clients and meeting with attorneys in consultation.	C	LAW-C390	0.00 %	0.00 %	100.00 %
Evaluate and assess legal problems and demonstrate the ability to handle telephonic and face-to-face client contact.	C	LAW-C390	0.00 %	0.00 %	100.00 %
Apply the theoretical knowledge gained in the classroom to the working environment in the legal clinic with clients.	C	LAW-C390	0.00 %	0.00 %	100.00 %
Assess communication processes and evaluate ethical issues and client confidentiality.	C	LAW-C390	0.00 %	0.00 %	100.00 %
Compare and distinguish between conflicts of interest, legal advice, and the unauthorized practice of law as applied to given fact patterns and client in-person interviews.	C	LAW-C390	0.00 %	0.00 %	100.00 %
Score a passing grade on the required ethics examination.	C	LAW-C390	0.00 %	0.00 %	100.00 %
Apply and build on theoretical and practical education in the performance of work tasks in chosen field.	C	LAW-C283	100.00 %	0.00 %	0.00 %
Apply and build on theoretical and practical education in the performance of work tasks in chosen field.	C	LAW-C284	85.71 %	0.00 %	14.29 %

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Based on self-evaluation and supervisor feedback, develop appropriate professional development and career advancement goals.	C	LAW-C283	100.00 %	0.00 %	0.00 %
Based on self-evaluation and supervisor feedback, develop appropriate professional development and career advancement goals.	C	LAW-C284	85.71 %	0.00 %	14.29 %
Demonstrate ability to apply critical thinking and analysis.	I	LAW-C118	77.50 %	15.00 %	7.50 %
Demonstrate ability to apply critical thinking and analysis.	I	LAW-C121	78.57 %	14.29 %	7.14 %
Analyze and communicate conclusions both orally and in writing.	P	LAW-C100	62.71 %	23.73 %	13.56 %
Analyze and communicate conclusions both orally and in writing.	P	LAW-C105	80.49 %	7.32 %	12.20 %
Analyze and communicate conclusions both orally and in writing.	P	LAW-C118	87.50 %	5.00 %	7.50 %
Analyze and communicate conclusions both orally and in writing.	P	LAW-C390	77.78 %	7.41 %	14.81 %
Apply legal concepts to the clients' problems.	P	LAW-C100	69.49 %	18.64 %	11.86 %
Apply legal concepts to the clients' problems.	P	LAW-C105	90.24 %	4.88 %	4.88 %
Apply legal concepts to the clients' problems.	P	LAW-C118	92.50 %	5.00 %	2.50 %
Apply legal concepts to the clients' problems.	P	LAW-C127	89.19 %	0.00 %	10.81 %
Apply legal concepts to the clients' problems.	P	LAW-C390	81.48 %	0.00 %	18.52 %
Apply legal ethics in the paralegal field.	P	LAW-C100	69.49 %	18.64 %	11.86 %
Apply legal ethics in the paralegal field.	P	LAW-C105	92.68 %	7.32 %	0.00 %
Apply legal ethics in the paralegal field.	P	LAW-C118	92.50 %	5.00 %	2.50 %
Apply legal ethics in the paralegal field.	P	LAW-C127	89.19 %	0.00 %	10.81 %
Apply legal ethics in the paralegal field.	P	LAW-C390	74.07 %	7.41 %	18.52 %
Locate, analyze, and use primary authority and secondary authority; apply techniques for locating cross-references and collateral references interpreting the primary authorities in the process of legal research and writing.	C	LAW-C121	73.81 %	11.90 %	14.29 %
Apply the methods and procedures for citing and updating primary and secondary authority including research trail analysis.	C	LAW-C121	73.81 %	11.90 %	14.29 %