

Mission Statement

Measures

Paralegal Outcome Set

Learning Outcome

Learning Outcome: Ethical considerations and human relations issues

Understand ethical considerations and human relations issues of a legal environment and use logic and judgment. Appraise knowledge of law office protocol as prescribed by ethical code. Use logic and problem solving given office and legal scenarios.

- ▼ **Measure:** ALP...a certification for legal professionals
Program level Direct - Exam

Details/Description:

Acceptable Target: National average

Ideal Target: 10% greater than the national average. 60% or more of the students will score above the national average.

Implementation Plan (timeline): Spring 2020

Key/Responsible Personnel: Mavis Pattee/Michael Haag

- ▼ **Measure:** Business Professionals of America – Legal Office Procedures
Program level Direct - Exam

Details/Description:

Acceptable Target: State average

Ideal Target: 10% greater than the state average. 60% or more of the students will score above the state average.

Implementation Plan (timeline): Spring 2020

Key/Responsible Personnel: Mavis Pattee/Michael Haag

Learning Outcome: Office Procedures and Legal Knowledge

- 1) Gauge ability to maintain office records and calendars and prioritize multiple tasks given real life scenarios.
- 2) Measure understanding of office equipment and procedures.
- 3) Assess understanding of legal terminology, legal complexities, and legal documents.

▼ **Measure:** ALP...a certification for legal professionals
Program level Direct - Exam

Details/Description:

Acceptable Target: National average

Ideal Target: 10% greater than the national average. 60% or more of the students will score above the national average.

Implementation Plan (timeline): Spring 2020

Key/Responsible Personnel: Mavis Pattee/Michael Haag

▼ **Measure:** Business Professionals of America – Legal Office Procedures
Program level Direct - Exam

Details/Description:

Acceptable Target:	State average
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Implementation Plan (timeline):	Spring 2020
Key/Responsible Personnel:	Mavis Pattee/Michael Haag

Learning Outcome: Written Communications

Demonstrate an ability to perform business communication tasks.

▼ **Measure:** ALP...a certification for legal professionals
Program level Direct - Exam

Details/Description:	
Acceptable Target:	National average
Ideal Target:	10% greater than the national average. 60% or more of the students will score above the national average.
Implementation Plan (timeline):	Spring 2020
Key/Responsible Personnel:	Mavis Pattee/Michael Haag

▼ **Measure:** Business Professionals of America – Legal Office Procedures
Program level Direct - Exam

Details/Description:	
Acceptable Target:	State average
Ideal Target:	10% greater than the state average. 60% or more of the students will score above the state average.
Implementation Plan	Spring 2020

(timeline):
Key/Responsible: Mavis Pattee/Michael Haag
Personnel:

Learning Outcome: Computer literacy

Measure understanding of most commonly used office software, Microsoft Office.

▼ **Measure:** Microsoft Office Word certification
Program level Direct - Exam

Details/Description:	Measure understanding of most commonly used office software, Microsoft Office.
Acceptable Target:	National average
Ideal Target:	10% greater than the national average. 60% or more of the students will score above the national average.
Implementation Plan (timeline):	Spring 2020
Key/Responsible Personnel:	Mavis Pattee/Michael Haag

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