

2019-2020 Assessment Cycle

Learning Objective/Outcome

Paralegal Outcome Set

Learning Outcome

Learning Outcome	Mapping
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.	No Mapping
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.	No Mapping
Written Communications Demonstrate an ability to perform business communication tasks.	No Mapping
Computer literacy Measure understanding of most commonly used office software, Microsoft Office.	No Mapping

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