

2010-2011 Assessment Cycle (2010-2011Assessment Cycle)

Assessment Plan

Mission Statement

Learning Outcomes and Measures

Paralegal Outcome Set

Learning Outcome

Ethical considerations and human relations issues

Understand ethical considerations and human relations issues of a legal environment and use logic and Judgment

▼ Measure: ALS...a certification for legal professionals

Program level: Direct - Exam

Details/Description:

Acceptable Target: National average

Ideal Target: > national average

Implementation Plan (timeline): Spring 2011

Key/Responsible Personnel:

▼ Measure: Business Professionals of America – Legal Office Procedures

Program level: Direct - Exam

Details/Description:

Acceptable Target: State average

Ideal Target: Above State average

Implementation Plan (timeline): Spring 11

Key/Responsible Personnel:

Office Procedures and Legal Knowledge

▼ Measure: ALS...a certification for legal professionals

Program level: Direct - Exam

Details/Description:

Acceptable Target: National average

Ideal Target: > national average

Implementation Plan (timeline): Spring 2011

Key/Responsible Personnel:

▼ Measure: Business Professionals of America – Legal Office Procedures

Program level: Direct - Exam

Details/Description:

Acceptable Target: State average

Ideal Target: Above State average

Implementation Plan (timeline): Spring 11

Key/Responsible Personnel:

Written Communications

▼ Measure: ALS...a certification for legal professionals

Program level: Direct - Exam

Details/Description:
Acceptable Target: National average
Ideal Target: > national average
Implementation Plan (timeline): Spring 2011
Key/Responsible Personnel:

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

Details/Description:
Acceptable Target: State average
Ideal Target: Above State average
Implementation Plan (timeline): Spring 11
Key/Responsible Personnel:

Computer literacy

▼ 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: > national average
Implementation Plan (timeline): Spring 11
Key/Responsible Personnel:

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