

Legal Administrative Assistant/PS1 Assessment Results 2020

Objective

To qualify the student for employment in various office settings, with an emphasis in law office-related work. Students will become proficient in the use of the Microsoft Office Suite products included in the program.

Students who successfully complete this program are eligible to be considered for advancement to Year Two of the A.A. degree program for Paralegal Studies with additional coursework. Please contact the dean for further information.

Program Outcomes

Upon successful completion of this program, students will be able to do the following:

- Use technology and writing skills to produce legal documents, judicial council forms, memoranda, local court forms, and correspondence in accordance with legal standards to identify correctly completed assignments in the area of litigation.
- Apply general knowledge of California's litigation practice and procedure, primarily focusing on the areas of general civil litigation, terminology, and office procedures to work effectively and efficiently in a legal environment. Apply organizational, communication, problem-solving, and critical thinking skills to effectively address routine and novel situations, through written and verbal communication, including grammar, punctuation, spelling, word usage, and sentence structure.
- Demonstrate proficiency in the ability to evaluate facts and situations logically and to reach rational conclusions, understanding of accepted professional standards of conduct.
- Use proficiency in records management, office equipment and supplies management, computer technology, office etiquette, and personnel management.
- Apply general knowledge of accounting terminology, principles, account management, and arithmetical calculations which might be performed in a law office or legal department.
- Model behavior that reflects confidence, competence and professionalism.

Program Outline

Courses	Quarter	Clock	
		Units	Hours
A121A	Accounting	2.5	40
A150	Computerized Accounting	3.0	40
B112	College Success	1.5	20
B122A	Career Preparation	1.5	20
B122B	Career Preparation	1.5	20
DA104	Essential Computer Concepts	2.5	40
DA123	Word Processing Concepts	2.5	40
DA143	Spreadsheet Concepts	2.5	40
E100	English Fundamentals	5.0	60
E111	Developmental Writing	1.5	20
GE201	English Composition	5.25	60
KB100	Introduction to Keyboarding	0.0	30
KB125	Keyboarding Speed Development	1.0	30
L110A	Beginning Legal Terminology & Office Procedures	1.5	20
L110B	Beginning Legal Litigation	1.5	20
L115A	Advanced Legal Litigation	1.5	20
L115B	Basic Legal Calendaring	1.5	20
M110	Mathematics in Business	3.0	40

Note: Computational Math M101 and/or English Mechanics E050 may be added to the program as needed and determined by the admissions process.

39.25 Quarter Units/580 Clock Hours
42-54 Weeks (Day); 48-60 Weeks (Evening)

Keyboarding graduation speed goal: 55 net wpm

Program Learning Outcomes (PLOs) Assessment Report Summary

Assessment Findings:

This assessment was completed in 2020. The course student learning outcomes assessments from all of the course assessments in the Legal Administrative Assistant program map to the program learning outcomes. The Legal Administrative Assistant program assessment involved the completion of individual course assessments, a review of program learning outcomes, and survey information. The department set target achievement goals and compared the results of the actual achievement goals to the target. The results of the course and program assessment showed the following:

- The results (numbers) look good, but we need to focus on more e-filing assignments using the e-filing websites, Odyssey, and One Legal.
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- In speaking with instructors, it was found that they would like to implement more e-filing assignments. They felt that PS1 and LAA's are conducting more e-filing, into these three areas, in their job functions.
- Action Items – in order to try to improve the students' ability to e-file, new assignments will be introduced into the program.

- Action Items – based on the advisory board and employers’ survey, develop more correspondence and email creation.
- Portfolios have proved to be an excellent measurement of students’ knowledge of their clients, and their legal documents

Action Item: .

Action Item 1	Implement more e-filing assignments.
Action Item 2	Based on the advisory board and employers’ survey, develop more correspondence and email creation.