

Legal Administrative Assistant

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 Business Administration or 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:

- Apply general knowledge of the California practice and procedure, primarily focus on the areas of litigation, terminology, and office procedures to work effectively 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.
- Demonstrate 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 Learning Outcomes (PLOs) Assessment Report Summary

Findings:

This assessment was completed in 2014. 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 Accounting Technician program assessment involved the completion of individual course assessments, a review of program learning outcomes, the analysis of a pre/post program test, and graduate responses on a survey administered at the end of their program. 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:

- Students are very receptive to the new L Series and its format. Due to the changes to the year one legal program, more extensive legal curriculum was developed and implemented. This has resulted in a greater level of skill and confidence in the year one students.

- We need to focus on more research assignments using the CA Codes, CRC, and the Court Local Rules. Instructors felt that LAAs are conducting more research into these three areas in their job functions.
- Portfolios have proved to be an excellent measurement of students' knowledge of their clients, and their legal documents.

Action Item: In order to try to improve the students' ability to research codes, CRC, and LR, new assignments will be introduced into the program.