

**MORaine PARK TECHNICAL COLLEGE**  
**PROGRAM OUTCOMES WORKSHEET**  
**2008-2009**

**Program Name:** Legal Administrative Professional  
**Program Number:** 10-106-3  
**Required Exit Assessment:** Self-Assessment Rubric

**Student Name:**  
**MPTC Six-Digit Student ID #:**  
**Semester of Program Acceptance:**

<b>Program Learning Outcomes</b>					
Apply legal research, concepts and terminology skills to assigned tasks. <i>106-167 Legal Processes and Systems</i>	Categoryization of the Law				
Apply organizational skills. <i>106-167 Legal Processes and Systems</i>	Litigation Flowchart				
Assemble legal portfolio. <i>106-167 Legal Processes and Systems</i>	Portfolio				
Compose legal correspondence. <i>106-175 Legal Document Production 1</i>	Interoffice Memo				
Establish individual code of professional ethics. <i>106-178 Legal Office Professional</i>	1-3 Page Paper on Professionalism				
Facilitate communication of legal matters. <i>106-169 Law Office Applications</i>	Letter to Register of Deeds				
Manage storage and retrieval of legal matters. <i>106-169 Law Office Applications</i>	Word Statement from Whitemore Project				
Perform law office procedures. <i>106-169 Law Office Applications</i>	Trust Account Resume'				
Process legal billing. <i>101-110 Introduction to Accounting</i> <i>106-169 Law Office Applications</i>	Passenwehl-Schooner Exercise				
Produce correspondence and documents. <i>106-176 Legal Document Production 2</i>	Articles of Incorporation				
Transcribe dictation. <i>106-175 Legal Document Production 1</i>	Transcription from dictation tape				
<b>Core Abilities</b>					
<i>890-125 Student Success</i> <b>AND</b> <i>890-130 Career Development</i>	Core Ability Inventory Core Ability Inventory and Self-assessment Reflection <b>AND</b> Reflection essay "How I've Changed: Then and Now"				