

**MORAINÉ PARK TECHNICAL COLLEGE
PROGRAM OUTCOMES WORKSHEET
2009-2010**

Program Name: Legal Administrative Professional
Program Number: 10-106-3
Required Exit Assessment: Project Checklist

Student Name:
MPTC Student ID #:
Semester of Program Acceptance:

Program Learning Outcomes	
Apply legal research, concepts and terminology skills to assigned tasks. <i>106-167 Legal Processes and Systems</i>	Categorization 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 documents. <i>106-169 Law Office Applications</i>	Word Statement from Whitmore Project
Perform law office procedures. <i>106-169 Law Office Applications</i>	Trust Account Resume'
Process legal billing. <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