

LEGS Program Outcomes		
Program Learning Outcomes LEGS Program	Course	Assessment
AS in Legal Studies includes a quantitative and qualitative assessment delivered in Legs 279		
Examine various levels of US state and federal court systems	LEGS101	Examination
Define and apply basic legal terminology	All courses	Examination
Identify and demonstrate the ability to conduct research on primary and secondary legal authority	LEGS102	Portfolio
Demonstrate the ability to distinguish between binding and nonbinding primary authority, and primary and secondary authority	LEGS 102	Examination
Formulate proper citation forms for primary and secondary authorities	LEGS102	Examination
Demonstrate the ability to analyze a given set of facts in light of the applicable law	All courses	Examination
Identify jurisdictional requirements for lawsuits, parties to a lawsuit, and methods of discovery.	LEGS103	Examination
Understand and demonstrate the ability to draft a variety of pleadings, motions, and other legal documents	LEGS202, LEGS103	Portfolio
Describe the role that the Indiana Supreme Court plays in the regulation of lawyers and paralegals	LEGS170	Examination
Compare and contrast various Indiana Trial Rules with Federal Rules of Civil procedure.	LEGS202, LEGS103	Examination
Understand and apply the rules of English grammar and style, including, but not limited to: word usage, identify common errors, punctuation, capitalization, grammar, rules of composition, formal writing style, and sentence structure.	PARA124, ENGL Gen Ed	Examination
Acquire the skills necessary, through general education requirements, to be a successful student at a transfer school, including but not limited to, basic math, English, writing, sociology, humanities, and science skills.	Gen Eds	Examination

Program Learning Outcomes PARA Program		
Outcomes	Course	Assessment
AAS in Paralegal includes a quantitative and qualitative assessment delivered in Para 279		
ALL LEGS OUTCOMES, EXCLUDING Gen Ed Outcomes identified on LEGS Outcome tab (line 9)		
Analyze the elements of an enforceable contract	PARA107	Examination
Differentiate between common law and the UCC with regard to contracts	PARA107	Examination
Identify various technologies that are used in a law office setting, both hardware and software, and the application of each, including but not limited to: word processing, spreadsheets, electronic databases, and dictation.	PARA155	Examination
Perform calendaring, scheduling, billing, docketing and filing tasks, including electronic filing	PARA155	Portfolio
Describe the basic differences between the common types of business entities and how principles of agency underlie each.	PARA205	Examination
Prepare a variety of types of correspondence, including but not limited to: status letter, opinion letter, appointment letter, engagement letter, cover letter, demand letter, and general client correspondence, and basic writing competency	PARA224, ENGL 111	Portfolio
Acquire the skills necessary, through general education requirements, to be employment-ready, including but not limited to, basic math, English, writing, sociology, humanities, and science skills. (GEN EDS)	GEN EDS	

Technical Certificate PARA Program Outcomes		
Outcome	Course	Assessment
TC in Paralegal includes a quantitative and qualitative assessment delivered in Para 224, Legal Writing II		
ALL LEGS OUTCOMES, EXCLUDING Gen Ed Outcomes identified on LEGS Outcome tab (line 9).		
Identify various technologies that are used in a law office setting, both hardware and software, and the application of each, including but not limited to: word processing, spreadsheets, electronic databases, and dictation.	PARA155	Examination
Perform calendaring, scheduling, billing, docketing and filing tasks, including electronic filing.	PARA155	Portfolio
Prepare a variety of types of correspondence, including but not limited to: status letter, opinion letter, appointment letter, engagement letter, cover letter, demand letter, and general client correspondence, and basic writing competency	PARA224, ENGL 111	Portfolio