

West Los Angeles College SLO Addendum

Course Name and Number PARALEGAL 014

Course Title LAW OFFICE MANAGEMENT AND PROCEDURES

Course Objectives (as stated in the Course Outline of Record)

1. Discuss the learning materials for Word, hardware components of the PC, supplies needed for training and specific instructions for using the lab and equipment at West. Start Word, identify the elements of the Word window, create and save a document, exit Word and Windows, discuss Word default settings.
2. Preview saving, opening and closing spreadsheets. Use different view spreadsheet options, text enhancement features, text entry features, and editing features. Create spreadsheets commonly used with Word in the law firm context, specifically formats for merging letters, emails, and labels.
3. Create Contacts and distribution lists. Send distribution lists from computer software. Identify methods to send attachments from Outlook. Employ Outlook and Excel integration features to complete law firm documents.
4. Identify methods to send attachments from Word. Create spreadsheets commonly used with Word in the law firm context, specifically formats for merging letters, emails, and labels.
5. Formulate Ethics and Judicial Council Forms, citations, and rules.

<p align="center"><u>Course SLO</u></p> <p>One sentence that describes a major piece of knowledge, skill, or ability that students can demonstrate by the end of the course</p> <p><i>Finish the sentence, "At end of the course, the successful student will be able to... "</i></p>	<p align="center"><u>Assessment Method</u></p> <p>Major assignment, project or test used to demonstrate or apply outcome</p> <p><i>Remember to have a mix of qualitative and quantitative assessment methods.</i></p>	<p align="center"><u>Criterion Level</u></p> <p>Reflects satisfactory performance on the SLO</p> <ul style="list-style-type: none"> • <i>At least X percent of students achieve this course SLO.</i> • <i>All students achieve at least the Y level on this SLO.</i> • <i>At least X percent of students achieve the Y level on this course SLO.</i>
1. Successfully navigate law office management hardware and software	Students will complete a series of hardware and software skills tests that will be evaluated according to a competency evaluation sheet.	All students will achieve at least 75% on each skills test on the first attempt.
2. Properly index and file law office documentation as well as apply basic accounting principles.	Students will answer examination questions that will be assessed according to a scantron scanner.	At least 75% of students will correctly answer at least 75% of the examination questions.
3.		
4.		

Mapping to Program SLO and Institutional SLOs

Please indicate with an "X" in the appropriate boxes below, the Course SLO mapping to the corresponding Program and Institutional SLO(s).

Course SLO	Program SLO												Institutional SLO								
	1	2	3	4	5	6	7	8	9	10	11	12	A	B	C	D	E	F	G	H	I
#1	X							X					X					X			
#2								X					X	X							
#3																					
#4																					

Course SLO Acknowledgements