

CURRICULUM COMMITTEE
December 6, 2013
Minutes

Present: Diane Brice, Susan Burks, Kim Davis, Kristin Edford, Lyndy Forrester, Matthew Goodman, Kim Hays, Alan Kee, Kristin McDonald-Willey, Carol Moore, Delila Paredes, Richard Pullen, Mark Rowh, Mark Usnick and Kathy Wetzel

Absent: Bob Austin, Tamara Clunis, Jerry Moller and Jason Norman

Others Present: Becky Burton and Bruce Moseley

ARTS & SCIENCES
Computer Information Systems

Carol Buse submitted a request to make the following changes to courses in the inventory:

- ITSY 1342: Information Technology Security
Prerequisites: ~~ITCC 1401~~ and CPMT 1351
- ITSE 1311: Beginning Web Page Programming
Prerequisite: ~~BCIS 1305 or instructor consent~~ Computer Literacy
- INEW 2334: Advanced Web Programming
Prerequisite: ITSE 1311, ~~ITSE 2309~~ and COSC 1415 or ITSE 2302

Delete the following courses:

- ITSC 1407: UNIX Operating System I
- ITSC 2435: Application Software Problem Solving

Add the following courses to the course inventory:

- ITSC 1307: UNIX Operating System I
Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands and writing script files. Includes introductory system management concepts.
(3 sem hrs; 2 lec, 3 lab)
Learning Outcomes:
 - Use basic UNIX commands
 - Apply terminal emulation
 - Use a system editor
 - Manage individual user accounts and files
- ITSC 2335: Application Software Problem Solving
Prerequisite: BCIS 1305
Utilization of appropriate applications software to solve advanced problems and generate customized solutions.
(3 sem hrs; 2 lec, 4 lab)
Learning Outcomes:

- Evaluate project parameters
- Design and document a solution based on the project parameters
- Implement the solution

Burks moved, seconded by Davis to approve changes to the Computer Information System courses. The motion carried.

Paralegal Studies

Bruce Moseley submitted a request to make the following changes to the Paralegal Studies AAS (LGLA.AAS) degree:

- Change the program title to Legal Studies AAS
- Allow any speech from the approved list
- Add a Law & Public Safety Core Requirement including:
 - BCIS 1305: Business Computer Applications
- Reduce the Major Course Requirements to 21 semester hours including:
 - ENGL 1301: Composition II
 - LGLA 1301: Legal Research and Writing
 - LGLA 1307: Introduction to Law and the Legal Professions
 - LGLA 1345: Civil Litigation
 - LGLA 1353: Wills, Trusts and Probate Administration
 - LGLA 1355: Family Law
 - LGLA 2305: Interviewing and Investigating
- Add Major Course Options (12 semester hours)
Choose 4 courses from the following list:
 - BUSI 1301: Business Law I
 - CRIJ 1310: Fundamentals of Criminal Law
 - LGLA 1309: Cognitive Skills for the Legal Profession
 - LGLA 1351: Contracts
 - LGLA 2303: Torts and Personal Injury Law
 - LGLA 2309: Real Property
 - LGLA 2366: Practicum
 - POFL 1305: Legal Terminology
- Related Course Options (9 semester hours)
Choose 3 courses from the following list:
 - ITSC 2335: Application Software Problem Solving
 - ENGL 2311: Technical and Business Writing
 - POFI 2301: Word Processing
 - POFI 2340: Advanced Word Processing
 - POFT 2301: Intermediate Keyboarding
- Reduce the total from 68-69 to 60 semester hours

Moseley also submitted a request to make the following changes to the Paralegal Studies Professional Certificate (LGLA.CERT.PRO):

- Change program title to Legal Studies/Paralegal Professional Certificate
- Reduce the Major Course Requirements to 6 semester hours

Choose 2 courses from the following list:

- LGLA 1309: Cognitive Skills for the Legal Profession
 - LGLA 1351: Contracts
 - LGLA 1353: Wills, Trusts and Probate Administration
 - LGLA 1355: Family Law
 - LGLA 2303: Torts and Personal Injury Law
 - LGLA 2309: Real Property
 - LGLA 2366: Practicum
- Add Related Course Requirements (6 semester hours)
 - BCIS 1305 Business Computer Applications
 - ITSC 2335: Application Software Problem Solving

Goodman moved, seconded by Pullen to approve changes to the Paralegal Studies AAS degree and Professional certificate. The motion carried.

Curriculum Revision Request Form

Examples:

Course Revision
Program Revision
New Course

Division: Arts and Sciences

Department / Program: CIS/Computer Networking and Cyber Secur

Prepared by: Carol Buse

Request: Program Revision

- Course additions must include student learning outcomes
- Program changes/additions must include program goals

a.

Remove ITCC 1401 as a prerequisite for ITSY 1342

b.

c.

d.

Rationale / Justification / Assessment Data:

Knowledge from ITCC 1401 is not essential to success in ITSY 1342.

Effects of Revisions:

- A. Faculty & Staff Requirements: NONE
- B. Equipment/Facility Requirements: none
- C. Location: Washington campus
- D. Income projections: n/a

Effective Term: Fall 2014

Print

Remove ITCC 1401 as a prerequisite for ITSY 1342

Current	Proposed
ITSY 1342 - Information Technology Security	ITSY 1342 - Information Technology Security
<hr/>	<hr/>
Prerequisites / Corequisite Prerequisites: ITCC 1401 and CPMT 1351	Prerequisites / Corequisite Prerequisites: CPMT 1351
Instruction in security for network hardware, software and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.	Instruction in security for network hardware, software and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.
Hours (3 sem hrs; 3 lec, 1 lab)	Hours (3 sem hrs; 3 lec, 1 lab)

Curriculum Revision Request Form

Examples:

Course Revision
Program Revision
New Course

Division: Arts and Sciences

Department / Program: Computer Information Systems

Prepared by: Carol Buse

Request: Program Revision

- Course additions must include student learning outcomes
- Program changes/additions must include program goals

a.

Remove ITSC 1407 and add ITSC 1307.

b.

Remove ITSC 2435 and add ITSC 2335.

c.

d.

Rationale / Justification / Assessment Data:

Remove 4 credit hour courses and add 3 credit hour courses to prepare for 60 credit hours per degree. In calculating the new credit hours, contact hours have either remained the same or have increased. Students benefit from additional contact hours either through lab time or through online instruction.

Effects of Revisions:

- A. Faculty & Staff Requirements: none
- B. Equipment/Facility Requirements: na
- C. Location: Washington Campus
- D. Income projections: na

Effective Term: Fall 2014

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Change the following courses from 4 credit hours to 3 credit hours. (WECM)

Current	Proposed
<p>ITSC 1407 - UNIX Operating System I</p> <hr/> <p>Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands and writing script files. Includes introductory system management concepts.</p> <p>Hours (4 sem hrs; 3 lec, 2 lab)</p>	<p>ITSC 1307 - UNIX Operating System I</p> <hr/> <p>Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands and writing script files. Includes introductory system management concepts.</p> <p>Hours (3 sem hrs; 2 lec, 3 lab)</p>
<p>ITSC 2435 - Application Software Problem Solving</p> <hr/> <p>Prerequisites / Corequisite Prerequisites: BCIS 1305</p> <p>Utilization of appropriate application software to solve advanced problems and generate customized solutions.</p> <p>Hours (4 sem hrs; 3 lec, 2 lab)</p>	<p>ITSC 2335 - Application Software Problem Solving</p> <hr/> <p>Prerequisites / Corequisite Prerequisites: BCIS 1305</p> <p>Utilization of appropriate application software to solve advanced problems and generate customized solutions.</p> <p>Hours (3 sem hrs; 2 lec, 4 lab)</p>

Application Software Problem Solving

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
11.0101	ITSC	2035	Application Software Problem Solving	Active	0	48	128
11.0101	ITSC	2335	Application Software Problem Solving	Active	3	48	96
11.0101	ITSC	2435	Application Software Problem Solving	Active	4	64	128

Suggested Prerequisite: Any advanced application software course or equivalent software use

Course Level: Advanced

Course Description: Utilization of appropriate application software to solve advanced problems and generate customized solutions.

End-of-Course Outcomes: Evaluate project parameters; design and document a solution based on the project parameters; implement the solution; and present the project.

Lab Recommended

CIP Code Description: 11.0101 (Computer and Information Sciences, General)

Effective Date: September 1, 2011

UNIX Operating System I

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
11.0101	ITSC	1007	UNIX Operating System I	Active	0	64	128
11.0101	ITSC	1307	UNIX Operating System I	Active	3	64	96
11.0101	ITSC	1407	UNIX Operating System I	Active	4	80	128

Course Level: Introductory

Course Description: Introduction to the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Includes introductory system management concepts.

End-of-Course Outcomes: Use basic UNIX commands; apply terminal emulation; use a system editor; and manage individual user accounts and files.

Lab Recommended

CIP Code Description: 11.0101 (Computer and Information Sciences, General)

Effective Date: September 1, 2011

Curriculum Revision Request Form

Examples:

Course Revision
Program Revision
New Course

Division: Arts and Sciences

Department / Program: CIS/COSC

Prepared by: Carol Buse

Request: Program Revision

- Course additions must include student learning outcomes
- Program changes/additions must include program goals

a.

Remove BCIS 1305 prerequisite from ITSE 1311 (Beginning Web Programming)

b.

Add "computer literacy" as a prerequisite for ITSE 1311

c.

Remove ITSE 2309 (Database Programming) prerequisite from INEW 2334 (Advanced Web Programming)

d.

Rationale / Justification / Assessment Data:

a and b. Students do not need the knowledge from BCIS 1305 to be successful in ITSE 1311. As long as students have some computing skills before entering ITSE 1311, they have the necessary prerequisites. By putting "computer literacy" in the catalog prerequisites, students will understand that some knowledge is required, even though the registration system will not check for that.

b. The knowledge learned from ITSE 2309 is not necessary to be successful in INEW 2334.

Effects of Revisions:

- A. Faculty & Staff Requirements: none
- B. Equipment/Facility Requirements: n/a
- C. Location: Washington
- D. Income projections: n/a

Effective Term: Fall 2014

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Remove BCIS 1305 as a prerequisite for ITSE 1311 and add computer literacy to the prerequisites.

Current	Proposed
ITSE 1311 - Beginning Web Page Programming	ITSE 1311 - Beginning Web Page Programming
Prerequisites / Corequisite Prerequisites: BCIS 1305 or instructor consent	Prerequisites / Corequisite Prerequisites: BCIS 1305 or instructor consent Computer literacy
Skill development in web programming including mark-up and scripting languages. Create web sites utilizing a markup language and develop interactive web sites.	Skill development in web programming including mark-up and scripting languages. Create web sites utilizing a markup language and develop interactive web sites.
Hours (3 sem hrs; 2 lec, 3 lab)	Hours (3 sem hrs; 2 lec, 3 lab)

Remove ITSE 2309 as a prerequisite for INEW 2334.

Current	Proposed
INEW 2334 - Advanced Web Programming	INEW 2334 - Advanced Web Programming
Prerequisites / Corequisite Prerequisite: ITSE 1311, ITSE 2309 and COSC 1415 or ITSE 2302	Prerequisites / Corequisite Prerequisite: ITSE 1311 and COSC 1415 or ITSE 2302
Web programming using industry-standard languages and data stores. Design, code and implement a dynamic web site; and develop connectivity between data store and web site.	Web programming using industry-standard languages and data stores. Design, code and implement a dynamic web site; and develop connectivity between data store and web site.
Hours (3 sem hrs; 2 lec, 3 lab)	Hours (3 sem hrs; 2 lec, 3 lab)

Curriculum Revision Request Form

Division: ARTS & SCIENCES
Department / Program: BUSINESS / PARALEGAL STUDIES
Prepared by: BRUCE MOSELEY
Request: REVISIONS – PROGRAM NAME
LGLA.AAS

I. PROGRAM NAME

- a. Change program name from Paralegal Studies to Legal Studies

II. LGLA.AAS

- a. Change Paralegal Studies A.A.S. to Legal Studies A.A.S.
- b. Change General Education Requirement categories, as appropriate, to match institutional standards (e.g., Humanities→Language, Philosophy & Culture/Creative Arts; Mathematical/Natural Sciences→Life & Physical Sciences/Mathematics; add Institutional Requirement)
- c. Remove **GOVT 2306 – Texas Government** as a General Education Elective option
- d. Move **ENGL 1302 – Composition II** from a General Education Elective option to a Major Course Requirement
- e. Remove the General Education Elective category
- f. Remove **LGLA 1343 – Bankruptcy** from the curriculum
- g. Remove **LGLA 2307 – Law Office Management** from the curriculum

h. Replace **LGLA 2266 – Practicum-Paralegal/Legal Assistant** (2 semester hours) with **LGLA 2366 – Practicum-Paralegal/Legal Assistant** (3 semester hours)

i. Add **LGLA 1351 – Contracts** to the curriculum

j. Modify Major Course Requirements to include 7 courses (21 semester hours):

ENGL 1302	Composition II	LGLA 1353	Wills, Trusts & Probate Administration
LGLA 1301	Legal Research & Writing	LGLA 1355	Family Law
LGLA 1307	Introduction to Law and the Legal Professions	LGLA 2305	Interviewing & Investigating
LGLA 1345	Civil Litigation		

k. Add a Major Course Options category of 12 semester hours, with a choice of 4 courses from a list of 8, including:

BUSI 2301	Business Law I	LGLA 2303	Torts and Personal Injury Law
CRIJ 1310	Fundamentals of Criminal Law	LGLA 2309	Real Property
LGLA 1309	Cognitive Skills for the Legal Profession	LGLA 2366	Practicum-Paralegal/Legal Assistant
LGLA 1351	Contracts	POFL 1305	Legal Terminology

l. Add a Law & Public Safety Core Requirement category of 3 semester hours, with a required course of **BCIS 1305 – Business Computer Applications**.

m. Change the Related Course Requirements (9 semester hours) category to Related Course Options (9 semester hours), with a choice of 3 courses from a list of 5, including:

ITSC 2435	Application Software Problem Solving	POFI 2340	Advanced Word Processing
ENGL 2311	Technical and Business Writing	POFT 2301	Intermediate Keyboarding
POFI 2301	Word Processing		

n. Add **LGLA 1307 – Introduction to Law and the Legal Professions** as a prerequisite for **LGLA 2309 – Real Property**

o. Remove **POFL 1305 – Legal Terminology** as a corequisite for **LGLA 1307 – Introduction to Law and the Legal Professions**

p. Remove **LGLA 1351 – Contracts** and **RELE 1311 – Real Estate Contracts** as corequisites for **LGLA 1309 – Cognitive Skills for the Legal Profession**

q. Remove **LGLA 2303 – Torts and Personal Injury Law** as a corequisite for **LGLA 1345 – Civil Litigation**

- r. Remove **LGLA 1345 – Legal Civil Litigation** as a corequisite for **LGLA 2303 – Torts and Personal Injury Law**
- s. Remove **LGLA 1355 – Family Law** as a corequisite for **LGLA 1353 – Wills, Trusts, and Probate Administration**
- t. Remove **LGLA 2303 – Torts and Personal Injury Law** as a prerequisite for **LGLA 1309 – Cognitive Skills for the Legal Profession**
- u. Change any reference to the prerequisite of BCIS 1305 to include the option of **POFI 2301 – Word Processing** or **BCIS 1305 – Business Computer Applications** for the following courses

LGLA 1301 Legal Research & Writing

LGLA 1345 Civil Litigation

LGLA 1353 Wills, Trusts & Probate Administration

LGLA 1355 Family Law

Rationale / Justification / Assessment Data:

- I.a. / II.a. Program name change and degree name change from Paralegal Studies to Legal Studies serves two purposes. Legal Studies connotes a broader, more encompassing area of study, with greater name recognition. The name change will allow for additional marketing opportunities and to attract students who are interested in the area of study without the intent to become a paralegal. For employers and Universities where these students may apply, Legal Studies describes a more easily recognizable and appreciated area of study.
- II. c. d. e. ABA program approval is contingent upon 18 hours of General Educational coursework, with specific guidelines on which classes qualify in that category for their purposes. In addition, both focus group research and guidance from the program's Advisory Committee have emphasized the need for stronger writing skills from program graduates. To address these issues, GOVT 2306 is being removed as an elective option, leaving ENGL 1302 as a requirement.
- II. f. g. In order to satisfy the state's 60 semester hour A.A.S. requirement, each course was reevaluated to determine whether they were necessary for

student success post-graduation or simply added value to the student's education. LGLA 1343 (Bankruptcy) and LGLA 2307 (Law Office Management) were determined to be two courses where content modules could be incorporated into other courses (e.g., LGLA 1307 and LGLA 2366), allowing for student exposure to those areas of study without the necessity of offering full-semester courses.

- II. h. Replacing the 2 semester hour Practicum with a 3 semester hour Practicum will allow for a more rigorous experience for the student. An online learning component will be added to the practical experience being gained by the student. The online learning component will include modules on areas of the law the student may not have been exposed to through the course of their regular studies (e.g., Bankruptcy, Immigration Law, etc.)
- II. i. Adding LGLA 1351 – Contracts back to the curriculum will prepare students to work with contracts and understand this important fundamental element of the law. The course has been redesigned with more active learning assignments.
- II. j. ABA program approval is contingent upon requiring 18 semester hours of legal specialty courses, as defined by ABA guidelines. The six LGLA courses identified as Major Course Requirements satisfy those guidelines. In addition, these six courses provide a solid foundation for developing paralegal skills and/or cover areas of the law they are likely to come in contact with either personally or professionally.
- II. k. Additional major courses will be satisfied by the student choosing 4 courses of interest from a prescribed list. Providing options will allow the student to make selections based upon their schedule, area of interest, job opportunities, or to shore up areas of weakness.
- II. l. Criminal Justice and Paralegal Studies have jointly determined that **BCIS 1305 – Business Computer Applications** is an appropriate Law & Public Safety Core Requirement course due to its applicability and commonality (databases, information systems, word processing, security, etc.) in the workplaces of the related professions.

- II. m. The Related Course Options category, with the student choosing 4 courses from a prescribed list, will permit the student to design a program that is more directly tailored to their current skill level. A student requiring more basic skill development can pursue the POFI/POFT courses to build keyboarding and word processing skills. A student who already meets those requirements can focus on development of more specific computer software skills and work toward obtaining outside certification as a Microsoft Office Specialist (MOS) after completion of BCIS 1401. A student interested in further development of writing skills can pursue ENGL 2311.
- II. n.-u. To appropriately align prerequisites and corequisites given the curriculum revisions documented above.

PARALEGAL STUDIES A.A.S.

CURRENT	PROPOSED
<p><u>GENERAL EDUCATION REQUIREMENTS (15 semester hours)</u></p> <p>Communication – 6 Hours ENGL 1301 Composition I SPCH 1321 Speech</p> <p>Social Behavioral Sciences – 3 Hours Psychology from Social/Behavioral Science course list</p> <p>Mathematics/Natural Sciences – 3 Hours MATH 1332 Contemporary Mathematics or any college level Mathematics course</p> <p>Humanities – 3 Hours Any course from the General Education course list</p>	<p><u>GENERAL EDUCATION REQUIREMENTS (15 semester hours)</u></p> <p>Communication – 3 Hours ENGL 1301 Composition I</p> <p>Social Behavioral Sciences – 3 Hours Psychology from the Social/Behavioral Science course list</p> <p>Life & Physical Sciences/Mathematics – 3 Hours MATH 1332 Contemporary Mathematics or any college level Mathematics course</p> <p>Language, Philosophy & Culture/Creative Arts – 3 Hours Any course from the General Education course list</p> <p>Institutional Requirements – 3 Hours Speech</p>
<p><u>MAJOR COURSE REQUIREMENTS (41-42 semester hours)</u> <u>+ GENERAL EDUCATION ELECTIVES (3 semester hours)</u></p> <p>General Education Elective ENGL 1302 Composition II or GOVT 2306 – Texas Government</p> <p>Major Course Requirements BUSI 2301 Business Law I CRIJ 1310 Fundamentals of Criminal Law LGLA 1301 Legal Research and Writing LGLA 1307 Introduction to Law and the Legal Professions LGLA 1309 Cognitive Skills for the Legal Profession LGLA 1343 Bankruptcy LGLA 1345 Civil Litigation LGLA 1353 Wills, Trusts, and Probate Administration LGLA 1355 Family Law LGLA 2303 Torts and Personal Injury Law LGLA 2305 Interviewing and Investigating LGLA 2309 Real Property POFL 1305 Legal Terminology</p> <p><i>Select one of the following</i> LGLA 2266 Practicum (2 semester hours) LGLA 2307 Law Office Management</p>	<p><u>LAW & PUBLIC SAFETY CORE REQUIREMENT (3 semester hours)</u> BCIS 1305 Business Computer Applications</p> <p><u>MAJOR COURSE REQUIREMENTS (21 semester hours)</u> ENGL 1302 Composition II LGLA 1301 Legal Research and Writing LGLA 1307 Introduction to Law and the Legal Professions LGLA 1345 Civil Litigation LGLA 1353 Wills, Trusts, and Probate Administration LGLA 1355 Family Law LGLA 2305 Interviewing and Investigating</p> <p><u>MAJOR COURSE OPTIONS (12 semester hours)</u> <i>Choose 4 courses from the following list</i> BUSI 2301 Business Law I CRIJ 1310 Fundamentals of Criminal Law LGLA 1309 Cognitive Skills for the Legal Profession LGLA 1351 Contracts LGLA 2303 Torts and Personal Injury Law LGLA 2309 Real Property LGLA 2366 Practicum (3 semester hours) POFL 1305 Legal Terminology</p>
<p><u>RELATED COURSE REQUIREMENTS (9 semester hours)</u></p> <p>POFI 2301 Word Processing POFT 2301 Intermediate Keyboarding BCIS 1305 Business Computer Applications</p> <p>TOTAL SEMESTER HOURS (68-69)</p>	<p><u>RELATED COURSE OPTIONS (9 semester hours)</u> <i>Choose 3 courses from the following list</i> ²³³⁵ ITSC 2435 Application Software Problem Solving ENGL 2311 Technical and Business Writing POFI 2301 Word Processing POFI 2340 Advanced Word Processing POFT 2301 Intermediate Keyboarding</p> <p>TOTAL SEMESTER HOURS (60)</p>

Curriculum Revision Request Form

Division: ARTS & SCIENCES
Department / Program: BUSINESS / PARALEGAL STUDIES
Prepared by: BRUCE MOSELEY
Request: REVISIONS – LGLA.CERT.PRO

I. **LGLA.CERT.PRO**

- a. Change name to Legal/Paralegal Studies Professional Certificate.
- b. Remove **BUSI 2301 – Business Law I** from Major Course Options list
- c. Remove **CRIJ 1310 – Fundamentals of Criminal Law** from Major Course Options list
- d. Remove **LGLA 1343 – Bankruptcy** from the Major Course Options list
- e. Remove **LGLA 2307 – Law Office Management** from the Major Course Options list
- f. Add **LGLA 1351 – Contracts** to the Major Course Options list
- g. Replace **LGLA 2266 – Practicum-Paralegal/Legal Assistant** (2 semester hours) with **LGLA 2366 – Practicum-Paralegal/Legal Assistant** (3 semester hours)
- h. Add a Related Course Requirements category of 6 semester hours
- i. Add **BCIS 1305 – Business Computer Applications** to Related Course Requirements
- j. Add **BCIS 1401 – Microcomputer Applications** to Related Course Requirements

Rationale / Justification / Assessment Data:

- I.a. To align Professional Certificate name with the Program and AAS degree name changes requested in a concurrent curriculum revision request. Legal Studies connotes a broader, more encompassing area of study, with greater name recognition. The name change will allow for additional marketing opportunities and to attract students who are interested in the area of study without the intent to become a paralegal. For employers and Universities where these students may apply, Legal Studies describes a more easily recognizable and appreciated area of study.
- I. b. c. ABA program approval is contingent upon requiring 18 semester hours of legal specialty courses, as defined by ABA guidelines. Neither BUSI 2301 nor CRIJ 1310 will qualify a legal specialty course. Given the other revisions planned for this certificate, these two course no longer provide viable options for students completing the certificate.
- I. d. e. LGLA 1343 (Bankruptcy) and LGLA 2307 (Law Office Management) were determined to be two courses where content modules could be incorporated into other courses (e.g., LGLA 1307 and LGLA 2366), allowing for student exposure to those areas of study without the necessity of offering full-semester courses.
- I. f. Adding LGLA 1351 – Contracts back to the curriculum will prepare students to work with contracts and understand this important fundamental element of the law. The course has been redesigned with more active learning assignments.
- I. g. Replacing the 2 semester hour Practicum with a 3 semester hour Practicum will allow for a more rigorous experience for the student. An online learning component will be added to the practical experience being gained by the student. The online learning component will include modules on areas of the law the student may not have been exposed to through the course of their regular studies (e.g., Bankruptcy, Immigration Law, etc.)
- I. h. i. j. As this is a Professional Certificate, and the student pursuing the certificate has already obtained a degree, demonstration of computer literacy and the ability to navigate standard office software applications

will be a vital component in pursuing employment. The addition of two Related Course Requirements, ***BCIS 1305 – Business Computer Applications*** and ***ITSC 2435 – Application Software Problem Solving***, will prepare students appropriately for an office environment. In addition, following completion of ITSC 2435, students will be prepared to sit for several Microsoft Office Specialist (MOS) certifications. This industry standard certification provides an objective verification of skill level. Students may purchase the exam voucher on campus at a steeply discounted rate, sit for the exam on campus, and, upon receiving a passing score on the exam, will receive a refund for the price of the exam voucher from the CIS Department.

LEGAL/PARALEGAL STUDIES PROFESSIONAL CERTIFICATE

CURRENT	PROPOSED
<u>MAJOR COURSE REQUIREMENTS (12 semester hours)</u> LGLA 1301 Legal Research and Writing LGLA 1307 Introduction to Law and the Legal Professions LGLA 1345 Civil Litigation LGLA 2305 Interviewing and Investigating	<u>MAJOR COURSE REQUIREMENTS (12 semester hours)</u> LGLA 1301 Legal Research and Writing LGLA 1307 Introduction to Law and the Legal Professions LGLA 1345 Civil Litigation LGLA 2305 Interviewing and Investigating
<u>MAJOR COURSE OPTIONS (12 semester hours)</u> BUSI 2301 Business Law I CRIJ 1310 Fundamentals of Criminal Law LGLA 1309 Cognitive Skills for the Legal Profession LGLA 1343 Bankruptcy LGLA 1353 Wills, Trusts, and Probate Administration LGLA 1355 Family Law LGLA 2303 Torts and Personal Injury Law LGLA 2307 Law Office Management LGLA 2309 Real Property	<u>MAJOR COURSE REQUIREMENTS (6 semester hours)</u> <i>Choose 2 courses from the following list</i> LGLA 1309 Cognitive Skills for the Legal Profession LGLA 1351 Contracts LGLA 1353 Wills, Trusts, and Probate Administration LGLA 1355 Family Law LGLA 2303 Torts and Personal Injury Law LGLA 2309 Real Property LGLA 2366 Practicum (3 semester hours)
	<u>RELATED COURSE REQUIREMENTS (6 semester hours)</u> BCIS 1305 Business Computer Applications ITSC 2435 ²³⁷⁵ Application Software Problem Solving
TOTAL SEMESTER HOURS (24)	TOTAL SEMESTER HOURS (24)