



Planning and Evaluation Tracking

College Year: 2007-2008

Division of: Business

Person Responsible: David Hernandez

Department of: Paralegal Studies

Person Responsible: Sharla Miller Fowler

Purpose Statement: Train students to work as paralegals.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Adequately prepare students for employment in the legal field.	1. Upon graduating from the program, at least 90% of the graduates will be employed in the legal field based upon survey results.	1.	1.
2. Understanding of what constitutes the unauthorized practice of law.	2. Upon completion of the LGLA-2307 Law Office Management course, 90% of the students will identify 5 of 7 things a paralegal may not do without being accused of the unauthorized practice of law. This will be determined by using a final test.	2.	2.
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