Date: 3/4/2014 _____ Name of Administrative or Educational Unit: Paralegal – AAS & Cert _____

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Mission:

Law firms, corporations, and governmental agencies hire paralegals/legal assistants to assume an array of legal responsibilities under the direction and supervision of a licensed attorney. Paralegals must be proficient in computer skills, legal terminology, and legal procedures. The AAS degree in Paralegal/Legal Assistant provides excellent training in these areas and offers opportunities for specialization.

PART I: Might not change from year to year

A. Outcomes(s) Results expected in this department/program	B. Measure(s) The instrument or process used to measure results	C. Target(s) The level of success expected
1. **Litigation:** Identify and be familiar with all the stages of the litigation process.	1. Federal Civil Litigation Final Exam 2. Texas Civil Litigation Final Exam	As a department, achieve a 75 % or higher average score on these two tests.
2. **Legal Research**: Correctly cite case and statutory law following Blue Book rules. Find relevant cases and statutes using Westlaw.	1. Legal Research Final Exam 2. Legal Writing assignments	1. As a department, achieve a 75 % or higher average score on the Legal Research Final Exam. 2. As a department, achieve a 75 % or higher average score on the Legal Writing assignments.
3. **Ethics:** Identify situations that constitute the unauthorized practice of law. Understand the importance of keeping clients' confidences and billing clients appropriately.	1. Final Exam for Introduction to the Law and Legal Professions	As a department, achieve a 75 % or higher average score on the Final Exam for Introduction to the Law and the Legal Professions.
4. **Written expression:** Properly format and draft effective legal correspondence, memoranda, legal pleadings, and discovery.	1. Federal Civil Litigation assignments 2. Texas Civil Litigation assignments 3. Legal Writing assignments	As a department, achieve a 75% or higher average score on the Federal Civil Litigation, Texas Civil Litigation, and Legal Writing assignments.
5. **Texas Law:** Correctly locate relevant Texas cases and statutes. Identify major features of Texas law in the areas of community property, civil litigation, and homestead law.	1. Legal Research Final Exam 2. Family Law Final Exam .	As a department, achieve a 75 % or higher average score on these two tests.