

# San Antonio College

## Degree or Certificate Program and Concentrations

### Learning Outcomes & Measures

**Date:** November 30, 2005

**Division:** Professional & Technical Education **Dean:** Dr. Lula W. Pelayo

**Department/Discipline:** Business/Legal Assisting (Paralegal Studies)

**Chair/Director:** Vernell E. Walker

**Building Name and Room:** Moody Learning Center (MLC) 510

**Address:** 1300 San Pedro Avenue, San Antonio, TX 78212-4299

**Telephone:** (210) 733-2700

**Fax:** (210) 733-2845

**Email:** vwalker@accd.edu

**I. Degree, Certificates or Concentration or Unit in Support of:**

Associate of Applied Science in Legal Assisting

**II. Expected Program/Unit Learning Outcomes:** The students who complete the degree will be able to:

- Perform manual and computerized legal research.
- Be familiar with the rules of legal ethics, such as conflict of interest, unauthorized practice of law, and confidentiality.
- Prepare legal documents, such as pleadings, incorporation documents, and real estate closing documents.
- Become familiar with federal and state judicial systems.
- Apply legal analysis to fact situations.
- Obtain a broad based general education along with career specific legal assisting courses.

The focus of the AAS Legal Assisting program is to provide students with the skills necessary to perform specifically delegated substantive legal work under the supervision of an attorney. Legal Assistants are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices.

### III. Measures of Program/Unit Learning Outcomes:

- Capstone Experience
  - Satisfaction Surveys (Alumni, Employers, Grad School Advisor, Parents, etc)
  - Locally Developed Exams and Assignments
  - Syllabus Audit
- A. To ensure that our program/unit reaches these goals, our faculty members pursue the following outcomes.
- Use critical thinking to analyze contemporary issues.
  - Demonstrate effective oral and/or written communication of ideas, informed opinions, and/or values.
  - Demonstrate the ability to work effectively independently and/or in collaborative problem-solving groups.
  - Identify principles and applications of personal, civic, and/or economic responsibility.
  - Participate actively (class discussion, volunteerism, presentations, etc.) in issues significant to citizenship in contemporary society.
  - Recognize the importance of diversity of opinion, abilities and cultures.
- B. To achieve these program/unit outcomes, faculty members employ the following strategies:
- Update degree plans and certificates to respond to changes in each discipline
  - Improve departmental advisement by providing information sheets for adjunct faculty.
  - Share course offerings and changes with current students
  - Hold open house or career information sessions for specific programs

### IV. List of Courses in Degree, Certificate or Concentration Program or Unit in Support of: Legal Assisting AAS Degree

LGLA 1301 Legal Research and Writing  
LGLA 1317 Law Office Technology  
LGLA 1345 Civil Litigation  
LGLA 1351 Contracts  
LGLA 1353 Wills, Trusts & Probate Administration  
LGLA 1355 Family Law  
LGLA 1407 Introduction to Law & Legal Profession  
LGLA 2188 Internship for Paralegals I  
Or  
LGLA 1119 Legal Ethics & Prof. Responsibility  
LGLA 2303 Torts and Personal Injury Law  
LGLA 2305 Interviewing and Investigating  
LGLA 2311 Business Organizations  
LGLA 2313 Criminal Law and Procedure  
LGLA 2331 Advanced Legal Research and Writing  
LGLA 2333 Advanced Legal Document Preparation

LGLA 2388 Internship Paralegal/Legal Assisting

**V. Department Faculty and Staff**

**Chair:** Vernell E. Walker

<b>Full-Time</b>	<b>Part-Time</b>
Jodi McMaster, Assistant Professor	Faye Bracey, Instructor
	Christine Caruso, Instructor
	Pamela Craig, Instructor
	Warren Mack, Instructor
	Erin McAuliffe, Instructor
	Tandy Schoolcraft, Instructor
	Kevin Yeary, Instructor

**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature of Dean)

**Five Year Review Assessments:**

The Five Year Review Assessments and recommendations were addressed by increasing enrollment through out-reach activities in the community and at the college, improving department faculty advisement by cross-training full-time faculty in all program, and continuously monitoring departmental performance and efficiency.