

**PLANNING/OUTCOMES DOCUMENT**

<b>Name of person(s) completing form:</b>		Edward Anderson		<b>Curriculum/Department:</b>	Paralegal Technology
<b>Purpose/Mission Statement:</b>				<b>Vision Statement: (3-5 years)</b>	
Prepare students to work under the supervision of attorneys, performing routine legal tasks and assisting with substantive legal work; prepare students to work in law related areas, such as government agencies, banks, insurance agencies, and real estate offices.				Since the greatest changes and advancements in the legal field are likely to be in the area of technology, especially computer technology, the curriculum should provide training in the latest developments. In addition to training students working toward a degree, we should provide continuing education training for those employed in the field to keep abreast of new technology. The continuing education training could include technology training from attorneys as well as paralegals. Since some form of certification is likely to be implemented, the curriculum should meet whatever requirements are imposed in order that our graduates will be certified.	
<b>Program Strengths:</b>				<b>Program Weaknesses:</b>	
Faculty member with 25 years membership in the N.C. State Bar, and more than 20 years experience teaching law. Only paralegal program in a community college in western part of N.C.				Need updated computer for access to online legal research and utilization of legal software.	
<b>Program Opportunities:</b>				<b>Program Threats:</b>	
N.C. has enacted a statute for paralegal certification, and certification will require graduation for an approved paralegal program for which SCC qualifies..				Some paralegal schools may attract students with online Course offerings.	
Goal #	Values for Teaching	College Goals	2007-2008 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (including resources needed)
1	1,2,5,6	1	Students will demonstrate skills in legal research.	90% of students will score an 80 or better on a trial brief project.	Students will successfully research the law based on a hypothetical case and draft a trial brief.
2	1,6	1	Students will demonstrate knowledge of real estate law and skills in handling a real	90% of students will score an 80 or better on a title search project.	Students will successfully perform a real estate title search. Students will successfully

			estate transaction.	90% of students will score an 80 or better on a real estate closing project.	complete all documents necessary for a real estate closing.
3	1,6	1	Students will demonstrate skills in drafting wills.	90% of students will score an 80 or better on a will project.	Students will successfully draft a will based on hypothetical facts.
4	1,2 ,4, 6	1	Students will successfully apply knowledge and skills in a job setting.	90% of students will attain a grade of B or better in their co-op course.	Students will demonstrate the ability to work under the supervision of a practicing attorney, completing assigned Duties in a law office

<b>Budget Item Description: (Budget items requested from college funds)</b>	<b>Current Year Budget (Total Request):</b>	<b>Ongoing Operational Budget:</b>	<b>Expansion Budget:</b>
Supplies- Desk reference books	\$500.00	\$500.00	
Equipment-			
Travel- Law seminar-continuing legal education	\$1000.00	\$1000.00	
Program Accreditation-			
Other-Association membership			
<b>TOTALS</b>	<b>\$1500.00</b>	<b>\$1500.00</b>	

<b>Goal</b>	<b>Criteria Results</b> Be sure to utilize most current data available	<b>End of Year Analysis</b> (Goals achieved, impact of equipment purchased, improvements to your program, contingencies, etc.) Describe how you used the results to improve your program
1.		
2.		
3.		
4.		