



LIST ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES

Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X			X				LGLA 1313	Introduction to Paralegal Studies
X	X			X			X	LGLA 1303	Legal Research
X				X				LGLA 2303	Torts and Personal Injury Law
X	X			X				LGLA 1305	Legal Writing
X	X			X				LGLA 1345	Civil Litigation
X				X				LGLA 1359	Immigration Law
X	X			X				LGLA 1353	Wills, Trust, and Estate Administration
X	X			X				LGLA 1355	Family Law
X				X			X	LGLA 2307	Law Office Management
X				X				LGLA 2309	Real Property
X				X				LGLA 2313	Criminal Law and Procedure
X	X			X				LGLA 1351	Contracts
X	X	X	X	X	X	X	X	LGLA 2388	Internship-Paralegal/Legal Assistant
X	X		X	X				ENGL 1301	Composition I
								ENGL 1302	Composition II
X		X		X				MATH 1314	College Algebra
								GOVT 2305	Federal Government
								GOVT 2306	Texas Government
								Elective	Humanities / Fine Arts
								Elective	Social / Behavioral Sciences (excluding GOVT 2305, GOVT 2306)

COMPETENCY REFERENCES

	8 Basic use of computers
	7 Workplace Competencies: resources; interpersonal skills; information; systems; and technology.
	6 Personal Qualities: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
	5 Thinking Skills: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.
	4 Speaking and Listening: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.
	3 Arithmetic or Mathematics: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
	2 Writing: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
	1 Reading: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.

SCANS Competencies Checklist

Academic Year: 2024-2025

SCANS COMPETENCIES FOR PROGRAM: Paralegal Studies AAS

Competency	Course where Competency is Assessed	Method of Assessment	Improvements as a Result of Assessment Findings
1 READING: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	ENGL 1301-Composition All LGLA Courses	Students must successfully complete the course assessment method outlined in course Administrative Master Syllabus	Paralegal students will continue to benefit from college composition classes.
2 WRITING: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	ENGL 1301-Composition LGLA 1305-Legal Writing	Students are required to demonstrate at least an 80% proficiency in drafting legal documents, including legal memos and case briefs. Students must successfully complete the course assessment method outlined in course Administrative Master Syllabus for ENGL 1301.	Paralegal students will continue to benefit from college composition classes Paralegal students will continue to benefit from legal documents drafting exercises
3 ARITHMETIC OR MATHEMATICS: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	MATH 1314- CollegeAlgebra	Students must successfully complete the course assessment method outlined in course Administrative Master Syllabus	Paralegal students will continue to benefit from college algebra classes
4 SPEAKING AND LISTENING: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	LGLA 2388-Internship- Paralegal/Legal Assistant	Eighty percent of interns must receive a rating of good or excellent by the internship employer. The employer must complete an end of course evaluation form	All spring 2025 interns were rated as "excellent" or "good" by their employers. Interns will continue to be required to complete internship summaries and create LinkedIn accounts at the end of the internship experience.
5 THINKING SKILLS: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	LGLA 2388-Internship- Paralegal/Legal Assistant	Eighty percent of students must receive a rating of good or excellent by the internship employer. The employer must complete an end of course evaluation form.	Interns will continue to be required to complete internship summaries and create LinkedIn accounts at the end of the internship experience. All spring 2025 interns were rated as "excellent" or "good" by their employers
6 PERSONAL QUALITIES: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	LGLA 2388-Internship- Paralegal/Legal Assistant	Eighty percent of students must receive a rating of good or excellent by the internship employer. The employer must	Interns will continue to be required to complete internship summaries and create LinkedIn accounts at the end of the internship

Competency	Course where Competency is Assessed	Method of Assessment	Improvements as a Result of Assessment Findings
		complete an end of course evaluation form.	experience. All spring 2025 interns were rated as "excellent" or "good" by their employers.
7 WORKPLACE COMPETENCIES: resources; interpersonal skills; information; systems; and technology	LGLA 2388-Internship-Paralegal/Legal Assistant	Eighty percent of students must receive a rating of good or excellent by the internship employer. The employer must complete an end of course evaluation form.	Interns will continue to be required to complete internship summaries and create LinkedIn accounts at the end of the internship experience. All spring 2025 interns were rated as "excellent" or "good" by their employers.
8 BASIC USE OF COMPUTERS	LGLA 2388-Internship-Paralegal/Legal Assistant	Eighty percent of students must receive a rating of good or excellent by the internship employer. The employer must complete an end of course evaluation form.	All spring 2025 interns were rated as "excellent" or "good" by their employers. This is an assessment of interns' computer usage and technical skills while working in a law office.