

## Educational Support and Administrative Review

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1.1 Brief overview of department/area

	knowledge; or to prepare for certification			
Paralegal./. Legal Instructor-led courses National certification prep	Provide Continuing Education Units (CEUs) for anyone wishing to acquire knowledge and information for current or future, iob positions: to become more marketable: for personal knowledge; or to prepare for the Certified Legal Assistant (CLA) exam.	Instructor honorarium & travel: staff travel: meeting room; refreshments; promotion	Revenue: \$28,000  (35%) projected profit margin	Student Evaluation

Personal Enrichment 1.2 Mission statement for the department/area

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	ption of the r ssues and trer		us of the dep	artment/area (i	ndu

3.3 **Staff** 

3.4 Other

4. Achievements

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