

PARALEGAL AAS

The Paralegal Associate's Degree educates and trains students to perform substantive and procedural legal work under the supervision of a lawyer. Paralegals are non-lawyers who assist attorneys in their professional duties.

Upon completion of this degree, students will:

- Be able to think critically
- Demonstrate organizational skills
- Work effectively with a variety of legal office professionals and clients
- Understand and apply legal ethics as required by law
- Demonstrate in-depth understanding of the legal system and its various agencies
- Demonstrate solid interviewing and investigation skills
- Draft legal documents and memoranda pertinent to specific areas of law
- Demonstrate excellent writing, listening, and speaking skills
- Demonstrate knowledge in legal research and writing skills
- Demonstrate knowledge and understanding of a variety of computer programs
- Maintain confidentiality

Completion of a Technical Skill Assessment is required.

General Education Requirements

Code	Title	Credits
Written Communication		
ENGL-101	WRITING AND RHETORIC I	3.00
Oral Communication		
Select one from the following:		3.00
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	
COMM-203	SMALL GROUP COMMUNICATION	
COMM-204	PUBLIC SPEAKING	
Mathematical Ways of Knowing		
Select one of the following:		3.00-5.00
MATH-123	MATH IN MODERN SOCIETY	
MATH-130	FINITE MATHEMATICS	
MATH-143	COLLEGE ALGEBRA	
MATH-147	COLLEGE ALGEBRA AND TRIGONOMETRY	
MATH-153	STATISTICAL REASONING	
MATH-170	CALCULUS I	
MATH-253	STATISTICAL METHODS FOR THE SCIENCES	
MATH-257	MATHEMATICS FOR ELEMENTARY TEACHERS II	
MTHPT-130	FINITE MATHEMATICS	
MTHPT-137	MATH FOR TECHNOLOGY	
MTHPT-153	STATISTICAL REASONING	
Social & Behavioral Ways of Knowing		
HRPT/SS-185	HUMAN RELATIONS IN ORGANIZATIONS	3.00
Additional General Education Courses		
Select one of the following:		3.00-5.00
ANTH-102	CULTURAL ANTHROPOLOGY	
ANTH-120	WORLD PREHISTORY	
ANTH-170	INTRODUCTION TO NATIVE AMERICAN STUDIES	
ANTH-360	RACE AND ETHNICITY	
ART-100	INTRODUCTION TO ART	
BIOF-100	INTRODUCTION TO BIOINFORMATICS	
BIOL-100	CONCEPTS OF BIOLOGY	

BIOL-120	PLANTS AND PEOPLE
BIOL-123	BIOLOGY IN FILM
BIOL-175	HUMAN BIOLOGY
BIOL-227	HUMAN ANATOMY AND PHYSIOLOGY I
CHEM-100	CONCEPTS OF CHEMISTRY
CHEM-105	GENERAL, ORGANIC AND BIOCHEMISTRY
CHEM-111	PRINCIPLES OF CHEMISTRY I
COMM-345	INTERCULTURAL COMMUNICATION
CS/CITPT-108	INTRODUCTION TO COMPUTER SCIENCE
ECON-201	PRINCIPLES OF MACROECONOMICS
ECON-202	PRINCIPLES OF MICROECONOMICS
ENGL-102	WRITING AND RHETORIC II
ENGL-109	COLLEGE WRITING AND RESEARCH
ENGL-175	LITERATURE AND IDEAS
ENGL-257	WORLD CLASSICS
ENGL-258	INTERNATIONAL LITERATURE
ENGL-260	NATIVE AMERICAN LITERATURE
ENGL-261	MYTHOLOGIES
ENGL-474	NATIVE AMERICAN WRITTEN LITERATURE
FSCI-101	INTRODUCTION TO FORENSIC SCIENCE
GEOG-102	INTRODUCTION TO GEOGRAPHY
GEOL-101	PHYSICAL GEOLOGY
GEOL-120	INTRODUCTION TO EARTH SYSTEMS
GIS-271	GEOGRAPHIC INFORMATION SYSTEMS
HUM-101	THE ART AND HISTORY OF THE MOTION PICTURE
HUM-150	INTRODUCTION TO THE ARTS
HIST-101	WORLD HISTORY I
HIST-102	WORLD HISTORY II
HIST-111	UNITED STATES HISTORY I
HIST-112	UNITED STATES HISTORY II
HRPT/SS-184	DIVERSITY IN ORGANIZATIONS
ID-300A - ID-300Z (see course descriptions for options)	
ID-240	INTEGRATED SCIENCE II
ID-301A	HELLS CANYON INSTITUTE
KIN-220	SOCIAL-CULTURAL ASPECTS OF SPORTS
MUS-101	SURVEY OF MUSIC
MUS-102	MUSIC IN AMERICA
MUS-150	WORLD MUSIC
MUS-151	HISTORY OF MUSICAL THEATER
MUS-152	HISTORY OF JAZZ AND POPULAR MUSIC STYLES
NP-101	NEZ PERCE LANGUAGE AND CULTURE
NP-102	NEZ PERCE LANGUAGE AND HISTORY
NS-140	INTEGRATED SCIENCE I
NS-150	INTRODUCTION TO NATURAL SCIENCES
NS-174	NATURAL SCIENCE FOR ELEMENTARY EDUCATOR
PHYS-111	GENERAL PHYSICS I
or PHYS-112	GENERAL PHYSICS II
PHYS-171	PHYS SCIENCES FOR ELEMENTARY EDUCATORS
PHYS-205	DESCRIPTIVE ASTRONOMY
PHYS-211	PHYSICS FOR SCIENTISTS AND ENGINEERS I
POLS-101	AMERICAN NATIONAL GOVERNMENT
POLS-237	INTERNATIONAL POLITICS

POLS-285	COMPARATIVE GOVERNMENT
PSYC-101	INTRODUCTION TO GENERAL PSYCHOLOGY
PSYC-205	LIFESPAN DEVELOPMENTAL PSYCHOLOGY
SOC-101	INTRODUCTION TO SOCIOLOGY
SOC-102	SOCIAL PROBLEMS
SPAN-101	ELEMENTARY SPANISH I
SPAN-102	ELEMENTARY SPANISH II
SPAN-201	INTERMEDIATE SPANISH I
SPAN-202	INTERMEDIATE SPANISH II
THEA-101	SURVEY OF THE THEATER

Total Credits **15.00-19.00**

Program Requirements

Code	Title	Credits
GNBPT-101	BASIC ACCOUNTING	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-222	BUSINESS EDITING	3.00
GNBPT-233	OFFICE PROCEDURES	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-223	LEGAL SUPPORT FUNDAMENTALS AND ETHICS	3.00
LAWPT-224	INTRODUCTION TO LAW	3.00
LAWPT-230	LEGAL RESEARCH AND WRITING I	3.00
LAWPT-265 or LAWPT-365	BUSINESS LAW I BUSINESS LAW II	3.00
LAWPT-274	LEGAL PROCEDURES	3.00
LAWPT-294A	INTERNSHIP IN LAW I	3.00
LAWPT-322	PARALEGAL PROCEDURES FOR CRIMINAL LAW	3.00
LAWPT-323	CIVIL LITIGATION	3.00
LAWPT-331	LEGAL RESEARCH AND WRITING II	3.00
Completion of a Technical Skills Assessment is required		
Total Credits		45.00

Sequential Plan of Study

Course	Title	Credits
First Year		
Fall		
CORE	Mathematical Ways of Knowing	3.00
ENGL-101	WRITING AND RHETORIC I	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-223	LEGAL SUPPORT FUNDAMENTALS AND ETHICS	3.00
Credits		15.00
Spring		
GNBPT-101	BASIC ACCOUNTING	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-233	OFFICE PROCEDURES	3.00
HRPT/SS-185 or SS-185	HUMAN RELATIONS IN ORGANIZATIONS or HUMAN RELATIONS IN ORGANIZATIONS	3.00
LAWPT-224	INTRODUCTION TO LAW	3.00
Credits		15.00

Second Year**Fall**

CORE	Additional General Education Course	3.00
CORE	Oral Communication	3.00
GNBPT-222	BUSINESS EDITING	3.00
LAWPT-230	LEGAL RESEARCH AND WRITING I	3.00
LAWPT-274	LEGAL PROCEDURES	3.00

Credits	15.00
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Spring

LAWPT-265 or LAWPT-365	BUSINESS LAW I or BUSINESS LAW II	3.00
LAWPT-294A	INTERNSHIP IN LAW I	3.00
LAWPT-322	PARALEGAL PROCEDURES FOR CRIMINAL LAW	3.00
LAWPT-323	CIVIL LITIGATION	3.00
LAWPT-331	LEGAL RESEARCH AND WRITING II	3.00

Credits	15.00
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Total Credits	60.00
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Graduates from Paralegal ([https://www.careeronestop.org/toolkit/careers/occupations/occupation-profile.aspx?keyword=Paralegals and Legal Assistants&onetcode=23201100&location=UNITED STATES](https://www.careeronestop.org/toolkit/careers/occupations/occupation-profile.aspx?keyword=Paralegals%20and%20Legal%20Assistants&onetcode=23201100&location=UNITED%20STATES)) programs go on to obtain careers in a variety of fields:

- Legal Assistant
- Law Clerk
- Litigation or Judicial Assistant
- Legal Practice Assistant
- Court Clerk
- Title/Abstract Examiner
- Legal Researcher
- Contract Specialist
- Claims Adjuster
- Court Assistance Program Specialist
- Limited Practice Officer

Check out the U.S. Bureau of Labor Statistics (<https://www.bls.gov/ooh/home.htm>) website for more information about the potential careers listed above.