

# PARALEGAL BAS

The Paralegal program 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. Two options are available in the Paralegal program: an 63-credit AAS degree program and a 30-credit Intermediate Technical Certificate program. Upon completion of the Paralegal AAS 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.

## BAS Requires the following:

- Earned AAS Degree in same major as BAS
- Gen Ed Core 37 credits
- AAS program courses for a maximum of 50 credits (note: this can be less than 50 credits)
- 33 credits of approved upper-division coursework
- Total Credits Required for BAS is 120

## General Education Requirements

Code	Title	Credits
<b>Written Communication</b>		
Select one of the following:		6.00
ENGL-101 & ENGL-102	WRITING AND RHETORIC I and WRITING AND RHETORIC II	
ENGL-109	COLLEGE WRITING AND RESEARCH	
<b>Oral Communication</b>		
Select one from the following:		3.00
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	
COMM-203	SMALL GROUP COMMUNICATION	
COMM-204	PUBLIC SPEAKING	
<b>Mathematical Ways of Knowing</b>		
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	
<b>Humanistic &amp; Artistic Ways of Knowing</b>		

Select one course from two categories: 6.00-8.00

**Literature**

ENGL-175	LITERATURE AND IDEAS
ENGL-257	WORLD CLASSICS
ENGL-258	INTERNATIONAL LITERATURE
ENGL-260	NATIVE AMERICAN LITERATURE
ENGL-261	MYTHOLOGIES

**Arts**

ART-100	INTRODUCTION TO ART
HUM-101	THE ART AND HISTORY OF THE MOTION PICTURE
HUM-150	INTRODUCTION TO THE ARTS
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
THEA-101	SURVEY OF THE THEATER

**Language**

NP-101	NEZ PERCE LANGUAGE AND CULTURE
NP-102	NEZ PERCE LANGUAGE AND HISTORY
SPAN-101	ELEMENTARY SPANISH I
SPAN-102	ELEMENTARY SPANISH II

**Scientific Ways of Knowing**

Select one course from two disciplines; one lab 7.00-8.00

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
CITPT-108	INTRODUCTION TO COMPUTER SCIENCE
CS-108	INTRODUCTION TO COMPUTER SCIENCE
FSCI-101	INTRODUCTION TO FORENSIC SCIENCE
GEOL-101	PHYSICAL GEOLOGY
GEOL-120	INTRODUCTION TO EARTH SYSTEMS
GIS-271	GEOGRAPHIC INFORMATION SYSTEMS
ID-240	INTEGRATED SCIENCE II
NS-140	INTEGRATED SCIENCE I
NS-150	INTRODUCTION TO NATURAL SCIENCES <sup>1</sup>
NS-174	NATURAL SCIENCE FOR ELEMENTARY EDUCATOR
PHYS-111 or PHYS-112	GENERAL PHYSICS I GENERAL PHYSICS II
PHYS-171	PHYS SCIENCES FOR ELEMENTARY EDUCATORS
PHYS-205	DESCRIPTIVE ASTRONOMY
PHYS-211	PHYSICS FOR SCIENTISTS AND ENGINEERS I

**Social & Behavioral Ways of Knowing**

Select one course from two disciplines: 6.00

ANTH-102	CULTURAL ANTHROPOLOGY
ANTH-120	WORLD PREHISTORY

ANTH-170	INTRODUCTION TO NATIVE AMERICAN STUDIES
ECON-201	PRINCIPLES OF MACROECONOMICS
ECON-202	PRINCIPLES OF MICROECONOMICS
GEOG-102	INTRODUCTION TO GEOGRAPHY
HIST-101	WORLD HISTORY I
HIST-102	WORLD HISTORY II
HIST-111	UNITED STATES HISTORY I
HIST-112	UNITED STATES HISTORY II
HRPT-184	DIVERSITY IN ORGANIZATIONS
HRPT-185	HUMAN RELATIONS IN ORGANIZATIONS
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
SS-184	DIVERSITY IN ORGANIZATIONS
SS-185	HUMAN RELATIONS IN ORGANIZATIONS

**Diversity**

Select one of the following: 3.00-4.00

ANTH-102	CULTURAL ANTHROPOLOGY
ANTH-120	WORLD PREHISTORY
ANTH-170	INTRODUCTION TO NATIVE AMERICAN STUDIES
ANTH-360	RACE AND ETHNICITY
COMM-345	INTERCULTURAL COMMUNICATION
ENGL-258	INTERNATIONAL LITERATURE
ENGL-474	NATIVE AMERICAN WRITTEN LITERATURE
GEOG-102	INTRODUCTION TO GEOGRAPHY
HIST-101	WORLD HISTORY I
HIST-102	WORLD HISTORY II
HIST-111	UNITED STATES HISTORY I
HIST-112	UNITED STATES HISTORY II
HRPT-184	DIVERSITY IN ORGANIZATIONS
ID-300C	ETHICS AND IDENTITY
KIN-220	SOCIAL-CULTURAL ASPECTS OF SPORTS
NP-101	NEZ PERCE LANGUAGE AND CULTURE
NP-102	NEZ PERCE LANGUAGE AND HISTORY
POLS-285	COMPARATIVE GOVERNMENT
SOC-101	INTRODUCTION TO SOCIOLOGY
SPAN-101	ELEMENTARY SPANISH I
SPAN-102	ELEMENTARY SPANISH II
SPAN-201	INTERMEDIATE SPANISH I
SPAN-202	INTERMEDIATE SPANISH II
SS-184	DIVERSITY IN ORGANIZATIONS

**Integrative Seminar: Ethics & Values**

Select one of the following: 3.00

ID 300A - 300Z (see course descriptions for options)	
ID-301A	HELLS CANYON INSTITUTE

**Total Credits****37.00-43.00**

## Program Requirements

Code	Title	Credits
<b>AAS Program Courses</b>		
Apply up to 50 credits from an earned AAS in Paralegal		50.00
<b>BAS Program Requirements</b>		
Select a minimum of 33 credits from the following:		33.00
LAWPT-321	REAL ESTATE LAW AND PROCEDURES	
LAWPT-324	ADVANCED CIVIL LITIGATION	
LAWPT-332	WILLS, TRUSTS, AND ESTATES	
LAWPT-341	BUSINESS ORGANIZATIONS	
LAWPT-342	FAMILY LAW	
LAWPT-345	TORT LAW	
LAWPT-367	INTERNSHIP IN LAW	
LAWPT-494A	INTERNSHIP IN LAW I	
Select 10 credits at the 300/400 level		
<b>Total Credits</b>		<b>83.00</b>

## Sequential Plan of Study

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
CORE	Mathematical Ways of Knowing	3.00
CORE	Oral Communication	3.00
CORE	Scientific Ways of Knowing	3.00
ENGL-101	WRITING AND RHETORIC I	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
<b>Credits</b>		<b>15.00</b>
<b>Spring</b>		
ENGL-102	WRITING AND RHETORIC II	3.00
CORE	Humanistic & Artistic Ways of Knowing	3.00
CORE	Social & Behavioral Ways of Knowing	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-223	LEGAL SUPPORT FUNDAMENTALS AND ETHICS	3.00
<b>Credits</b>		<b>15.00</b>
<b>Second Year</b>		
<b>Fall</b>		
CORE	Diversity	3.00
CORE	Humanistic & Artistic Ways of Knowing	3.00
CORE	Scientific Ways of Knowing	4.00
LAWPT-294A	INTERNSHIP IN LAW I	3.00
Elective	Elective Credits	3.00
<b>Credits</b>		<b>16.00</b>
<b>Spring</b>		
CORE	Integrative Seminar: Ethics & Values	3.00
CORE	Social & Behavioral Ways of Knowing	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-200	BUSINESS DOCUMENT PROCESSING	3.00
LAWPT-224	INTRODUCTION TO LAW	3.00
<b>Credits</b>		<b>15.00</b>

**Third Year****Fall**

ACCPT-101	BASIC ACCOUNTING I	3.00
GNBPT-222	BUSINESS EDITING	3.00
GNBPT-233	OFFICE PROCEDURES	3.00
Elective	Elective Credits	3.00

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<b>Credits</b>	<b>12.00</b>
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**Spring**

LAWPT-230	LEGAL RESEARCH AND WRITING I	3.00
LAWPT-265	BUSINESS LAW I	3.00
LAWPT-274	LEGAL PROCEDURES	3.00
LAWPT-322	PARALEGAL PROCEDURES FOR CRIMINAL LAW	3.00
Elective	Elective Credits	3.00

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<b>Credits</b>	<b>15.00</b>
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**Fourth Year****Fall**

LAWPT-323	CIVIL LITIGATION	3.00
LAWPT-331	LEGAL RESEARCH AND WRITING II	3.00
LAWPT-341	BUSINESS ORGANIZATIONS	2.00
LAWPT-345	TORT LAW	3.00
Elective	Elective Credits	3.00

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<b>Credits</b>	<b>14.00</b>
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**Spring**

LAWPT-321	REAL ESTATE LAW AND PROCEDURES	3.00
LAWPT-324	ADVANCED CIVIL LITIGATION	3.00
LAWPT-332	WILLS, TRUSTS, AND ESTATES	3.00
LAWPT-342	FAMILY LAW	3.00
LAWPT-367	INTERNSHIP IN LAW	3.00
LAWPT-494A	INTERNSHIP IN LAW I	3.00

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<b>Credits</b>	<b>18.00</b>
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<b>Total Credits</b>	<b>120.00</b>
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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