

LEGAL PRACTICE ASSISTANT AAS

Students pursuing the Legal Practice Assistant Associate's degree option will be provided with training in legal office procedures and the preparation of legal documents. Internship experience in a law-related office is an integral part of the Legal Practice Assistant curriculum.

Upon completion of this degree, students will:

- Produce legal documents from draft, dictation, and forms
- Understand basic legal research skills and be able to work effectively in a standard law library
- Maintain office, court calendars, and understand basic office procedures
- Work effectively with a wide spectrum of legal professionals
- Maintain confidentiality
- Understand the importance of legal ethics
- Demonstrate knowledge and skill to run a variety of computer programs

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
CITPT-101	INTRODUCTION TO WEB DESIGN & DEVELOPMEN	3.00
GNBPT-101	BASIC ACCOUNTING	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-112	EXCEL	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-200	BUSINESS DOCUMENT PROCESSING	3.00
GNBPT-222	BUSINESS EDITING	3.00
GNBPT-233	OFFICE PROCEDURES	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
LAWPT-224	INTRODUCTION TO LAW	3.00
LAWPT-230	LEGAL RESEARCH AND WRITING I	3.00
LAWPT-265	BUSINESS LAW I	3.00
LAWPT-274	LEGAL PROCEDURES	3.00
LAWPT-294A	INTERNSHIP IN LAW I	3.00
MGTPT-270	BUSINESS ETHICS	3.00
Completion of a Technical Skills Assessment is required		

Total Credits **45.00**

Sequential Plan of Study

Course	Title	Credits
First Year		
Fall		
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-200	BUSINESS DOCUMENT PROCESSING	3.00
LAWPT-219	LEGAL TERMINOLOGY	3.00
MGTPT-270	BUSINESS ETHICS	3.00
Credits		15.00
Spring		
CORE	Mathematical Ways of Knowing	3.00
GNBPT-101	BASIC ACCOUNTING	3.00
GNBPT-222	BUSINESS EDITING	3.00
GNBPT-233	OFFICE PROCEDURES	3.00
LAWPT-224	INTRODUCTION TO LAW	3.00
Credits		15.00
Second Year		
Fall		
CITPT-101	INTRODUCTION TO WEB DESIGN & DEVELOPMEN	3.00
CORE	Oral Communication	3.00
CORE	Additional General Education Course	3.00
ENGL-101	WRITING AND RHETORIC I	3.00

GNBPT-112	EXCEL	3.00
Credits		15.00
Spring		
HRPT-185 or SS-185	HUMAN RELATIONS IN ORGANIZATIONS or HUMAN RELATIONS IN ORGANIZATIONS	3.00
LAWPT-230	LEGAL RESEARCH AND WRITING I	3.00
LAWPT-265	BUSINESS LAW I	3.00
LAWPT-274	LEGAL PROCEDURES	3.00
LAWPT-294A	INTERNSHIP IN LAW I	3.00
Credits		15.00
Total Credits		60.00

Graduates from Legal Practice Assistant ([https://www.careeronestop.org/toolkit/careers/occupations/occupation-profile.aspx?keyword=Legal Secretaries&onetcode=43601200&location=UNITED STATES](https://www.careeronestop.org/toolkit/careers/occupations/occupation-profile.aspx?keyword=Legal%20Secretaries&onetcode=43601200&location=UNITED%20STATES)) programs go on to obtain careers in a variety of fields:

- Paralegal
- 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.