

Lewis-Clark State College - Business Technology and Service Division

**A.A.S. Paralegal**

Course Descriptions, Frequency, and Suggested Sequence

Course	Title	Credits	PreReqs	Taught
<b>Tier I Courses</b>				
COMM	CORE: Oral Communications	3	placement	Each
CITPT 110	Business Computer Skills	3		Each
WRPPT 200	Word Processing	3		Each
LAWPT 219	Legal Terminology	3		Fall
LAWPT 223	Paralegal Fundamentals/Legal Ethics	2		Fall
LAWPT 224	Introduction to Law	3		Spring
MTHPT	CORE: Mathematical Ways of Knowing	3	placement	Each
ENGL 101	CORE: College Writing	3	placement	Each
<b>Tier II Courses</b>				
WRPPT 200	Word Processing	3		Each
GNBPT 122	Business English	3		Each
CITPT 212	Spreadsheets & Databases	3	CITPT 110	Each
OFFPT 233	Office Procedures	3	WRPPT 200	Fall
LAWPT 230	Legal Research & Writing I	3		Spring
LAWPT 265/365	Business Law	3		Spring
LAWPT 323	Civil Litigation I	3		Spring
ACCPT 101	Basic Accounting I	3		Each
HRPT 185	Introduction to Prof Human Relations	3		Each
CORE	Any Ways of Knowing or Diversity course	3		Each
<b>Tier III Courses</b>				
GNBPT 245	Business Writing	3	GNBPT 122	Each
GNBPT 296	Cooperative Education in General Business	3		Each
LAWPT 274	Legal Office Procedures	3		Spring
LAWPT 321	Real Estate Law/Procedures	3		Fall
LAWPT 322	Criminal Law/Procedures	3		Fall
LAWPT 324	Civil Litigation II	3		Fall
LAWPT 331	Legal Research & Writing II	3		Fall
LAWPT 332	Wills, Trusts & Estates	3		Spring
LAWPT 341	Business Organizations	2		Spring
LAWPT 342	Family Law	3		Fall
LAWPT 335	Tort Law	3		Fall
LAWPT 367	Paralegal Internship	3		Each