

IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

PROGRAM TITLE: PARALEGAL STUDIES

Information included in this handout may change at anytime without notice and should not be considered as a binding contract between Idaho State University and students.

Program Options & Length:

Paralegal Studies, Associate of Applied Science degree (Fall entry only) 18 months 4 Semesters

Entry date for this program:

August

Approximate cost for books, tools, & supplies:

\$1251.00

(See below for registration fees.)

For more information, Contact:

Idaho State University
College of Technology
Student Services Office
Campus Box 8380
Pocatello, ID 83209-8380
1.208.282.2622
e-mail: ctech@isu.edu
www.isu.edu/ctech/

Job Description:

Paralegals perform tasks under the supervision of an attorney. Tasks may include interacting with clients to gather and provide information; organizing files and maintaining case materials; investigating facts to prove, or defend against, a legal claim by conducting interviews, contacting third parties by telephone and correspondence, researching public records, reviewing documents, and completing forms; employing basic legal analysis to identify issues; conducting legal research using traditional law library resources and computer technology; drafting legal documents; summarizing deposition and trial transcripts; assisting lawyers during litigation by interviewing witnesses, drafting jury instructions, compiling trial notebooks, organizing exhibits, and taking notes during the examination of jurors and witnesses; and conducting business with court and law enforcement personnel, lawyers, agencies, corporations, and other entities. The paralegal may work in all areas of the law, including civil litigation, bankruptcy, corporate, criminal, administrative, environmental, real estate, domestic, health care, employment, and estate planning. The paralegal must be able to read and comprehend well; think logically and analytically; use computer resources proficiently; and have excellent communication, interpersonal, organizational, and time-management skills. Job opportunities are available with government agencies; courts; legal clinics; law firms; banks; corporations; insurance companies; title companies; and similar businesses. Specific job titles are paralegal and legal assistant.

Helpful High School Courses:

Accounting with 10-key	Applied or Business Math
Business Law	Computer Technology
Desktop Publishing	Economics / Business
English	Keyboarding
Office Technology	Record Keeping
Speed Writing	Writing

Education Requirements: High school graduation or completion of GED. Paralegal Studies requires a 2.5 GPA.

TUITION AND FEES

Fees apply to the current Idaho State University fee schedule located at <http://www.isu.edu/finserv/costinfo.shtml>.

Fees include **mandatory** student health insurance, any student with existing health insurance coverage may be exempt and waivers are available at <http://www.isu.edu/stuhlth/insurance/pp.html>.

ADMISSION STEPS

- Complete and return an Application for Admission along with a check or money order for \$40 (non-refundable), payable to Idaho State University. You may also apply online via the Idaho State University home page: www.isu.edu . Click on Prospective Students.
- Submit official college transcripts, if applicable, from each accredited institution of higher education that you have attended.
- Submit an official copy of your high school transcript or GED scores (Not required if you have completed and submitted proof of 14 or more academic credits from an accredited institution of higher education.)
- Meet with a College of Technology counselor, if desired, to obtain more in-depth information. To make an appointment, call (208)282-2622.
- Either:
 1. Complete the COMPASS Placement test. This test enables us to place you in the appropriate classes to enhance your success in college.
 2. Submit ACT/SAT scores, valid for seven (7) years from the date of testing. ACT scores are not required for acceptance to the College of Technology, however they are required to qualify for some scholarships
- Apply for financial aid if needed. Questions, call (208) 282-2756.
- Former College of Technology students who have been out of school one semester or more must complete the necessary forms in the Student Services office before returning to the program. Re-entering student must meet the requirements as outlined in the catalog effective at the date of their re-enrollment.

Idaho State University subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. All rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, age, disability, national origin or veteran status. The University is an Equal Opportunity and Affirmative Action employer. Evidence of practices that are not consistent with such a policy should be reported to: Leonard E. "Buddy" Frazier, Affirmative Action Director; Museum Building, Room 422 Box 8315.E-mail frazleon@isu.edu, (208) 282-3964.

Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. If you have a diagnosed disability or if you believe that you have a disability that might require reasonable accommodations, please contact: Dennis J. Toney, ADA Disabilities and Resource Center Director; Gravely Hall, Room 123 Box 8121.E-mail tonedenn@isu.edu, (208)282-3599.

Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

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COURSE SEQUENCE

YEAR ONE: FALL SEMESTER

PARA 110	Intro to Paralegal Studies	3 cr	Required
PARA 111	Ethics & Professionalism	3 cr	Required
PARA 121	Law Office Management	3 cr	Required
PARA 112	Estates, Wills, & Trusts	3 cr	Elective
OR			
PARA 114	Family Law	3 cr	Elective
BI 170	Intro to Computers	3 cr	Required
OR			
CIS 101	Intro to Computer Systems	3 cr	Required
ENGL 101	English Composition	3 cr	General Education Requirement

YEAR ONE: SPRING SEMESTER

PARA 113	Contract Law	3 cr	Required
PARA 115	Property Law	3 cr	Required
PARA 122	Legal Research, Analysis, & Writing I	3 cr	Required
ENGL 102	Critical Reading & Writing	3 cr	General Education Requirement
COMM 101	Principles of Speech	3 cr	General Education Requirement

YEAR TWO: FALL SEMESTER

PARA 116	Tort Law	3 cr	Required
PARA 117	Criminal Law & Procedure	3 cr	Required
PARA 212	Pre-Trial Civil Litigation & Procedure	3 cr	Required
PARA 222	Legal Research, Analysis, & Writing II	3 cr	Required
MATH 123	Math in Modern Society (or Goal 3 Math)	3 cr	General Education Requirement
Goals 4-10B	(Select two)	6 cr	General Education Requirement

YEAR TWO: SPRING SEMESTER

PARA 118	Business Organizations	3 cr	Elective
OR			
PARA 213	Post-Trial Civil Litigation & Procedure	3cr	Elective
OR			
PARA 215	Debtor/Creditor Rights & Bankruptcy Law	3cr	Elective
OR			
PARA 223	Legal Research, Analysis, & Writing III	3 cr	Elective
OR			
PARA 298	Independent Paralegal Studies	1-8 cr	Elective
PARA 230	Paralegal Internship	4cr	Required
Goals 11-12	(Select one)	3 cr	General Education Requirement

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BOOK AND TOOL LIST

Textbooks may be purchased at the University Bookstore located at the Pond Student Union - Building #14. Textbooks may also be purchased or reserved on-line through www.efollett.com or the bookstore's website at www.isu.edu/bookstor. Payments may be made with cash, check, VISA, MasterCard, American Express, or Discover. A shipping charge will be added for mail orders. See the bookstore's website for more information on purchasing or reserving books or for refund policy information. **Save Your Receipts!**

**Approximate total book and tool costs for this program's options are listed below.
Additional book costs will vary depending on the courses taken to fulfill
general education requirements for the AAS degree.
For a breakdown of books by individual class requirements, you must check your course
curriculum.**

NOTE: PRICES ARE SUBJECT TO CHANGE AT ANYTIME WITHOUT PRIOR NOTIFICATION

I. BOOKS AND SUPPLIES (LISTED BY COURSE)

DESCRIPTION	APPROXIMATE PRICE	
PARA 110 INTRODUCTION TO PARALEGAL STUDIES		
PARALEGAL PROFESSIONAL	0131751903	128.00
PARA 111 ETHICS AND PROFESSIONALISM		
ETHICS & PROF RESPONSIBILITY FOR PARALEGALS	0735529045	82.00
PARA 112 ESTATES, WILLS AND TRUSTS		
WILLS, TRUSTS & ESTATE ADMINISTRATION	1418039332	142.00
PARA 113 CONTRACT LAW		
LAW OF CONTRACTS AND UNIFORM COMMUNICATION CODE	0-8273-6324-9	68.00
PARA 114 FAMILY LAW		
PRACTICAL GUIDE TO FAMILY LAW, Study Guide		25.00
PARA 115 PROPERTY LAW		
ESSENTIALS OF REAL ESTATE LAW FOR PARALEGALS, (& handbook)	0-7668-0395-3	59.00
PARA 116 TORT LAW		
TORT LAW FOR LEGAL ASSISTANTS	1401812744	136.00
PARA 117 CRIMINAL LAW AND PROCEDURE		
CRIMINAL LAW & PROCEDURE: An Introduction		76.00

PARA 118 BUSINESS ORGANIZATIONS		
PARA 119 LEGAL RESEARCH AND ANALYSIS I		
PARA 120 LEGAL WRITING I		
PARA 121 LAW OFFICE MANAGEMENT		
FUND OF LAW OFFICE MANAGEMENT	1401824631	97.00
PARA 210 LEGAL RESEARCH AND ANALYSIS II		
PARA 211 LEGAL WRITING II		
PARA 212 PRE-TRIAL CIVIL LITIGATION AND PROCEDURE		
LITIGATION PARALEGAL	0-7668-4055-7	108.00
PARA 213 TRIAL AND POST-TRIAL CIVIL LITIGATION AND PROCEDURE (same as PARA 212)		
PARA 214 ENVIRONMENT LAW		
PARA 215 DEBTOR/CREDITOR RIGHTS AND BANKRUPTCY LAW		
INTRODUCTION TO BANKRUPTCY LAW	0-314-09377-X	n/a
PARA 216 ADMINISTRATIVE LAW		
ADMINISTRATIVE LAW AND PROCEDURE	0-8273-7468-2	75.00
PARA 217 CONSTITUTIONAL LAW		
PARA 220 PARALEGAL INTERNSHIP		
BI 170 INTRODUCTION TO COMPUTERS		
Class fee		20.00
GO WITH MICROSOFT OFFICE 2007 + MYITLAB	0132426169	120.00
APPROXIMATE TOTAL BOOKS		\$1136.00

II. SUPPLIES & OTHER EXPENSES

DESCRIPTION	APPROXIMATE PRICE
Fee for electronic legal research	40.00
Disks, computer, 3.5" HD, IBM formatted per semester, 1 box of 10	8.00
Notebooks, 10 each	40.00
Pencils, 1 box	3.00
Pens, 3 each	4.00
Graduation Application fee for first Certificate/Degree	20.00
Optional fee for each additional Certificate/Degree	(10.00)
APPROXIMATE TOTAL SUPPLIES & OTHER EXPENSES	\$115.00

APPROXIMATE TOTAL BOOKS, SUPPLIES, & EXPENSES	\$1251.00
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ANTICIPATE ADDITIONAL EXPENSES ASSOCIATED WITH THIS PROGRAM:
TEXTBOOKS ASSOCIATED WITH ACADEMIC COURSES,
 TRANSPORTATION, PARKING, CHILD CARE, HOUSING.
 YOU MUST CHECK YOUR CLASS SCHEDULE TO DETERMINE TEXTBOOKS REQUIRED BY
 INSTRUCTOR.