

Course Objectives/Course Outline
Spokane Community College

Course Title: Introduction to Paralegalism

Prefix and Course Number: LA 101

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Describe the legal services industry including different legal settings
- Distinguish the role of the paralegal compared to the role of the attorney
- Identify and describe the different institutions, policies, procedures, duties, and responsibilities of paralegals
- Discuss issues involving ethics and social responsibility

Course Outline:

- I. Survey of Legal Services Industry
 - A. Public and Private
 - B. Criminal and Civil
 - C. Insurance and Risk Management
 - D. Financial Services Industry
 - E. International
 - F. Nonprofit and public advocacy
- II. Survey of Policies, Procedures, Duties, and Responsibilities of Paralegals
 - A. Professional Judgment and Problem Solving
 - B. Role of Paralegal
 - C. Role of Attorney
 - D. Legal Theory application
 - E. Team work
 - F. Conflict resolution
 - G. Ethics
- III. Working Paralegal Interview
 - A. Selection based on compatibility with student career goals
 - B. Mock interview
 - C. Preparing for interview
 - D. Conducting interview
 - E. Debriefing interview results