

Paralegal AS AS

One of only a few programs in the Twin Cities that is approved by the American Bar Association, since 1979, North Hennepin's Paralegal AS degree and Certificate program offer students an ABA approved education for one of the lowest costs in the state. In addition, our students pay on a per-credit basis, permitting paralegal students to take as many, or as few, courses as they wish at the same low cost per credit.

Quick Facts

Overview

The goal of the paralegal program is to deliver a comprehensive paralegal education that will graduate ethical, employable, competent professionals for careers in the legal field. Our paralegal program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The specialty courses are the core of the program and include the following areas of law: legal research and writing, contracts, family law, property, wills and estate administration, criminal law and litigation.

Delivery Method: Online Synchronous (Zoom)

Important Links

[PARALEGAL AS CURRICULUM PDF ›](#)

[PARALEGAL ADMISSIONS REQUEST ›](#)

[TRANSFERRING PARALEGAL CREDITS ›](#)

Time to Complete

The Paralegal AS degree program can be completed in four semesters. Transferring credits into NHCC may result in the program taking less time. Taking classes on a part-time basis will require additional semesters.

[GET STARTED NOW ›](#)

Costs

2021-2022 Tuition & Fees:
\$203.41 per credit (60 credits)
\$213.09 per fully online credit

[TUITION DETAILS ›](#)

What You Will Learn

- Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge to the work of paralegals.
 - Understand and apply the Rules of Professional Conduct to the practice of law and demonstrate ethical behaviors in all settings.
- Demonstrate written, verbal, and interpersonal communication skills appropriate to various legal and business settings.
- Conduct legal research using print and electronic resources, apply results to fact situations, and report findings in an appropriate format.
- Successfully complete projects performed by paralegals in the various substantive areas of law.

After NHCC

NHCC's Paralegal program is approved by the American Bar Association. After completing the Paralegal AS degree program, graduates are prepared for entry into a paralegal career. Students wishing to continue their education in a related field can transfer seamlessly through articulation agreements with Concordia University, Hamline University, Metropolitan State University, and Winona State University.

Should I Get a Certificate or an AS Degree?

If you already have an AS, AA, or bachelor's degree, a Paralegal Certificate would prepare you for a career assisting lawyers and administrators of law-related occupations in providing efficient legal services to the public.

If you don't already have an AS, AA, or bachelor's degree, you will need a Paralegal AS degree to start your career assisting lawyers and administrators of law-related occupations in providing efficient legal services to the public.

Paralegal Program Highlights

American Bar Association Approved Paralegal Program

Highest-Rated Community College Paralegal Program in Minnesota according to Minnesota Lawyer Reader Rankings

Online Synchronous Education – Entire program may be completed online, evening courses

First and only ABA-approved paralegal program in the country to provide paralegal education to incarcerated students in partnership with the Minnesota Department of Corrections

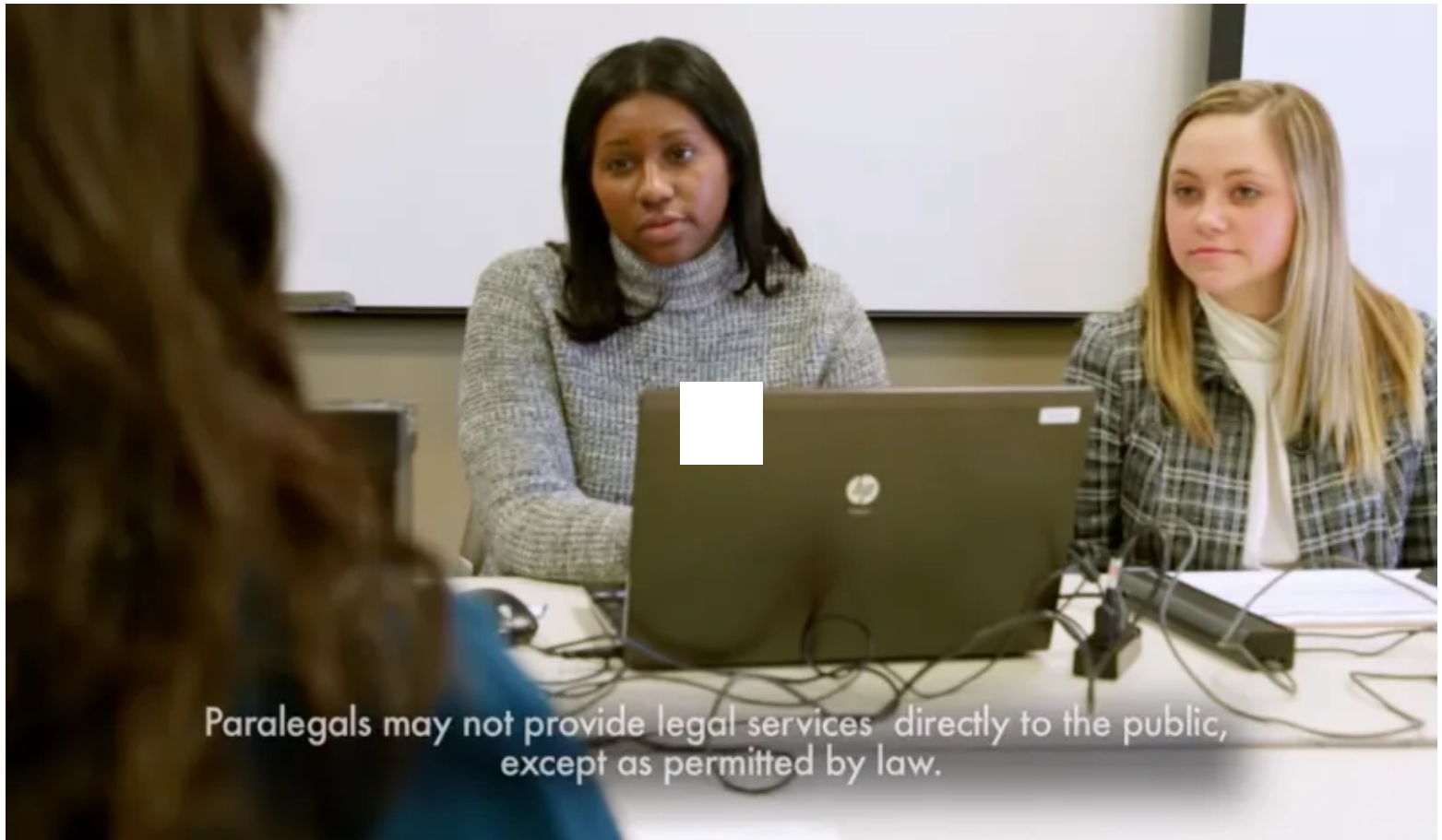
Over 90% job placement rate within 6 months of graduation

Advisory Committee made up of members working in the field as lawyers, paralegals, and in business for companies including, Cargill, Fredrickson & Byron, Target Corporation, Red Wing Shoes, Maslon, Hennepin County, Toro Corporation, Taft Law



AMERICAN **BAR** ASSOCIATION

ABA Approved Paralegal Program



Paralegals may not provide legal services directly to the public,
except as permitted by law.

What Graduates Are Saying



“ NHCC gave me the necessary building blocks and skills to succeed, and an internship opportunity with one of the best law firms in the Twin Cities. NHCC’s program is affordable, approved by the American Bar Association, and uses similar legal research platforms I use in my job today. ”

[MICHAEL LARSON | NHCC PARALEGAL GRAD | LITIGATION SPECIALIST AT 3M ›](#)

Career Outlook

National Projected Job Growth Rate: 12% (2020-2030)

Median Hourly Wage in Minnesota: \$29.88

Potential Job Titles

Paralegal

Law library assistant

Court clerk

Title examiner

Contract specialist

Legal compliance

Law firm administrator

Mediator

Court advocate

Litigation docket manager

Contract administrator

Regulatory analyst

Claims analyst

Nurse paralegal

[Read more on CareerWise](#)

Where NHCC Paralegal Grads Work

10th Judicial District

Anoka County Attorney's Office

Boston Scientific

Cigna Legal

Dorsey & Whitney LLP

Hennepin County

Medtronic

U.S. Attorney's Office

Taft Law Firm

Wells Fargo Home Mortgage

And many more!

Transfer Options

NHCC's Paralegal AS Degree is designed to transfer to:

Concordia University: Organizational Management and Leadership BA degree

Concordia University: Business BA degree

Concordia University: Public Policy BA degree

Concordia University: Criminal Justice BA degree

Hamline University: Legal Studies BA degree

Metropolitan State University: Individualized Studies BA degree

Winona State University: Legal Studies BS Degree

Paralegal Program Admissions

After completing all of the [admissions steps](#) to the college, students must complete a [Paralegal Admission Request](#) and make an appointment with a Paralegal Advisor for review. Contact Advising at 763-424-0703 to schedule your appointment.

Paralegal Credits: Information on transferring legal specialty credits into the NHCC Paralegal Program.

[^ BACK TO TOP](#)

Program Details

The goal of the paralegal program is to deliver a comprehensive paralegal education that will graduate ethical, employable, competent professionals for careers in the legal field. Our paralegal program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The specialty courses are the core of the program and include the following areas of law: legal research and writing, contracts, family law, property, wills and estate administration, criminal law and litigation. The Paralegal Program does not train graduates to provide legal services directly to the public. Any person who attempts to provide legal services directly to the public, but is not licensed to practice law, engages in the illegal and unauthorized practice of law.

To prepare students for emerging trends in the legal profession, NHCC's paralegal program offers an elective course in Intellectual Property that covers the major areas of intellectual property law in the United States: trademarks, copyrights, patents, and trade secrets. In addition, students taking the Computer Applications course are introduced to the use of specialized e-discovery software to better prepare them for the workplace.

[^ BACK TO TOP](#)

Meet Our Instructors

Licensed attorneys teach the legal specialty courses offered at North Hennepin. The faculty is active in the profession and most maintain private law practices in addition to their teaching responsibilities. The depth of experience of the faculty ensures that you will receive practical and timely information relevant to paralegal duties.

Mary Fenske

Carrie Vaia

IN THIS SECTION

Katharine Lovo

^ **BACK TO TOP**

Employment Outlook

You can perform legal work for attorneys in private law firms, government agencies or large corporations with a Paralegal AS or **Paralegal Certificate** from North Hennepin Community College. Paralegal duties vary according to the nature of employment, level of experience, and level of education. Examples of tasks include:

Interviewing clients and witnesses

Performing research and investigating facts

Drafting documents and correspondence

Conducting compliance and regulatory activity

Conducting a variety of transactional services

Managing attorney's case load

Figures from the U.S. Bureau of Labor Statistics indicate that the demand for paralegals is still high. North Hennepin maintains alliances with local placement agencies and temporary agencies to further enhance the student's job seeking activity. Education and experience are the two most important factors in securing the most challenging and highest paying positions – you can get them both at North Hennepin Community College.

^ **BACK TO TOP**

Useful Resources

The following links to non-NHCC websites are provided for your convenience and do not constitute an endorsement:

Minnesota Paralegal Association (MPA)

[National Federation of Paralegal Associations \(NFPA\)](#)

[National Association of Legal Assistants, Inc. \(NALA\)](#)

[Standing Committee on Paralegals, American Bar Association \(ABA\)](#)

[American Association for Paralegal Education \(AAFPE\)](#)

[^ BACK TO TOP](#)

Program Roadmaps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

[Paralegal AS Full Time](#)

[Paralegal AS Part Time](#)

Scholarships at NHCC

One scholarship application automatically considers you for any NHCC scholarship you're eligible for. Awards range from \$500 to \$5,000.

[LEARN MORE](#)

Paralegal Curriculum

[EXPAND ALL](#)

[COLLAPSE ALL](#)

Curriculum



[PRINT CURRICULUM](#)

Program Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
PLEG 1111	Introduction to Law and Paralegal Studies	View-PLEG 1111	n/a	3
PLEG 1210	Computer Applications in the Legal Profession	View-PLEG 1210	n/a	2

Course Code	Title	Course Outlines	Goal Areas	Credits
PLEG 1411	Litigation I	View-PLEG 1411	n/a	3
PLEG 1412	Litigation II	View-PLEG 1412	n/a	3
PLEG 2211	Legal Research and Writing I	View-PLEG 2211	n/a	3
PLEG 2212	Legal Research and Writing II	View-PLEG 2212	n/a	3
PLEG 2930	Legal Studies Seminar and Internship	View-PLEG 2930	n/a	3

Paralegal Program Electives

Course Code	Title	Course Outlines	Goal Areas	Credits
Must take at least 10 credits				
PLEG 1330	Family Law or	View-PLEG 1330	n/a	3
PLEG 1430	Alternative Dispute Resolution or	View-PLEG 1430	n/a	1
PLEG 1510	Intellectual Property or	View-PLEG 1510	n/a	2
PLEG 1610	Immigration Law or	View-PLEG 1610	n/a	3
PLEG 1990	Paralegal Special Topics or	View-PLEG 1990	n/a	1-4
PLEG 2310	Criminal Law and Procedure or	View-PLEG 2310	n/a	3
PLEG 2430	Torts & Personal Injury Law or	View-PLEG 2430	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
		2430		
PLEG 2510	Contracts and Business Organizations or	View-PLEG 2510	n/a	3
PLEG 2620	Property or	View-PLEG 2620	n/a	3
PLEG 2710	Wills, Trusts and Estate Administration or	View-PLEG 2710	n/a	3
PLEG 2810	Employment Search for Paralegals	View-PLEG 2810	n/a	1

General Education Courses

Course Code	Title	Course Outlines	Goal Areas	Credits
COMM 1010	Fundamentals of Public Speaking	View-COMM 1010	n/a	3
ENGL 2320	Writing: From Structure to Style	View-ENGL 2320	n/a	3
POLS 1100	American Government and Politics	View-POLS 1100	n/a	3
PSYC 1150	General Psychology	View-PSYC 1150	n/a	3
or				
PSYC 1160	Introduction to Psychology	View-PSYC 1160	n/a	4
or				
PSYC 2360	Psychology, Race, and Law	View-PSYC 2360	n/a	3
SOC 1110	Introduction to Sociology	View-SOC 1110	n/a	3

Course Code	Title	Course Outlines	Goal Areas	Credits
College Writing I				
ENGL 1200	Gateway College Writing or	View-ENGL 1200	n/a	4
ENGL 1201	College Writing I	View-ENGL 1201	n/a	4
PHIL 1110 PHIL1050 - 1 course				
PHIL 1050	Introduction to Logic or	View-PHIL 1050	n/a	3
PHIL 1110	Informal Reasoning for Problem Solving	View-PHIL 1110	n/a	3

MnTC Electives

Natural Sciences Mathematics/Logical Reasoning (Goal Area 3 4) - 3 credits

The Humanities Fine Arts (Goal Area 6) - 3 credits

MnTC Electives - 5 credits

NHCC Residency and GPA

15 Credits must be earned at NHCC

Total Credits Required

60

[^ BACK TO TOP](#)

Program Overview

2023-2024

This program prepares students to assist lawyers and administrators of law-related occupations in providing efficient legal services to the public. The program of study includes general education courses, law-related courses, and legal specialty courses.

The paralegal courses are offered primarily in the evening. Courses prepare students for entry into a paralegal career and provide presently employed paralegals an opportunity to enhance their legal knowledge and skills. The Paralegal Program does not train graduates to provide legal services directly to the public. Any person who attempts to provide legal services directly to the public, but is not licensed to practice law, engages in the illegal and unauthorized practice of law.

The Paralegal Program is approved by the American Bar Association.

Students must take at least nine semester credits or the equivalent of legal specialty courses through traditional classroom instruction as required by the American Bar Association

Students wishing to enroll in the Paralegal Program, must complete an Admission Request. Students must make an appointment to meet with an advisor to present the Admission Request for processing. For more information or to schedule an appointment, please contact the Advising Office at 763-424-0703.

The Associate of Science in Paralegal is designed to articulate to: Concordia University B.A. in Organizational Management and Leadership degree, Concordia University B.A. in Business degree, Concordia University B.A. in Public Policy degree, Concordia University B.A. in Criminal Justice degree, Hamline University B.A. in Legal Studies degree, Metropolitan State University B.A. Individualized Studies degree, Winona State University B.S. in Legal Studies.

[^ BACK TO TOP](#)

Program Outcomes

Knowledge of Human Cultures and the Physical and Natural World:

Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge to the work of paralegals.

Intellectual and Practical Skills:

Demonstrate written, verbal, and interpersonal skills appropriate to various legal and business settings.

Think critically and creatively analyze, synthesize, and organize information.

Demonstrate ability to use word processing, spreadsheets, data base and case management software as they are used in the legal profession.

Personal and Social Responsibility:

Understand and apply the Rules of Professional Conduct as they relate to the practice of law and demonstrate ethical behaviors in all settings.

Integrative Learning:

Conduct legal research using print and electronic resources, apply results to fact situations, and report findings in an appropriate format.

Successfully complete projects performed by paralegals in the various substantive areas of law.

This program prepares students to perform paralegal work in private law firms, government agencies or large corporations or transfer to a four year institution in this discipline.

Program Goal: Deliver a comprehensive paralegal education that will graduate ethical, employable, competent professionals for careers in the legal field.

Program Outcomes: Upon completion of the paralegal program, NHCC graduates will be able to:

1. Demonstrate an understanding of the sources of law, legal procedure, and operation of legal systems within state and federal government and apply that knowledge to the work of paralegals.
2. Understand and apply the Rules of Professional Conduct to the practice of law and demonstrate ethical behaviors in all settings.
3. Demonstrate written, verbal, and interpersonal communication skills appropriate to various legal and business settings.
4. Think critically and creatively analyze, synthesize, and organize information.
5. Conduct legal research using print and electronic resources, apply results to fact situations, and report findings in an appropriate format.
6. Successfully complete projects performed by paralegals in the various substantive areas of law.
7. Demonstrate ability to use word processing, spreadsheets, data base and case management software as they are used in the legal profession.

[^ BACK TO TOP](#)

Program Maps

Program roadmaps provide students with a guide to understand the recommended course sequence to complete their degree.

[Paralegal AS Program Roadmap Full Time](#)

[Paralegal AS Program Roadmap Part Time](#)

[^ BACK TO TOP](#)

Career Opportunities

Information on careers, including salary and employment outlook data, is available at Minnesota State and the Bureau of Labor Statistics websites:

careerwise.minnstate.edu and www.bls.gov.

[^ BACK TO TOP](#)

Transfer Information

If you are planning on transferring to another institution, follow the guidelines available on our transfer resources web page to help you plan the process: [Transfer Information](#)

[^ BACK TO TOP](#)

Degree Information

The Associate of Science (A.S.) degree is intended for students whose primary goal is to complete the credentials for a specific career and/or prepare for transfer to complete a bachelor's degree at a college or university with whom North Hennepin Community College has an articulation agreement. The A.S. degree provides a balance of general education courses and the required scientific, professional or technical courses in the degree program.

A student shall:

- Earn a minimum of 60 semester credits as required in the program, with a grade point average of 2.00 (C) or above in courses taken at North Hennepin Community College. Specific programs may have additional requirements or a higher minimum grade point average.
- Earn a minimum of 15 semester credits at North Hennepin Community College. A student must complete at least 50% of career specific courses at North Hennepin Community College.
- Earn 30 credits in at least 6 Minnesota Transfer Curriculum (MnTC) goal areas.
- Earn 30 professional/technical credits.
- Have four years to complete the graduation requirements as published in the catalog in effect at the time of their initial enrollment. Students taking more than four years to complete their graduation requirements may follow any catalog published during the four year period preceding their graduation.

Completion of an A.S. degree fulfills the Goal Area 2 requirement of the Minnesota Transfer Curriculum (MnTC).

Developmental Courses Some students may need preparatory course(s) in Math and/or English. Courses numbered below 1000 will not apply toward a degree.

Equal Opportunity Employer and Disability Access Information North Hennepin Community College is a member of Minnesota State Colleges and Universities system and an equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 763-493-0555 or through the Minnesota Relay Service at 1-800-627-3529.

[^ BACK TO TOP](#)

Accreditation

North Hennepin Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

30 N. LaSalle Street, Suite 2400

Chicago, IL 60602-2504

1-800-621-7440

[^ BACK TO TOP](#)

Good Stuff



Paralegal Program Receives 2023 Award >

MAY 4



Are You Currently on Supervised Release and Interested in Pursuing Paralegal Education? >

OCT 20



Paralegal Spotlight: Q&A with Mary Fenske >

SEP 9

[MORE NEWS](#)

Get Started

If you're ready to get started, apply to NHCC. If you'd like to learn more, you can visit campus or request information.

[APPLY TO NHCC](#)

[VISIT CAMPUS](#)

[REQUEST INFO](#)

Looking for something else?

More Degrees In Paralegal

Here are some related academic programs you may be interested in.

Cert [PARALEGAL CERTIFICATE](#)

Explore Other Programs

Not finding what you're looking for? You may be interested in other programs in this Degree Pathway.


[BUSINESS AND INFORMATION SYSTEMS](#)

Go back to the top of the Degree Pathway list.

[EXPLORE ALL PATHWAYS](#)

Get in Touch


Future Students

 (763)424-0724

 admission@nhcc.edu

[CONTACT THE ADMISSIONS TEAM](#)

Current Students

 (763)424-0703

[CONTACT AN ADVISOR](#)

Get Started

Take the next step to become a student.

[APPLY](#)

[VISIT US](#)

[REQUEST INFO](#)