# PARALEGAL (AAS)

## Associate of Applied Science

### Career-Technical Program

**Interest Areas:**
- Business Admin. and Management
- Soc. Sciences and Human Srvs.

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in legal environments. A paralegal, under the supervision of an attorney, applies knowledge of law and legal procedures in rendering direct assistance to attorneys, clients, and courts. They may conduct initial client interviews and follow up on investigation of factual information. Paralegals design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; and detail procedures for practicing in certain fields of law. Paralegals research, select, assess, compile, and use information from the law library and other references, and analyze and handle procedures and problems that involve independent decisions.

Employment and internships in the legal field will often require a background check. Violations which appear on the applicant’s criminal background check may result in denied approval for required internships and the inability to complete the program.

Program Website (https://www.nic.edu/programs/viewprogram.aspx?program_id=60)

## Program Requirements

### Course Key

- **GEM**: Gateway
- **WCHE**: WCHE
- **AAS**: AAS Institutionally Designated

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAOT-250</td>
<td>Office Skills Capstone</td>
<td>1</td>
</tr>
<tr>
<td>COMM-101</td>
<td>Introduction to Speech Communication</td>
<td>3</td>
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<tr>
<td>PLEG-280</td>
<td>Torts and Contracts</td>
<td>3</td>
</tr>
<tr>
<td>PLEG-290</td>
<td>Paralegal Internship I</td>
<td>3</td>
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<tr>
<td>GEM 6 - A.A.S. Social and Behavioral Ways of Knowing</td>
<td>3</td>
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**Credits**: 15

### Program Outcomes

Upon completion of the program, students will be able to:

- Recognize, analyze, and solve fundamental tasks and issues applicable to the legal services environment.
- Communicate clearly, effectively, and with reason in both verbal and written forms.
- Demonstrate substantive and procedural laws in a variety of practice areas.
- Adhere to professional and ethical standards appropriate to the legal profession.
- Prepare legal documents, including legal correspondence, pleadings, court briefs, and contracts.
- File pleadings with the court.
- Analyze relevant laws, regulations, and legal articles.
- Demonstrate excellent legal research, writing, interview, analytical, and problem solving skills.
- Apply information technology tools and organizational skills to perform daily tasks, prioritize assignments, and utilize time efficiently (e.g., manage workflow, adhere to procedural deadlines, use resources and time efficiently).
- Assist lawyers in trial preparation and trial.

In addition to the program outcomes, students will meet the following North Idaho College General Education (GEM) Requirements: Written and Oral Communication; Mathematical Ways of Knowing; Social and Behavioral Ways of Knowing; and an additional program-designated or selected course from any of the GEM requirements.