

PARALEGAL (AAS)

Associate of Applied Science

Career-Technical Program

Interest Areas:

Business Admin. and Management
Soc. Sciences and Human Svcs.

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

Contact Information:

Career & Technical Professional Programs Division
Hedlund Building, Room 101
Phone: (208) 769-3226

Program Website (<https://www.nic.edu/pleg/>)

Program Requirements

Course	Title	Credits
Semester 1		
CAOT-120	Word Processing/Word I	1
CAOT-130	Spreadsheets/Excel I	1
CAOT-140	Database/Access I	1
PLEG-100	Introduction to Law	3
PLEG-102	Legal Terminology	3
PLEG-112	Fundamentals of Legal Support	3
ENGL-101 or ENGL-101P	Writing and Rhetoric I or Writing and Rhetoric I	3-4
Credits		15-16
Semester 2		
CAOT-183	Business Editing and Proofreading	3
PLEG-120	Legal Ethics and Prof Responsibilities	3
PLEG-257	Civil Procedure & Litigation I	3
GEM 3 - A.A.S. Mathematical Ways of Knowing		3
GEM 6 - A.A.S. Social and Behavioral Ways of Knowing		3
Credits		15
Semester 3		
BOAA-110	Small Business Accounting	3
CAOT-184	Records Systems Management	3
COMM-101	Fundamentals of Oral Communication	3
PLEG-204	Legal Research and Writing I	3

PLEG-261	Criminal Law and Procedure	4
Credits		16
Semester 4		
CAOT-210	Office Procedures and Technologies	3
PLEG-214	Legal Research and Writing II	3
PLEG-231	Legal Evid: Prin Types & Admis Legal Sys	1
PLEG-258	Civil Law and Procedures II	3
PLEG-290	Paralegal Internship I	3
A.A.S. Institutionally Designated		3
Credits		16
Total Credits		62-63

Course Key

			
GEM	AAS Institutionally Designated	Gateway	Milestone

Program Outcomes

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

1. Recognize, analyze, and solve fundamental tasks and issues applicable to the legal services environment.
2. Communicate clearly, effectively, and with reason in both verbal and written forms.
3. Demonstrate substantive and procedural laws in a variety of practice areas.
4. Adhere to professional and ethical standards appropriate to the legal profession.
5. Prepare legal documents, including legal correspondence, pleadings, court briefs, and contracts.
6. File pleadings with the court.
7. Analyze relevant laws, regulations, and legal articles.
8. Demonstrate excellent legal research, writing, interview, analytical, and problem solving skills.
9. 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).
10. 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.