

PARALEGAL TECHNOLOGY DEGREE (A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

COURSE & HOUR REQUIREMENTS

| Course Number & Name | Class Hours | Lab Hours | Credit Hours |
|---|--------------|------------|--------------|
| FALL SEMESTER | | | |
| ACA 111 College Student Success | 1 | 0 | 1 |
| CIS 110 Introduction to Computers | 2 | 2 | 3 |
| *ENG 111 Writing and Inquiry | 3 | 0 | 3 |
| LEX 110 Intro to Paralegal Study | 2 | 0 | 2 |
| LEX 150 Commercial Law I | 2 | 2 | 3 |
| LEX 270 Law Office Management/Technology | 1 | 2 | 2 |
| Total | 11 | 6 | 14 |
| SPRING SEMESTER | | | |
| LEX 120 Legal Research/Writing I | 2 | 2 | 3 |
| LEX 140 Civil Litigation I | 3 | 0 | 3 |
| LEX 160 Criminal Law and Procedure | 2 | 2 | 3 |
| *MAT 143 Quantitative Literacy | 2 | 2 | 3 |
| **Major Elective | 1/3 | 2/0 | 2/3 |
| Total | 10/12 | 6/8 | 14/15 |
| SUMMER SEMESTER | | | |
| LEX 130 Civil Injuries | 3 | 0 | 3 |
| LEX 240 Family Law | 3 | 0 | 3 |
| LEX 250 Wills, Estates & Trusts | 2 | 2 | 3 |
| *Social/Behavioral Science Elective | 3 | 0 | 3 |
| Total | 11 | 2 | 12 |
| FALL SEMESTER | | | |
| ACC 120 Principles of Financial Accounting | 3 | 2 | 4 |
| Choose One: | | | |
| *COM 231 Public Speaking OR | 3 | 0 | 3 |
| *ENG 114 Prof. Research and Reporting | | | |
| LEX 121 Legal Research/Writing II | 2 | 2 | 3 |
| LEX 210 Real Property I | 3 | 0 | 3 |
| LEX 214 Investigat. & Trial Prep | 1 | 4 | 3 |
| Total | 12 | 8 | 16 |
| SPRING SEMESTER | | | |
| LEX 170 Administrative Law | 2 | 0 | 2 |
| LEX 211 Real Property II | 1 | 4 | 3 |
| LEX 260 Bankruptcy & Collections | 3 | 0 | 3 |
| LEX 280 Ethics & Professionalism | 2 | 0 | 2 |
| WBL 111 Work-Based Learning I | 0 | 10 | 1 |
| *Humanities/Fine Arts Elective | 3 | 0 | 3 |
| Total | 11 | 14 | 14 |
| TOTAL SEMESTER CREDIT HOURS FOR DEGREE | | | 70/71 |

*This course is a component of the general education requirements needed for graduation.

NOTE: Students must select six (6) semester hours credit with one course from the humanities/fine arts discipline and one course from the social/behavioral sciences discipline. See advisor for list of approved courses.

NOTE: Students are required to take ACA 111 in their first semester.

NOTE: This program has been designated by the North Carolina State Bar Board of Paralegal Certification as a "qualified paralegal studies program". Graduates of this program may apply to sit for the certification examination offered by the North Carolina State Bar Board of Paralegal Certification to become a NC Certified Paralegal.

NOTE: See [Criminal Record Considerations](#) in Admissions section of the catalog.

PARALEGAL TECHNOLOGY DEGREE REQUIREMENTS – CONTINUED

| Course Number & Name | Class Hours | Lab Hours | Credit Hours |
|--|-------------|-----------|--------------|
| ** MAJOR ELECTIVES Choose three (3) semester hours from the following: | | | |
| BUS 115 Bus. Law I (Fall) | 3 | 0 | 3 |
| BUS 260 Business Communication (Fall) | 3 | 0 | 3 |
| CJC 214 Victimology (Fall) | 3 | 0 | 3 |
| CJC 231 Constitution Law (Spring) | 3 | 0 | 3 |
| OST 131 Keyboarding (Fall) | 1 | 2 | 2 |
| OST 134 Text Entry and Formatting (Spring) | 2 | 2 | 3 |
| OST 136 Word Processing (Fall) | 2 | 2 | 3 |
| OST 149 Medical Legal Issues (do not know when offered) | 3 | 0 | 3 |
| OST 164 Office Editing (Summer) | 3 | 0 | 3 |
| SPA 120 Spanish for the Workplace (Spring) | 3 | 0 | 3 |

PARALEGAL TECHNOLOGY DIPLOMA (D25380)

COURSE & HOUR REQUIREMENTS

| Course Number & Name | Class Hours | Lab Hours | Credit Hours |
|--|-------------|-----------|--------------|
| FALL SEMESTER | | | |
| ACA 111 College Student Success | 1 | 0 | 1 |
| CIS 110 Introduction to Computers | 2 | 2 | 3 |
| LEX 110 Intro to Paralegal Study | 2 | 0 | 2 |
| LEX 150 Commercial Law I | 2 | 2 | 3 |
| LEX 270 Law Office Mgmt./Technology | 1 | 2 | 2 |
| OST 131 Keyboarding | 1 | 2 | 2 |
| Total | 9 | 8 | 13 |
| SPRING SEMESTER | | | |
| *ENG 111 Writing and Inquiry | 3 | 0 | 3 |
| LEX 120 Legal Research/Writing I | 2 | 2 | 3 |
| LEX 140 Civil Litigation I | 3 | 0 | 3 |
| LEX 160 Criminal Law and Procedure | 2 | 2 | 3 |
| OST 134 Text Entry and Formatting | 2 | 2 | 3 |
| Total | 12 | 6 | 15 |
| SUMMER SEMESTER | | | |
| LEX 250 Wills, Estates & Trusts | 2 | 2 | 3 |
| OST 164 Office Editing | 3 | 0 | 3 |
| *PSY 150 General Psychology | 3 | 0 | 3 |
| Total | 8 | 2 | 9 |
| TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA | | | 37 |

*This course is a component of the general education requirements needed for graduation.

NOTE: Students are required to take ACA 111 in their first semester.

PARALEGAL CERTIFICATE (C25380)

COURSE & HOUR REQUIREMENTS

| Class Title | Class Hours | Lab Hours | Credit Hours |
|--|-------------|-----------|--------------|
| LEX 110 Intro to Paralegal Study | 2 | 0 | 2 |
| LEX 150 Commercial Law I | 2 | 2 | 3 |
| LEX 210 Real Property I | 3 | 0 | 3 |
| LEX 270 Law Office Management/Technology | 1 | 2 | 2 |
| LEX 120 Legal Research/Writing I | 2 | 2 | 3 |
| LEX 140 Civil Litigation I | 3 | 0 | 3 |
| LEX 280 Ethics & Professionalism | 2 | 0 | 2 |
| TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE | 15 | 6 | 18 |

NOTE: Students may start the Certificate Program in the Fall semester or Spring semester.

NOTE: This certificate has been designated by the North Carolina State Bar Board of Paralegal Certification as a “qualified paralegal studies program”. Students who earn a certificate from a qualified paralegal studies program and an associate’s or bachelor’s degree in any discipline from an accredited college or university may apply to sit for the certification examination offered by the North Carolina State Bar Board of Paralegal Certification to become an NC Certified Paralegal.