

## 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 |
|--------------------------------------------------------------------------------|--------------|------------|--------------|
| <b>FALL SEMESTER</b>                                                           |              |            |              |
| ACA 111 College Student Success <b>OR</b><br>ACA 122 Transfer & Career Success | 0/1          | 0/2        | 1            |
| *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 250 Wills, Estates & Trusts                                                | 2            | 2          | 3            |
| LEX 270 Law Office Management/Technology                                       | 1            | 2          | 2            |
| <b>Total</b>                                                                   | <b>10/11</b> | <b>6/8</b> | <b>14</b>    |
| <b>SPRING SEMESTER</b>                                                         |              |            |              |
| 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            |
| **Math                                                                         | 2/3          | 2          | 3/4          |
| ***Major Elective                                                              | 1/3          | 0/2        | 2/3          |
| <b>Total</b>                                                                   | <b>10/13</b> | <b>6/8</b> | <b>14/16</b> |
| <b>SUMMER SEMESTER</b>                                                         |              |            |              |
| CIS 110 Introduction to Computers                                              | 2            | 2          | 3            |
| **English/Communication Elective                                               | 3            | 0          | 3            |
| **Humanities/Fine Arts Elective                                                | 3            | 0          | 3            |
| **Social/Behavioral Science Elective                                           | 3            | 0          | 3            |
| <b>Total</b>                                                                   | <b>11</b>    | <b>2</b>   | <b>12</b>    |
| <b>FALL SEMESTER</b>                                                           |              |            |              |
| ACC 120 Principles of Financial Accounting                                     | 3            | 2          | 4            |
| LEX 121 Legal Research/Writing II                                              | 2            | 2          | 3            |
| LEX 210 Real Property I                                                        | 3            | 0          | 3            |
| LEX 214 Investigation & Trial Prep                                             | 1            | 4          | 3            |
| WBL 111 Work-Based Learning I                                                  | 0            | 10         | 1            |
| <b>Total</b>                                                                   | <b>9</b>     | <b>18</b>  | <b>14</b>    |
| <b>SPRING SEMESTER</b>                                                         |              |            |              |
| LEX 130 Civil Injuries                                                         | 3            | 0          | 3            |
| LEX 170 Administrative Law                                                     | 2            | 0          | 2            |
| LEX 211 Real Property II                                                       | 1            | 4          | 3            |
| LEX 240 Family Law                                                             | 3            | 0          | 3            |
| LEX 260 Bankruptcy & Collections                                               | 3            | 0          | 3            |
| LEX 280 Ethics & Professionalism                                               | 2            | 0          | 2            |
| <b>Total</b>                                                                   | <b>14</b>    | <b>4</b>   | <b>16</b>    |
| <b>TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>                                  |              |            | <b>70/72</b> |

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

**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

| Course Number & Name                                                                            | Class Hours | Lab Hours | Credit Hours |
|-------------------------------------------------------------------------------------------------|-------------|-----------|--------------|
| <b>**MATH ELECTIVE</b> <i>Select <b>one</b> course from the following:</i>                      |             |           |              |
| MAT 121 Algebra/Trigonometry I                                                                  | 2           | 2         | 3            |
| MAT 143 Quantitative Literacy                                                                   | 2           | 2         | 3            |
| MAT 152 Statistical Methods I                                                                   | 3           | 2         | 4            |
| MAT 171 Precalculus Algebra                                                                     | 3           | 2         | 4            |
| <b>**ENGLISH/COMMUNICATION ELECTIVE</b> <i>Select <b>one</b> course from the following:</i>     |             |           |              |
| COM 110 Introduction to Communication                                                           | 3           | 0         | 3            |
| COM 120 Intro to Interpersonal Communication                                                    | 3           | 0         | 3            |
| COM 231 Public Speaking                                                                         | 3           | 0         | 3            |
| ENG 112 Writing/Research in the Disciplines                                                     | 3           | 0         | 3            |
| ENG 114 Professional Research & Reporting                                                       | 3           | 0         | 3            |
| <b>**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE</b> <i>Select <b>one</b> course from the following:</i> |             |           |              |
| ECO 251 Principles of Microeconomics                                                            | 3           | 0         | 3            |
| ECO 252 Principles of Macroeconomics                                                            | 3           | 0         | 3            |
| HIS 111 World Civilizations I                                                                   | 3           | 0         | 3            |
| HIS 112 World Civilizations II                                                                  | 3           | 0         | 3            |
| HIS 121 Western Civilization I                                                                  | 3           | 0         | 3            |
| HIS 122 Western Civilization II                                                                 | 3           | 0         | 3            |
| HIS 131 American History I                                                                      | 3           | 0         | 3            |
| HIS 132 American History II                                                                     | 3           | 0         | 3            |
| HIS 221 African American History                                                                | 3           | 0         | 3            |
| POL 120 American Government                                                                     | 3           | 0         | 3            |
| PSY 150 General Psychology                                                                      | 3           | 0         | 3            |
| SOC 210 Introduction to Sociology                                                               | 3           | 0         | 3            |
| SOC 213 Sociology of the Family                                                                 | 3           | 0         | 3            |
| SOC 225 Social Diversity                                                                        | 3           | 0         | 3            |
| <b>**HUMANITIES/FINE ARTS</b> <i>Select <b>one</b> course from the following:</i>               |             |           |              |
| ART 111 Art Appreciation                                                                        | 3           | 0         | 3            |
| ART 113 Art Methods and Materials                                                               | 0           | 6         | 3            |
| ENG 131 Introduction to Literature                                                              | 3           | 0         | 3            |
| ENG 231 American Literature I                                                                   | 3           | 0         | 3            |
| ENG 232 American Literature II                                                                  | 3           | 0         | 3            |
| ENG 241 British Literature I                                                                    | 3           | 0         | 3            |
| ENG 242 British Literature II                                                                   | 3           | 0         | 3            |
| HUM 115 Critical Thinking                                                                       | 3           | 0         | 3            |
| MUS 110 Music Appreciation                                                                      | 3           | 0         | 3            |
| MUS 111 Fundamentals of Music                                                                   | 3           | 0         | 3            |
| MUS 112 Introduction to Jazz                                                                    | 3           | 0         | 3            |
| PHI 210 History of Philosophy                                                                   | 3           | 0         | 3            |
| PHI 215 Philosophical Issues                                                                    | 3           | 0         | 3            |
| PHI 240 Introduction to Ethics                                                                  | 3           | 0         | 3            |
| REL 110 World Religions                                                                         | 3           | 0         | 3            |
| <b>***MAJOR ELECTIVES</b> <i>Select a minimum of <b>two (2)</b> SHC from the following:</i>     |             |           |              |
| BUS 115 Business Law I                                                                          | 3           | 0         | 3            |
| BUS 260 Business Communication                                                                  | 3           | 0         | 3            |
| CJC 214 Victimology                                                                             | 3           | 0         | 3            |
| CJC 231 Constitutional Law                                                                      | 3           | 0         | 3            |
| OST 131 Keyboarding                                                                             | 1           | 2         | 2            |
| OST 134 Text Entry and Formatting                                                               | 2           | 2         | 3            |
| OST 136 Word Processing                                                                         | 2           | 2         | 3            |
| OST 149 Medical Legal Issues                                                                    | 3           | 0         | 3            |
| OST 164 Office Editing                                                                          | 3           | 0         | 3            |
| SPA 120 Spanish for the Workplace                                                               | 3           | 0         | 3            |