

PARALEGAL TECHNOLOGY DIPLOMA (D25380)

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
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
OST 131 Keyboarding	1	2	2
OST 164 Office Editing	3	0	3
Total	11/12	8/10	16
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
OST 134 Text Entry and Formatting	2	2	3
Total	9	6	12
SUMMER SEMESTER			
CIS 110 Introduction to Computers	2	2	3
*ENG 111 Writing and Inquiry	3	0	3
**Social/Behavioral Science Elective	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.

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Course Number & Name	Class Hours	Lab Hours	Credit Hours
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one 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