

CURRICULUM PROGRAMS

PARALEGAL TECHNOLOGY (A25380)

Curriculum Description:

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.

Achievement of competence in the following basic skills courses must be met:

Reading Level 12	Reading and Writing Skills ENG 095, ENG 095A	Math Skills MAT 070
---------------------	---	------------------------

Course Requirements:

	<u>Course Title</u>	<u>Credits</u>
First Year		
Fall Semester		
ACA 111	College Student Success	1
ENG 111	Expository Writing	3
OST 131	Keyboarding	2
LEX 110	Introduction to Paralegal Study	2
LEX 140	Civil Litigation I	3
		Credit Hours: 11
Spring Semester		
LEX 141	Civil Litigation II	3
LEX 240	Family Law	3
ENG 114	Professional Research and Reporting	3
CIS 110	Introduction to Computers	3
OST 136	Word Processing	2
		Credit Hours: 14

PARALEGAL TECHNOLOGY

Course Requirements:

	<u>Course Title</u>	<u>Credits</u>
Second Year		
Fall Semester		
LEX 130	Civil Injuries	3
MAT 115	Mathematical Models	3
LEX 120	Legal Research/Writing I	3
LEX 260	Bankruptcy & Collections	3
		Credit Hours: 12
Spring Semester		
LEX 150	Commercial Law	3
LEX 210	Real Property I	3
LEX 160	Criminal Law & Procedures	3
LEX 250	Wills, Estates, & Trust	3
		Credit Hours: 12
Third Year		
Fall Semester		
LEX 214	Investigation & Trial Preparation	3
LEX 211	Real Property II	3
PSY 118	Interpersonal Psychology	3
LEX 270	Law Office Management/Technology	2
LEX 287	CLA Review Seminar	2
		Credit Hours: 13
Spring Semester		
ACC 120	Principles of Financial Accounting	4
COE 110	World of Work	1
COE 111	Co-Op Work Experience I	1
LEX 280	Ethics & Professionalism	2
Elective	(See List Below)	3
		Credit Hours: 11
TOTAL SEMESTER CREDIT HOURS:		73
Humanities or Fine Arts Electives (at least 3 credit hours required)		
ART 111	HUM 150	REL 212
ENG 233	HUM 160	
ENG 243	MUS 110	
HUM 120	REL 110	
HUM 122	REL 211	