

CURRICULUM PROGRAMS PARALEGAL TECHNOLOGY  
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:**

**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***

## **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	HUM 115
ENG 243	MUS 110	
HUM 120	REL 110	
HUM 122	REL 211	