For more information, contact:
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Paralegal Technology
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About the program

Mission Statement:
To provide students with the training and skills necessary to become competent, and proficient paralegal professionals.

Program Learning Outcomes:
1. The student will demonstrate an understanding of his or her role and responsibilities as a professional in the legal field while working under the supervision of attorneys. (skill)
2. The student will demonstrate an effectual knowledge and mastery of drafting legal documents, pleadings, and all relevant communication in the legal system. (knowledge)
3. The student will effectively communicate with all necessary and proper parties; and describe the steps necessary to interview clients, witnesses, and viable individuals in the legal process. (behavior)
4. The student will integrate essential methods needed for providing proper investigation and case preparation on a continual and sustaining basis, displaying effective case development skills. (skill)

How long will it take me to complete the program?
The program is a three year associate degree program. It may be slightly longer if you need to take remedial (brush-up) courses in Math and English.

Is financial help available?
HCC offers many scholarships, loans, grants, and/or work study opportunities to help students meet their tuition and other school expenses. Your advisor or a financial aid officer can explain to you the options available and help you with applications.

What can I do with a degree in Paralegal Technology?
With a degree in Paralegal Technology, you can help lawyers prepare for real estate closing, hearings, trials, and corporate meetings. Paralegals investigate the facts of cases and ensure that all relevant information is considered. They also help draft contracts, mortgages, separation agreements, assist in preparing tax returns, establishing trust funds, planning estates, and sometimes handling the office financial records. Employment opportunities include:
- Law Firms
- Corporate Legal Departments
- Various Government Offices

What is the average salary
The average entry-level salary in this region is $27,450. The average salary, with experience, will range from $28,000 to $45,000.

www.bls.gov/oes/current/oes232011.htm