



Paralegal Technology Associates Degree, Diploma and Certificates

ADMISSION

Program Outcomes

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. **Note: Nine LEX credit hours must be completed in a hybrid or seated format.**

Occupational Outlook

According to the Occupational Outlook Handbook (<https://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>) employment of paralegals and legal assistants is projected to grow 4 percent from 2022 to 2032, about as fast as the average for all occupations. Formally trained paralegals with strong computer and database management skills should have the best job prospects. Employment opportunities are available in:

- private law firms
- governmental agencies
- banks, insurance agencies
- and other business organizations

Admission Steps

- Complete CCC&TI admissions application online at ccti.edu
- Submit official high school/GED/AHS transcripts and college transcripts
- Complete FASFA online at www.studentaid.gov
- Meet placement testing requirements
- Meet with advisor to register for classes
- Pay for classes and purchase books from bookstore

Important Contact Information

Admissions

Contact Sara Greene, Admissions Specialist, at 828.726.2706 or sfgreene@cccti.edu for more information and how to complete the enrollment and registration process.

Financial Aid

Contact Financial Aid at 828.726.2713 as soon as possible to inquire and complete your FAFSA. Check your CCC&TI student email frequently to monitor your Financial Aid status.

Program Director

Contact Amy Hall, Director, Director of Office Administration/Medical Office Administration/Paralegal, Career and Technical Education, at 828.726-2358 or ahall@cccti.edu

PROGRAM OFFERINGS – Paralegal Technology Degree Program (A25380)

Fall Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ACA 115		Success & Study Skills		0	2	1
LEX 110		Intro to Paralegal Study	F	2	0	2
LEX 130		Civil Injuries	F	3	0	3
LEX 140		Civil Litigation I	F	3	0	3
OST 130		Comprehensive Keyboarding	F	2	2	3
OST 149		Medical Legal Issues	F	3	0	3
		Semester Total		13	4	15
Spring Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ENG 111		Writing and Inquiry	F/S/SS	3	0	3
LEX 160		Criminal Law & Procedure	S	2	2	3
LEX 240		Family Law	S	3	0	3

LEX 250		Wills, Estates, & Trusts	S	2	2	3
MAT 110		Mathematical Measurement and Literacy	F/S/SS	2	2	3
		Semester Total		12	6	15
Summer Semester I						
CRN	Prerequisite	Course Name	Offered	Class	Lab	Credit
*STUDENT CHOICE		Humanities/Fine Arts Elective	F/S/SS	3	0	3
*STUDENT CHOICE		Social/Behavioral Science Elective	F/S/SS	3	0	3
		Semester Total		6	0	6
Fall Semester II						
CRN	Prerequisite	Course Name	Offered	Class	Lab	Credit
ACC 120		Principles of Financial Accounting	F/S/SS	3	2	4
COM 120		Intro to Interpersonal Communication	F/S	3	0	3
CTS 130		Spreadsheet	F	2	2	3
LEX 150		Commercial Law I	F	2	2	3
LEX 210		Real Property I	F	3	0	3
		Semester Total		13	6	16
Spring Semester II						
CRN	Prerequisite	Course Name	Offered	Class	Lab	Credit
ACC 150	ACC 120	Accounting Software Applications	S	1	3	2
LEX 120		Legal Research/Writing I	S	2	2	3
LEX 211	LEX 210	Real Property II	S	1	4	3
OST 164		Office Editing	S	3	0	3
WBL 111		Work-Based Learning I	F/S/SS	0	10	1
		Semester Total		7	19	12
		Total Hours		51	35	64

PROGRAM OFFERINGS – Paralegal Technology Diploma Program (D25380)

Disclaimer: In order to enroll in the Paralegal diploma program, a student must already have earned either an Associate’s Degree or a Bachelor’s Degree or higher from an institution of higher education approved by the U.S. Department of Education or accredited by a regional accrediting agency. **Nine LEX credit hours must be completed in a hybrid or seated format.**

Summer Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
COM 120		Intro to Interpersonal Communication	F/S	3	0	3
ENG 111		Writing and Inquiry	F/S/SS	3	0	3
			Semester Total	6	0	6
Fall Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
LEX 110		Intro to Paralegal Study	F	2	0	2
LEX 130		Civil Injuries	F	3	0	3
LEX 140		Civil Litigation I	F	3	0	3
LEX 150		Commercial Law I	F	2	2	3
LEX 210		Real Property I	F	3	0	3
OST 149		Medical Legal Issues	F	3	0	3
			Semester Total	16	2	17
Spring Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
LEX 120		Legal Research/Writing I	S	2	2	3
LEX 160		Criminal Law & Procedure	S	2	2	3
LEX 211	LEX 210	Real Property II	S	1	4	3
LEX 240		Family Law	S	3	0	3
LEX 250		Wills, Estates, & Trusts	S	2	2	3
			Semester Total	10	10	15
Total Credit Hours: 38						

PROGRAM OFFERINGS – Family Law Certificate Program (C25380F)

Fall Semester I			
LEX	110	Intro to Paralegal Study	2 credits
LEX	140	Civil Litigation I	3 credits
OST	130	Comprehensive Keyboarding	3 credits
			Total 8
Spring Semester I			
LEX	120	Legal Research/Writing I	3 credits
LEX	240	Family Law	3 credits
			Total 6
Total Hours: 14			

PROGRAM OFFERINGS – Wills and Estates Certificate Program (C25380W)

Fall Semester I			
LEX	110	Intro to Paralegal Study	2 credits
LEX	210	Real Property I	3 credits
OST	130	Comprehensive Keyboarding	3 credits
			Total 8
Spring Semester I			
LEX	120	Legal Research/Writing I	3 credits
LEX	240	Family Law	3 credits
LEX	250	Wills, Estates, & Trusts	3 credits
			Total 9
Total Hours: 17			

COST

	Associate	Diploma	Family Law Certificate	Wills & Estates Certificate
Tuition (\$76/credit hour)	Fall Semester I \$1,140 Spring Semester I \$1,140 Summer Semester I \$456 Fall Semester II \$1,216 Spring Semester II \$912 Tuition Total \$4,864 (minus fees)	Summer I \$453 Fall I \$1,292 Spring I \$1,140 Tuition Total \$2,885 (minus fees)	Fall Semester I \$608 Spring Semester I \$456 Tuition Total \$1,064 (minus fees) This program is designed to be completed in 10 months	Fall Semester I \$608 Spring Semester I \$684 Tuition Total \$1,292 (minus fees) This program is designed to be completed in 10 months.
Additional Fees	\$35 campus activity fee (each semester) \$2/per course (max \$10 per semester) campus service fee \$2 (per semester) student accident insurance Total (per semester) \$47	\$35 campus activity fee (each semester) \$2/per course (max \$10 per semester) campus service fee \$2 (per semester) student accident insurance Total (per semester) \$47	\$35 campus activity fee (each semester) \$2/per course (max \$10 per semester) campus service fee \$2 (per semester) student accident insurance Total (per semester) \$47	\$35 campus activity fee (each semester) \$2/per course (max \$10 per semester) campus service fee \$2 (per semester) student accident insurance Total (per semester) \$47
Textbooks (purchased from CCC&TI Bookstore)	varies	varies	varies	varies
Graduation Fee	\$25	\$25	\$25	\$25
Total	approximately \$5,089	approximately \$3,010	approximately \$1,189	approximately \$1,417