



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 10 percent from 2019 to 2029, much faster than 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 Business and Administrative Programs, 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 | 2 | 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 | 18 | 12 |
| | | | | | | |
| | | Total Hours | | 51 | 34 | 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 |