

**Central Carolina Community College  
Program Planning Guide**

**Paralegal Technology**

**Credential: Associate in Applied Science Degree in Paralegal Technology (A25380)**

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.

Coursework 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.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Paralegal Technology

Program Sites: Lee County Campus - Day Program, Selected Hybrid Courses

Suggested Course Schedule:	HOURS			Grade	Semester	Notes
	Class	Lab	Credit			
<b>1st Semester (Fall)</b>						
ENG 111	Expository Writing	3	0	3		
ENG 111A	Expository Writing Lab	0	2	1		
LEX 110	Introduction to Paralegal Study	2	0	2		
LEX 150	Commercial Law	2	2	3		
LEX 170	Administrative Law	2	0	2		
MAT 140 <sup>(1)</sup>	Survey of Mathematics	3	0	3		
		12	4	14		
<b>2nd Semester (Spring)</b>						
CIS 110	Introduction to Computers	2	2	3		
ENG 114	Professional Research & Reporting	3	0	3		
	Humanities/Fine Arts Electives	3	0	3		
LEX 160	Criminal Law & Procedures	2	2	3		
LEX 220	Corporate Law	2	0	2		
LEX 280	Ethics & Professionalism	2	0	2		
	Social/Behavioral Science Elective	3	0	3		
		17	4	19		
<b>3rd Semester (Summer)</b>						
ACC 115	College Accounting	3	2	4		
LEX 140	Civil Litigation I	3	0	3		
LEX 271	Law Office Writing	1	2	2		
		7	4	9		
<b>4th Semester (Fall)</b>						
LEX 120	Legal Research/Writing I	2	2	3		
LEX 130	Civil Injuries	3	0	3		
LEX 141	Civil Litigation II	2	2	3		
LEX 180	Case Analysis & Reasoning	1	2	2		
LEX 210	Real Property I	3	0	3		
LEX 250	Wills, Estates, and Trustees	2	2	3		
		13	8	17		

## Central Carolina Community College Program Planning Guide

### 5th Semester (Spring)

COE 111	Co-op Work Experience I	0	10	1			
<i>See Below</i>	Communications Elective	3	0	3			
LEX 121	Legal Research/Writing II	2	2	3			
LEX 211	Real Property II	1	4	3			
LEX 240	Family Law	3	9	3			
LEX 260	Bankruptcy & Collections	3	0	3			
		12	16	16			

### Communications Electives

ENG 115	Oral Communications	3	0	3			
COM 110	Introduction to Communications	3	0	3			
COM 120	Intro to Interpersonal Communication	3	0	3			
COM 140	Intro to Intercultural Communication	3	0	3			
COM 231	Public Speaking	3	0	3			

<sup>(1)</sup> May substitute MAT 115 (nontransferable)

Total Semester Hours Credit: 75

### **Course Descriptions Paralegal Technology**

#### **ACC 115 College Accounting 3-2-4**

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

#### **CIS 110 Introduction to Computers 2-2-3**

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

#### **COE 111 Co-op Work Experience I 0-10-1**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

#### **COM 110 Introduction to Communication 3-0-3**

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

#### **COM 120 Introduction to Interpersonal Communication 3-0-3**

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

#### **COM 140 Introduction to Intercultural Communication 3-0-3**

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts (Substitute).

#### **COM 231 Public Speaking 3-0-3**

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

# Central Carolina Community College

## Program Planning Guide

using techniques covered in the course.

### **ENG 111 Expository Writing 3-0-3**

*Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, or appropriate placement test scores.*

*Corequisites: ENG 111A*

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

### **ENG 111A Expository Writing Laboratory 0-2-1**

*Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, or appropriate placement test scores.*

*Corequisites: ENG 111*

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111. The computer is used as a writing and design tool for this course.

### **ENG 114 Professional Research and Reporting 3-0-3**

*Prerequisite: ENG 111*

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. The computer is used as a writing and design tool for this course. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

### **ENG 115 Oral Communication 3-0-3**

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

### **LEX 110 Intro to Paralegal Study 2-0-2**

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology, and other related topics. Upon completion, the student should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

### **LEX 120 Legal Research/Writing I 2-2-3**

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments

### **LEX 121 Legal Research/Writing II 2-2-3**

*Prerequisite: LEX 120*

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

### **LEX 130 Civil Injuries 3-0-3**

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

### **LEX 140 Civil Litigation I 3-0-3**

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure, and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions.

### **LEX 141 Civil Litigation II 2-2-3**

*Prerequisite: LEX 140*

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement, and post-trial practice.

### **LEX 150 Commercial Law I 2-2-3**

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

### **LEX 160 Criminal Law & Procedure 2-2-3**

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

### **LEX 170 Administrative Law 2-0-2**

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

# Central Carolina Community College

## Program Planning Guide

letters, statutory liens, and collection of judgments.

**LEX 180 Case Analysis & Reasoning 1-2-2**

*Corequisite: LEX 120*

This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

**LEX 210 Real Property I 3-0-3**

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

**LEX 211 Real Property II 1-4-3**

*Prerequisite: LEX 210*

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, and draft closing documents, including title insurance forms and prepare disbursement reconciliation.

**LEX 220 Corporate Law 2-0-2**

This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

**LEX 240 Family Law 3-0-3**

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

**LEX 250 Wills, Estates, & Trusts 2-2-3**

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates, including taxation and explain terms regarding trusts.

**LEX 260 Bankruptcy & Collections 3-0-3**

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection

**LEX 271 Law Office Writing 1-2-2**

This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

**LEX 280 Ethics & Professionalism 2-0-2**

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

**MAT 140 Survey of Mathematics 3-0-3**

*Prerequisite: Take one set: MAT 060 and MAT 070, MAT 060 and MAT 080, MAT 060 and MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, MAT 175, or appropriate placement test scores.*

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. Under the CAA and ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.