

**Central Carolina Community College
Program Planning Guide**

**Paralegal Technology
Credential: Paralegal Technology Diploma (D25380)**

This diploma program is designed for students who have already earned a Baccalaureate and/or an Associate Degree. Students in this program will learn the specifics of assisting lawyers in the specific areas of research, document preparation, and client interviews. Credits earned in this program may be transferred to the Associate in Applied Science Degree in Paralegal Technology provided the student meets all entrance requirements for the degree program.

Program Specific Entrance Standards: A Baccalaureate and/or an Associate Degree including credit for ENG 111 or equivalent and 3 SHC in general education.

Program Length: 3 semesters

Career Pathway Options: Associate in Applied Science Degree in Paralegal Technology (Higher entrance standards required); Paralegal Technology Diploma

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

Suggested Course Schedule:	HOURS			Grade	Semester	Notes
	Class	Lab	Credit			
1st Semester (Fall)						
LEX 110	Introduction to Paralegal Study	2	0	2		
LEX 120	Legal Research/Writing I	2	2	3		
LEX 130	Civil Injuries	3	0	3		
LEX 150	Commercial Law	2	2	3		
LEX 210	Real Property I	3	0	3		
LEX 250	Wills, Estates, and Trusts	2	2	3		
		14	6	17		
2nd Semester (Spring)						
LEX 121	Legal Research/Writing II	2	2	3		
LEX 160	Criminal Law	2	2	3		
LEX 211	Real Property II	1	4	3		
LEX 240	Family Law	3	0	3		
LEX 260	Bankruptcy and Collections	3	0	3		
LEX 280	Ethics and Professionalism	2	0	2		
		13	8	17		
3rd Semester (Summer)						
ACC 115	College Accounting	3	2	4		
LEX 140	Civil Litigation I	3	0	3		
LEX 271	Law Office Writing I	1	2	2		
		7	4	9		

Total Semester Hours Credit: 43

Course Descriptions Paralegal Technology Diploma

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.

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

