

**Program Planning Guide**  
**Paralegal Technology, Diploma (D25380)**

Program Length: 3 semesters

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

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 Sites: Lee Main 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			
LEX 280	Ethics & Professionalism	2	0	2			
		16	6	19			
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 270	Law Office Mgt/Technology	1	2	2			
		12	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: 45

**Course Descriptions:**

**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.

**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 using techniques covered in the course.

