

Paralegal Technology

Approved by the American Bar Association and North Carolina Bar Certified

Paralegals may not provide legal services directly to the public, except as permitted by law.

The Paralegal Technology curriculum is designed to prepare individuals to work under attorneys' supervision by performing routine legal tasks and assisting with substantive legal work. The program offers both an Associate Degree and a Post Baccalaureate Diploma for those who hold a bachelor's degree.

Course work includes substantive and procedural legal knowledge in such areas as civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. The program also offers a review course that prepares students for the North Carolina State Paralegal Certification Exam. Required courses also include subjects such as English and computer utilization.

Graduates are trained to assist attorneys in various areas of the law in drafting, filing legal documents, writing, researching, and managing the office. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

For specific information about potential positions and wages in paralegal employment, visit the Central Piedmont Career Coach website.

Paralegal Technology (A25380)

Degree Awarded

An Associate in Applied Science in Paralegal Technology degree is awarded by the college upon completion of this program.

Admissions

- A high school diploma or equivalent is required.
- Placement test scores will determine placement in English and mathematics courses.
- A student must complete ENG 111 with a minimum grade of "C" or better prior to registering for any LEX courses.
- LEX 110 is also a prerequisite to all other LEX courses except LEX 120 and LEX 140. In addition to taking LEX 110, students should take LEX 120 and LEX 140 prior to taking other LEX courses.
- Many courses have prerequisites or co-requisites; check the Courses section for details.
- A student must receive a final grade of "C" or higher in a LEX course in order to receive course credit towards a Paralegal Technology A.A.S. degree (A25380).

Contact Information

The Paralegal Technology Program is in the Business & Accounting Division. For more information, visit the Central Piedmont Paralegal Technology Program website. Program questions may be directed to

704.330.4865 or BusAcc@cpcc.edu. A program navigator may also be reached at 704.330.2722, ext. 7801. The Paralegal Technology program chair can be reached by phone at 704.330.4857. A college counselor can be reached by calling the Student Success Center on Cato Campus at 704.330.2722, ext. 7801.

General Education Requirements

ENG 111	Writing and Inquiry	3.0
ENG 112	Writing and Research in the Disciplines	3.0
ENG 114	Professional Research & Reporting	3.0
COM 231	Public Speaking	3.0
or COM 110	Introduction to Communication	
Select 3 credits of the following:		3.0
ART 111	Art Appreciation	
ART 114	Art History Survey I	
ART 115	Art History Survey II	
HUM 120	Cultural Studies	
HUM 130	Myth in Human Culture	
MUS 110	Music Appreciation	
MUS 112	Introduction to Jazz	
PHI 215	Philosophical Issues	
PHI 240	Introduction to Ethics	
REL 110	World Religions	
Select one of the following:		3.0
MAT 143	Quantitative Literacy	
MAT 152	Statistical Methods I	
Select 3 credits of the following:		3.0
ECO 251	Principles of Microeconomics	
ECO 252	Principles of Macroeconomics	
HIS 111	World Civilizations I	
HIS 112	World Civilizations II	
HIS 131	American History I	
HIS 132	American History II	
POL 120	American Government	
PSY 150	General Psychology	
SOC 210	Introduction to Sociology	
Major Requirements		
LEX 110	Intro to Paralegal Study	2.0
LEX 120	Legal Research/Writing I	3.0
LEX 130	Civil Injuries	3.0
LEX 140	Civil Litigation I	3.0
LEX 150	Commercial Law I	3.0
LEX 210	Real Property I	3.0
LEX 240	Family Law	3.0
LEX 250	Wills, Estates, & Trusts	3.0
LEX 141	Civil Litigation II	3.0
LEX 121	Legal Research/Writing II	3.0
LEX 280	Ethics & Professionalism	2.0
LEX 270	Law Office Management/Technology	2.0
LEX 271	Law Office Writing	2.0
LEX 283	Investigation	2.0
CIS 110	Introduction to Computers	3.0
Select one of the following:		4.0

ACC 115	College Accounting	
ACC 120	Principles of Financial Accounting	
Technical Elective		
Select 6 credits of the following:		6.0
WBL 111	Work-Based Learning I	
WBL 112	Work-Based Learning I	
WBL 121	Work-Based Learning II	
WBL 122	Work-Based Learning II	
LEX 160	Criminal Law & Procedure	
LEX 170	Administrative Law	
LEX 211	Real Property II	
LEX 220	Corporate Law	
LEX 260	Bankruptcy and Collections	
LEX 285	Workers' Compensation Law	
LEX 180	Case Analysis & Reasoning	
LEX 283	Investigation	
LEX 289	U.S. Constitutional Law	
LEX 281	Intellectual Property	
LEX 282	Immigration Law	
LEX 151	Commercial Law II	
LEX 273	North Carolina Certified Paralegal Review Course	
Total Credits		71

Paralegal Technology Diploma (D25380)

Diploma Awarded

A post-baccalaureate diploma in Paralegal Technology is awarded by the college upon completion of this program.

Admissions

- This program is open only to students who have a bachelor's degree from an accredited college or university and have successfully completed an English course equivalent to or higher than ENG 111 with a minimum grade of "C" or better.
- An official undergraduate transcript must be on file with the College's records department.
- ENG 111 with a "C" or better is a prerequisite to all LEX courses. LEX 110 is a prerequisite to all other LEX courses except LEX 120 and LEX 140. In addition to taking LEX 110, students should take LEX 120 and LEX 140 in their first semester and prior to taking other LEX courses.
- A student must receive a final grade of "C" or higher in an LEX course in order to receive course credit towards a Paralegal Technology Post-Baccalaureate diploma (D25380).

Contact Information

The Paralegal Technology Program is in the Business and Accounting Division. For more information, visit the Central Piedmont Paralegal Technology Program website. Program questions may be directed to 704-330-4865 or BusAcc@cpcc.edu. A program navigator may also be reached at 704-330-2722, ext. 7801.

General Education Requirements

ENG 111	Writing and Inquiry	3.0
COM 231	Public Speaking	3.0
or COM 110	Introduction to Communication	

Major Requirements		
LEX 110	Intro to Paralegal Study	2.0
LEX 120	Legal Research/Writing I	3.0
LEX 140	Civil Litigation I	3.0
LEX 141	Civil Litigation II	3.0
LEX 121	Legal Research/Writing II	3.0
LEX 280	Ethics & Professionalism	2.0
LEX 150	Commercial Law I	3.0
LEX 210	Real Property I	3.0
LEX 270	Law Office Management/Technology	2.0
CIS 110	Introduction to Computers	3.0
Technical Elective		
Select 5 credits of the following:		5.0
WBL 111	Work-Based Learning I	
WBL 112	Work-Based Learning I	
WBL 121	Work-Based Learning II	
WBL 122	Work-Based Learning II	
LEX 160	Criminal Law & Procedure	
LEX 170	Administrative Law	
LEX 211	Real Property II	
LEX 220	Corporate Law	
LEX 260	Bankruptcy and Collections	
LEX 285	Workers' Compensation Law	
LEX 180	Case Analysis & Reasoning	
LEX 130	Civil Injuries	
LEX 240	Family Law	
LEX 250	Wills, Estates, & Trusts	
LEX 283	Investigation	
LEX 289	U.S. Constitutional Law	
LEX 271	Law Office Writing	
LEX 281	Intellectual Property	
LEX 282	Immigration Law	
LEX 151	Commercial Law II	
LEX 273	North Carolina Certified Paralegal Review Course	
Total Credits		38

No certificates are offered in Paralegal Technology.

The following is the suggested plan for when to take each course to complete the Associate in Applied Science degree, based on the program requirements of the 2022-2023 catalog. This is only a recommendation — you may take courses in another order upon consultation with your advisor. This plan is based on you starting with college-level math and English courses, starting your program in the fall, and attending full-time. You can also follow this sequence if you attend part-time. Speak with an advisor about the plan and any questions. This program might also offer diplomas or certificates; visit the catalog or contact the program for details.

Paralegal Technology suggested course sequence (degree)

Paralegal Technology suggested course sequence (diploma)