

# Paralegal Technology

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

## 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.
- An official undergraduate transcript must be on file with the College's records department.
- LEX 110 is a prerequisite to all other LEX courses except LEX 120 and LEX 140 for diploma (D25380) students. 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 the program navigator at 704-330-2722, ext. 7845. The Paralegal Technology program chair can be reached by phone at 704.330.6777. Additionally, the program's college counselor can be reached by calling 704-330-2722, ext. 7171.

#### 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 121 | Legal Research/Writing II        | 3.0 |
| LEX 141 | Civil Litigation II              | 3.0 |
| LEX 150 | Commercial Law I                 | 3.0 |
| LEX 210 | Real Property I                  | 3.0 |
| LEX 270 | Law Office Management/Technology | 2.0 |
| LEX 280 | Ethics & Professionalism         | 2.0 |
| LEX 283 | Investigation                    | 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 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** **40**

**LEX 110. Intro to Paralegal Study. 2.0 Credits.** Class-2.0. Clinical-0.0. Lab-0.0. Work-0.0

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, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

Corequisites: TAKE ENG 111

**LEX 120. Legal Research/Writing I. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 121. Legal Research/Writing II. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

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.

Prerequisites: Take ENG 111 and LEX 120, minimum grade of C

**LEX 130. Civil Injuries. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 140. Civil Litigation I. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

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 pre-litigation matters and preparation of pleadings and motions.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 141. Civil Litigation II. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

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.

Prerequisites: Take ENG 111 and LEX 140, minimum grade of C

**LEX 150. Commercial Law I. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 151. Commercial Law II. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.

Prerequisites: Take LEX 150

**LEX 160. Criminal Law & Procedure. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 170. Administrative Law. 2.0 Credits.** Class-2.0. Clinical-0.0. Lab-0.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 180. Case Analysis & Reasoning. 2.0 Credits.** Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

Corequisites: Take LEX 120

**LEX 210. Real Property I. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 211. Real Property II. 3.0 Credits.** Class-1.0. Clinical-0.0. Lab-4.0. Work-0.0

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, draft closing documents including title insurance forms, and prepare disbursement reconciliation. Labs will take place at the local Register of Deeds office.

Prerequisites: Take LEX 210, minimum grade of C

**LEX 220. Corporate Law. 2.0 Credits.** Class-2.0. Clinical-0.0. Lab-0.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 240. Family Law. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 250. Wills, Estates, & Trusts. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 260. Bankruptcy and Collections. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

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 letters, statutory liens, and collection of judgments.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 270. Law Office Management/Technology. 2.0 Credits.** Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

**LEX 271. Law Office Writing. 2.0 Credits.** Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

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. This course will place emphasis on legal editing, proofreading and the proper use of grammar.

Prerequisites: Take LEX 120, minimum grade of C

**LEX 273. North Carolina Certified Paralegal Review Course. 2.0 Credits.** Class-2.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides an overview of the topics assessed on the North Carolina Certified Paralegal (NCCP) Exam. Topics include Wills, Trusts, and Estates; Family Law; Civil Litigation; Real Property; Commercial Law; Ethics; legal research, grammar and writing. Upon completion, students should be prepared to sit for the NCCP exam.

Prerequisites: Take all: LEX 121 and LEX 141

**LEX 280. Ethics & Professionalism. 2.0 Credits.** Class-2.0. Clinical-0.0. Lab-0.0. Work-0.0

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.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 281. Intellectual Property. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course covers the basics of intellectual property theory, and the paralegal's practical role. Topics include copyright, patent and trademark theory which emphasizes statutory creation and property rights. Upon completion, students should be able to discuss the creation and sustainability of copyrights, patents and trademarks.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 282. Immigration Law. 2.0 Credits.** Class-2.0. Clinical-0.0. Lab-0.0. Work-0.0

This course covers both theoretical and practical application of immigration law to everyday scenarios and the paralegal's role in the process.

Topics include administrative agency formation, the role of INS and the implication of the decisions on the immigration process. Upon completion, students should be able to discuss administrative agencies, the relationship of the INS to the governmental structure and immigration case law.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 283. Investigation. 2.0 Credits.** Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence, and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/ accident records, sketch scenes, and prepare exhibits.

Prerequisites: Take LEX 110, LEX 120, LEX 140, and ENG 111, minimum grade of C

**LEX 285. Workers' Compensation Law. 2.0 Credits.** Class-2.0. Clinical-0.0. Lab-0.0. Work-0.0

This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

Prerequisites: Take ENG 111, minimum grade of C

**LEX 289. U.S. Constitutional Law. 3.0 Credits.** Class-2.0. Clinical-0.0.  
Lab-2.0. Work-0.0

This course covers the creation, content, and interpretation of the Constitution of the United States and its amendments as it relates to civil law and practice. Topics include constitutional formation, structure, court interpretation and the implication of legal decision for legal practitioners. Upon completion, students should be able to discuss the formation of the Constitution, its interpretation and application to the practice of civil law.

Prerequisites: Take LEX 110, LEX 120, and LEX 140, minimum grade of C