

# CURRICULUM STANDARD

*Effective Term*  
Fall 2006  
[2006\*03]

Curriculum Program Title	<b>Paralegal Technology</b>	Program Code	<b>A25380</b>
Concentration	<b>(not applicable)</b>	CIP Code	<b>22.0302</b>

## *Curriculum Description*

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.

Course work 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.

## *Curriculum Requirements\**

*[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.97 (3)]*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

# Major Hours

[ref. 1D SBCCC 400.97 (3)]

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration (if applicable).** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

## Paralegal Technology A25380

	AAS	Diploma	Certificate																								
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>																								
<p><b>A. CORE</b>  <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i></p> <p><b>Required Courses:</b></p> <table style="width: 100%; border: none;"> <tr><td style="width: 100px;">LEX 110</td><td>Intro to Paralegal Study</td><td style="text-align: right;">2 SHC</td></tr> <tr><td>LEX 120</td><td>Legal Research/Writing I</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>LEX 130</td><td>Civil Injuries</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>LEX 140</td><td>Civil Litigation I</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>LEX 150</td><td>Commercial Law</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>LEX 210</td><td>Real Property I</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>LEX 240</td><td>Family Law</td><td style="text-align: right;">3 SHC</td></tr> <tr><td>LEX 250</td><td>Wills, Estates, and Trusts</td><td style="text-align: right;">3 SHC</td></tr> </table> <p><b>Required Subject Areas:</b> None</p>	LEX 110	Intro to Paralegal Study	2 SHC	LEX 120	Legal Research/Writing I	3 SHC	LEX 130	Civil Injuries	3 SHC	LEX 140	Civil Litigation I	3 SHC	LEX 150	Commercial Law	3 SHC	LEX 210	Real Property I	3 SHC	LEX 240	Family Law	3 SHC	LEX 250	Wills, Estates, and Trusts	3 SHC	<b>23 SHC</b>	<b>12 SHC</b>	
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<b>B. CONCENTRATION</b> <i>(Not applicable)</i>																											
<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>ACC, BUS, CIS, CJC, CSC, CTS, LEX, OST, and WBL</p> <p><i>Up to two semester hour credits may be selected from ACA.</i></p> <p><i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i></p>																											