PROGRAM FACT SHEET

PARALEGAL TECHNOLOGYA25380

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.

##### Awards

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| **Associate Degree:** Paralegal Technology (A25380) | **Length of Program:** 5 Semesters**Prerequisite:** High School Diploma |
| **Diploma:** Paralegal (D25380) | **Length of Program:** 3 semesters**Prerequisite:** Bachelor’s Degree |
| **Certificate:** Not Applicable | **Length of Program:** **Prerequisite:**  |

**Work-Based Learning Requirements/Opportunities:** For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Transfer Credits:** Transfer credit from an ABA-approved paralegal education program may be awarded after approval by the Paralegal Technology Department Chair. The Department Chair will review the course syllabus and other documentation including the method of instruction. A minimum of 18 semester hours of legal specialty courses must be taken at FTCC. A maximum of 6 semester hours of legal specialty courses may be accepted as transfer credits. A minimum of 10 semester hours of legal specialty courses must be completed through traditional classroom instruction.

**Program Information Contact:**

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| Curriculum Chairperson: Matthew GroboskyTelephone Number: (910) 678-7379Office Location: Cumberland Hall, Room 346BEmail: groboskm@faytechcc.edu | Department Office: Cumberland Hall, Room 346ATelephone: (910) 678-8292FTCC Web Site: [FTTC Website](http://www.faytechcc.edu/) |

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

**Child Care Financial Assistance Information:**

Telephone: (910) 678-8486

Revised: 03/26/24