

# PARALEGAL TECHNOLOGY

The Paralegal Technology curriculum is designed to prepare a person for entry-level employment as a paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology is a program of study that requires courses in the technical area. In addition, the Associate in Applied Science degree also requires general education courses.

The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Paralegal (CP) Exam Sections. Additional research data used in the development of publication was collected from a review of related literature.

Industry standards are based on the *National Association of Legal Assistants' Descriptions of Certified Paralegal (CP) Exam Sections*.

The successful completion of the Paralegal Technology Program should provide the student the opportunity for employment as a paralegal in private law firms, courts, trust departments of banks, corporations, and government agencies.

Progression in the Paralegal Technology program is contingent upon achievement of a grade of "C" or better in each paralegal technical course.

The Associate in Applied Science degree received upon completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

Students should contact the senior college or university of their choosing to determine what, if any, courses will be accepted as transfer credits.

The Civil Litigation Certificate, Paralegal Technology Certificate, and Family Law Certificate are embedded in the Paralegal Technology AAS Degree.

The Legal Nurse Consultant certificate will not be embedded into the AAS degree program. The certificate is designed for registered nurses to obtain sufficient legal training to work in a consultation role to attorneys in determining the value of a claim involving medical expenses and disability.

The e-Discovery Technology certificate will not be embedded into the AAS degree program. The certificate is designed for graduate paralegals or those working in the field for a minimum of two years to gain entry-level knowledge to e-Discovery techniques to obtain, store, and present digital evidence.

The Legal Technology certificate will not be embedded into the AAS degree program. The certificate is provided for graduate paralegals or those working in the field for a minimum of two years an introduction to current database and software programs for use in law including law office management and billing, document management and formation, and presentation software.

## Degrees

- Paralegal Technology - AAS (<https://catalog.kctcs.edu/programs-of-study/aas/paralegal-technology/paralegal-technology-aas/>)

## Certificates

- Civil Litigation - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/paralegal-technology/civil-litigation-certificate/>)

- e-Discovery Technology - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/paralegal-technology/e-discovery-technology-certificate/>)
- Family Law - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/paralegal-technology/family-law-certificate/>)
- Legal Nurse Consultant - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/paralegal-technology/legal-nurse-consultant-certificate/>)
- Legal Technology - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/paralegal-technology/legal-technology-certificate/>)
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