CERTIFICATE
PARALEGAL TECHNOLOGY

Program Description

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 Legal Assistant (CLA) 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 Legal Assistant (CLA) 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.

Colleges

Madisonville Community College must be designated as your Home College because only a Home College can confer a credential (certificate, diploma, or degree). Even though the courses may be delivered by different KCTCS colleges, the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a "course inquiry" submit form through www.kyvc.org. KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student's chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at http://www.kctcs.edu/Students/Distance_Learning.aspx.

Course Requirements

Here is a listing of the courses involved in this certificate program. There may be additional courses that meet these requirements. Please check the current course catalog and online course schedule for additional information and offerings. The entire program may be completed online. Some faculty may require proctored exams. Approved proctored sites are listed at www.kctcs.edu/distancelearning under student services.

Program Title: Paralegal Technology Certificate			
Course Prefix	Course Number	Course Title	Credit Hours
ENG	101	Writing I	3
		Computer/Digital Literacy Course	3
CIT	130	Productivity Software	3
PGL	111	Legal Systems and Terminology	3
PGL	112	Legal Research	3
PGL	211	Family Law	3
PGL	212	Legal Writing	3
PGL	213	Civil Litigation I	3
PGL	221	Wills & Estates	3
PGL	214	Real Property I	3
PGL	223	Civil Litigation II	3
PGL	224	Real Property II	3
PGL	231	Torts	3
		Total:	**39**

Helpful links:

APPLICATION: http://www.kctcs.edu/students/admissions/apply_online.aspx
CALENDAR: http://www.kctcs.edu/Students/Distance_Learning/Calendar.aspx
CONTACTS: http://kctcs.edu/distancelearning/DLPeerTeam.htm
COURSES: http://www.kctcs.edu/Students/Distance_Learning/Online_Courses.aspx
FINANCIAL AID: http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx
GETTING STARTED: http://www.kctcs.edu/Students/Distance_Learning/Getting_Started.aspx
STUDENT TUTORIAL: http://www.kctcs.edu/Students/Distance_Learning/Tutorials.aspx
KCTCS COURSES AVAILABLE AT KYVC: http://kyvc.org/