



To be admitted to GTCC's **Paralegal Certificate Program***, a student must have an AA/AS or BA/BS degree with at least 18 general education credits. ENG-111 or its equivalent is a prerequisite to admission.

STEP 1: Complete GTCC's admission process.

STEP 2: Register for classes (see below for course sequencing.)

STEP 3: Applicants will initially be placed in the 2-year AAS program until college transcripts are verified by the Program Director, Dr. Pamela Hollern.

STEP 4: Once your transcripts have been verified, fill out the online program change form to be admitted to the Certificate Program at <https://my.gtcc.edu/programchange>

You may choose to complete the program in one semester or over multiple semesters, however, **the full 18 credit Certificate is only offered in the Fall.**

GTCC Paralegal Certificate Program (18 credits)

LEX 110 Intro to Paralegal (offered Fall and Spring -2 credits)

LEX 120 Legal Research & Writing I (offered Fall and Spring – 3 credits)

LEX 140 Civil Litigation (offered Fall ONLY – 3 credits)

LEX 280 Ethics (offered Fall ONLY – 2 credits I)

LEX 271 Law Office Writing (offered Fall ONLY – 2 credits) **OR** LEX 270 Law Office Mgmt (Offered Spring ONLY - 2credits)

Pick 2 courses from the following electives:

LEX 240 Family Law (offered Fall ONLY - 3 credits)

LEX 210 Real Property (offered Fall ONLY - 3 credits)

LEX 150 Commercial Law (Offered Spring ONLY - 3 credits)

LEX 250 Wills (Offered Spring ONLY - 3 credits)

**The GTCC Paralegal Program is AAFPE approved and a NC State Bar qualified program.*

To finish in 1 semester, register for these 7 classes in the Fall

LEX 110 Intro to Paralegal
LEX 120 Legal Research & Writing I
LEX 140 Civil Litigation
LEX 210 Real Property
LEX 240 Family Law
LEX 271 Law Office Writing
LEX 280 Ethics

To finish in 2 semesters, if you start in the Fall:

Fall Semester:

LEX 110 Intro to Paralegal
LEX 120 Legal Research & Writing I
LEX 140 Civil Litigation
LEX 280 Ethics

Spring Semester

LEX 150 Commercial Law
LEX 250 Wills
LEX 270 Law Office Mgmt. & Technology

To finish in 2 semesters, if you start in the Spring:

Spring Semester

LEX 110 Intro to Paralegal
LEX 120 Legal Research & Writing I
LEX 270 Law Office Mgmt. & Technology
LEX 150 Commercial Law **OR** LEX 250 Wills

Fall Semester

LEX 140 Civil Litigation
LEX 280 Ethics
LEX 210 Real Property **OR** LEX 240 Family Law