

**Program****PARALEGAL TECHNOLOGY**

- *Associate in Applied Science (AAS), Certificate Programs*
- *AAS Day/Evening Program: 5 semesters day; 8 semesters night*
- *Diploma Program: 3 semesters*
- *Certificate Programs: 2 semesters*
- *Certificate in Business Practice*
- *Certificate in Wills and Estate Administration*
- *Certificate in Family Law*
- *Certificate in Litigation*
- *Certificate in Personal Injury*
- *Certificate in Real Property*
- *Admission Cycle: Every semester*
- *Maximum Number Admitted Annually: Open*

Career 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, except as permitted by Federal law or regulations.

Careers Available

Paralegal opportunities are available in law firms, government agencies, the court systems, and private businesses throughout the area. Graduates are trained to assist attorneys in probate work, investigations, public records searches, drafting and filing legal documents, research, and office management.

Entry-Level Salary

\$26,000 - \$34,000/yr.

Course of Study

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. A one-semester internship providing work experience in a law-related location is available for students.

Recommended Courses and Skills

English, psychology, accounting, and computer applications.

Helpful Personal Attributes

Willingness to read and work hard, interest in the law, ability to study and grasp abstract concepts, effective communication skills, strong sense of responsibility and ability to manage time effectively.

Program Contact

If you would like additional information about the Paralegal Technology Program, contact Warren C. Hodges, Esquire, Department Chair/Program Coordinator, at 336.734.7276 or whodges@forsythtech.edu.

How To Get Started

You may pick up an application at the Admissions Office, 123 Allman Center on the Forsyth Tech Main Campus, 2100 Silas Creek Parkway in Winston-Salem. You may also request an application by calling 336.734.7253, or you may apply online at www.forsythtech.edu.