

Associate in Applied Science Degree PARALEGAL

The Paralegal Associate in Applied Science Degree is a well-rounded education for students seeking a paralegal career. HGTC's Paralegal Program prepares students to work under the direct supervision of an attorney to conduct legal research, draft legal documents, interact with clients, other legal professionals and the courts, analyze and comply with procedural issues, and implement detailed office procedures for the efficient handling of matters in the legal field.

The Paralegal Program offers both day and evening LEG classes, as well as in a blended format, for those students who cannot come on campus. Blended courses are broadcast from a HGTC classroom, allowing the choice for a student to attend in the classroom or online. These courses have sections identified with "B" on the course schedule. To attend the live broadcast online, the student must have access to a reliable internet connection and a computer that is equipped with both audio and video capability to participate in the class with their fellow students on campus.

Unauthorized Practice of Law (UPL) Statement: Paralegals must work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

HGTC's Paralegal program is approved by the American Bar Association and is a member of the American Association for Paralegal Education (AafPE).

Admissions Information

Specific Admission Requirements for Program

- High School Diploma or GED

Transferring Courses:

- No more than 50% of the transferring students' legal specialty paralegal courses may be transferred from another institution. Each legal specialty course submitted for transfer consideration is evaluated by the program director.
- Transferability is based on course content, hours and modality of instruction, and the grade earned in the course by the student. College transcripts and syllabi are reviewed to determine whether acceptance of transfer credits is appropriate.
- The transferring institution's paralegal program must be approved by the American Bar Association (ABA) and the courses must be substantially similar to that of the course description contained within the HGTC college catalog.
- No legal specialty courses will be transferable into HGTC, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.
- Computer skills are required for any paralegal position.

Course Sequence and Progression Requirements

A minimum grade of "C" or better is required for all LEG-prefixed courses for progression and graduation. Most Paralegal (LEG) courses are offered only once each year, so following the recommended course sequence is extremely important.

Required Courses

Paralegal Requirements

DEGREE REQUIREMENTS: PARALEGAL

Component	Course Title	Semester Credit Hours
GENERAL EDUCATION		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
PSC 201	American Government	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Select one History course from the list below:		
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3

Select one Mathematics course from the list below:

(Continued)

MAT 110	College Algebra	3
MAT 120	Probability and Statistics	3
MAT 155	Contemporary Mathematics	3
CREDITS		21
REQUIRED CORE SUBJECT AREAS		
LEG 135	Introduction to Law and Ethics	3
LEG 120	Torts	3
LEG 121	Business Law	3
LEG 213	Family Law	3
LEG 214	Property Law	3
LEG 233	Wills, Trusts and Probate	3
CREDITS		18
OTHER HOURS REQUIRED FOR GRADUATION		
LEG 132	Legal Bibliography	3
LEG 201	Civil Litigation I	3
LEG 202	Civil Litigation II	3
LEG 230	Legal Writing	3
LEG 232	Law Office Management	3
LEG 242*	Law Practice Workshop "Internship"	3
LEG 245	Real Estate Law I	3
LEG 252	Business Applications in the Law Office	3
and		
Select one of the following courses listed below:		
LEG 212	Workers Compensation	3
LEG 231	Criminal Law	3
CREDITS		27
TOTAL CREDIT HOURS		66

* The internship is not offered through synchronous learning.