

Associate in Applied Science Degree PARALEGAL

The Associate in Applied Science in Paralegal 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 documentary and legal research, draft legal documents, recommend solutions for procedural problems, and implement detailed office procedures for the efficient handling of specialized fields of law.

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).

PROGRAM INFORMATION

Specific Admission Requirements for Program

- High School Diploma or GED
- No more than 50% of the transferring students legal specialty paralegal courses may be transferred from another institution. The transferring institutions 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. However, 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.

CURRICULUM SEQUENCE

First Semester - Fall

| | | |
|---------|-----------------------|----|
| ENG 101 | English Composition I | 3 |
| LEG 120 | Torts | 3 |
| LEG 121 | Business Law | 3 |
| LEG 232 | Law Office Management | 3 |
| | TOTAL | 12 |

Second Semester - Spring

| | | |
|---------|------------------------|----|
| ENG 102 | English Composition II | 3 |
| LEG 212 | Workers Compensation | 3 |
| or | | 3 |
| LEG 231 | Criminal Law | |
| LEG 214 | Property Law | 3 |
| PSC 201 | American Government | 3 |
| | TOTAL | 12 |

Third Semester - Summer

| | | |
|---------|-------------------------------------|---|
| HIS 201 | American History: Discovery to 1877 | 3 |
| or | | |
| HIS 202 | American History: 1877 to Present | |
| LEG 135 | Introduction to Law and Ethics | 3 |
| PSY 201 | General Psychology | 3 |
| | TOTAL | 9 |

Fourth Semester - Fall

| | | |
|---------|--------------------|---|
| LEG 132 | Legal Bibliography | 3 |
| LEG 201 | Civil Litigation I | 3 |
| LEG 213 | Family Law | 3 |

(Continued)

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|--------------------------------|--|-----------|
| LEG 233 | Wills, Trusts and Probate | 3 |
| SPC 205 | Public Speaking | 3 |
| | TOTAL | 15 |
| Fifth Semester - Spring | | |
| LEG 202 | Civil Litigation II | 3 |
| LEG 230 | Legal Writing | 3 |
| LEG 245 | Real Estate Law I | |
| MAT 110 | College Algebra | 3 |
| or | | |
| MAT 120 | Probability and Statistics | |
| | TOTAL | 12 |
| Sixth Semester - Summer | | |
| LEG 242 | Law Practice Workshop (Internship) | 3 |
| LEG 252 | Business Applications in the Law Office | 3 |
| | TOTAL | 6 |
| | TOTAL CREDIT HOURS | 66 |