

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)

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