

## 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 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 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
- 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.

### CURRICULUM SEQUENCE

First Semester - Fall	Course Title	Semester Credit Hours
ENG 101	English Composition I	3
LEG 120	Torts	3
LEG 135	Introduction to Law and Ethics	3
LEG 232	Law Office Management	3
	TOTAL	12
Second Semester - Spring		
ENG 102	English Composition II	3
LEG 233	Wills, Trusts and Probate	3
LEG 214	Property Law	3
PSC 201	American Government	3
	TOTAL	12
Third Semester - Summer		
HIS 201	American History: Discovery to 1877	3

or

(Continued)

HIS 202	American History: 1877 to Present	
LEG 121	Business Law	3
PSY 201	General Psychology	3
	TOTAL	9
<b>Fourth Semester - Fall</b>		
LEG 132	Legal Bibliography	3
LEG 201	Civil Litigation I	3
LEG 212	Workers Compensation	3
or		
LEG 231	Criminal Law	
LEG 213	Family Law	3
SPC 205	Public Speaking	3
	TOTAL	15
<b>Fifth Semester - Spring</b>		
LEG 202	Civil Litigation II	3
LEG 230	Legal Writing	3
LEG 245	Real Estate Law I	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	
or		
MAT 155	Contemporary Mathematics	
	TOTAL	12
<b>Sixth Semester - Summer</b>		
LEG 242	Law Practice Workshop (Internship)	3
LEG 252	Business Applications in the Law Office	3
	TOTAL	6
	<b>TOTAL CREDIT HOURS</b>	<b>66</b>