

## Certificate

# PARALEGAL SPECIALIST

Admission to the Paralegal Specialist program, which prepares students for a Paralegal career, requires prior completion of an associate's or bachelor's degree. The Paralegal Specialist certificate provides students with the skills and abilities 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

- Completion of an Associate or Bachelor's degree
- 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 (CRJ) courses are offered only once each year, so following the recommended course sequence is extremely important.

### CURRICULUM SEQUENCE

In addition to the 40 credit hours below of legal specialty courses required, the student must transfer in or complete the following 24 credit hours in order to receive the Paralegal Certificate:

#### ADDITIONAL COURSES REQUIRED 24

ENG 101 English Composition I

ENG 102 English Composition II

SPC 205 Public Speaking

and

Fifteen (15) Semester Hours or the equivalent of General Education in three of the following disciplines: Social Sciences, English, Natural Sciences, Mathematics, Humanities or Foreign Language.

#### First Semester - Fall

LEG 120	Torts	3
LEG 132	Legal Bibliography	3
LEG 201	Civil Litigation I	3
LEG 213	Family Law	3
LEG 233	Wills, Trusts, and Probate	3
	TOTAL	15

#### Second Semester - Spring

LEG 202	Civil Litigation II	3
LEG 212	Workers Compensation	3
or		
LEG 231	Criminal Law	
LEG 230	Legal Writing	3
LEG 214	Property Law	3
LEG 245	Real Estate Law I	3
	TOTAL	15

#### Third Semester - Summer

LEG 135	Introduction to Law and Ethics	3
LEG 242	Law Practice Workshop	3
LEG 252	Business Applications in the Law Office	3

(Continued)

TOTAL	9
TOTAL CREDIT HOURS	39

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