

Certificate PARALEGAL SPECIALIST

The Paralegal Specialist Certificate is a Post-Degree Certificate that provides students who already possess an associate or bachelor's degree with the skills 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.

This is an accelerated one-year program option that allows students to complete their paralegal training in a shorter amount of time by transferring into the Paralegal Certificate Program 24 general education course credits from their previous degree. Students must be able to transfer in ENG 101, ENG 102, and Public Speaking (9 hours) in addition to 15 hours in at least three of the following disciplines: Social Sciences, English, Natural Sciences, Mathematics, Humanities, or Foreign Languages.

The Paralegal Program offers both day and evening LEG classes, as well as synchronously (remote learning), for those students who cannot come on campus. To attend synchronously, 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

- Completion of an Associate or Bachelor's degree

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 Specialist Certificate Requirements*

CERTIFICATE REQUIREMENTS: PARALEGAL SPECIALIST*

Component	Course Title	Semester Credit Hours
LEG 120	Torts	3
LEG 132	Legal Bibliography	3
LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
LEG 202	Civil Litigation II	3
LEG 213	Family Law	3
LEG 214	Property Law	3
LEG 230	Legal Writing	3
LEG 233	Wills, Trusts, and Probate	3

(Continued)

LEG 242	Law Practice Workshop	3
LEG 245	Real Estate Law I	3
LEG 252	Business Applications	3
	CREDITS	36
	TOTAL CREDIT HOURS	36

*In addition to the 36 credit hours required, the student must transfer in or complete the following 24 credit hours in order to receive the Paralegal Certificate:

- ENG 101: English Composition I
- ENG 102: English Composition II
- SPC 205: Public Speaking

and

15 semester credit hours or the equivalent of General Education in three of the following disciplines:

- Social Sciences
- English
- Natural Sciences
- Mathematics
- Humanities
- Foreign Languages