

Degree: **Associate in Applied Science**
Major: **LEGAL ASSISTANT/PARALEGAL (LEG3)**
Credit Requirements: 67 semester credit hours

The Paralegal program is approved by the American Bar Association. The associate degree is designed to be a well-rounded foundation of education for students planning to seek employment as a paralegal assistant. The 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 prepare and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

In addition to meeting the College's admission requirements, students must have obtained a high school diploma or GED for entry into the program.

FIRST SEMESTER (FALL)

ENG101	English Composition I	3
HIS 201	American History: Discovery to 1877	3
	OR	
HIS 202	American History: 1877 to Present	3
LEG 120	Torts	3
LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
	TOTAL	15

SECOND SEMESTER (SPRING)

CPT 101	Introduction to Computers	3
ENG 102	English Composition II	3
LEG 132	Legal Bibliography	3
LEG 214	Property Law	3
MAT 110	College Algebra	3
	OR	
MAT 120	Probability and Statistics	3
	TOTAL	15

THIRD SEMESTER (SUMMER)

LEG 213	Family Law	3
LEG 230	Legal Writing	3
LEG 252	Business Applications in the Law Office	3
	TOTAL	9

FOURTH SEMESTER (FALL)

LEG 121	Business Law I	3
LEG 202	Civil Litigation II	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
LEG 233	Wills, Trusts and Probate	3
	TOTAL	15

FIFTH SEMESTER (SPRING)

LEG 245	Real Estate Law I	3
LEG 242	Law Practice Workshop (Internship)	3
LEG 231	Criminal Law	3

	OR	
LEG 212	Worker's Compensation	3
LEG 269	Paralegal Capstone Course	1
PSC 201	American Government	3
	<u>TOTAL</u>	<u>13</u>
	TOTAL CREDIT HOURS	67

New students may enroll in LEG courses during any semester; however, fall semester is recommended. (Students must see their program advisor prior to attending courses.) There are prerequisites for some legal assistant/paralegal (LEG) courses. Please see course descriptions. Most LEG courses are offered only once a year, so following the recommended course sequence is very important.

No more than 50% of the transferring student's legal specialty paralegal courses may be transferred from another institution. The transferring institution's paralegal program must be approved by the American Bar Association and the courses must be substantially similar in substance to that of the course description contained within the College's 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.

Students should note that minimum grade of "C" is required for each LEG course to be eligible for graduation.