

Certificate: **PARALEGAL SPECIALIST (PAS7)**

Credit Requirements: 40 semester credit hours

The Paralegal program is approved by the American Bar Association. The Paralegal Certificate is intended for those who have previously earned an Associate or Bachelor's degree and wish to gain the knowledge needed for a Paralegal career.

The Paralegal Certificate 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).

FIRST SEMESTER (FALL)

LEG 120	Torts	3
LEG 121	Business Law I	3
LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
LEG 233	Wills, Trusts and Probate	3
	TOTAL	15

SECOND SEMESTER (SPRING)

LEG 132	Legal Bibliography	3
LEG 214	Property Law	3
LEG 245	Real Estate Law I	3
LEG 202	Civil Litigation II	3
LEG 231	Criminal Law	3
	OR	
LEG 212	Worker's Compensation	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
LEG 269	Paralegal Capstone Course	1
	TOTAL	10
	TOTAL CREDIT HOURS	40*

*In addition to the above 40 credit hours 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

ENG 101	English Composition I	3
ENG 102	English Composition II	3
SPC 205	Public Speaking	3

18 Semester hours or the equivalent of General Education in three of the following disciplines: Social Sciences, English, Natural Sciences, Mathematics, Humanities or Foreign Language

Computer skills are required for any paralegal position. It is strongly recommended that students without recent computer training take CPT 101.

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 Horry-Georgetown Technical College's catalog. However, no legal specialty courses will be transferable into Horry-Georgetown Technical College, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.

Finally, students should note that a minimum grade of "C" is mandatory for each LEG course to be eligible for graduation.