

# PARALEGAL ASSOCIATE IN APPLIED SCIENCE

## Program Description

This program will train students to perform factual research, legal research, conduct interviews and to review, analyze and draft documents.

## Mission Statement

The mission of this American Bar Association-approved Paralegal Program is to provide quality education for students to become competent paralegals so that they can assist attorneys in the effective delivery of legal services. The program provides students the tools to advance the paralegal profession and to maintain high ethical standards in the classroom and in their professional careers.

## Entrance Requirements

High school diploma or GED

- This program accepts limited transfers from other paralegal programs. Those credits must be earned at a regionally accredited institution, preferably with an ABA-approved program. Transferability is based on course content, hours of instruction, format of instruction, and the grade earned in the course by the student. Transcripts will be reviewed by the department head, whose decision is final.

## Type of Program

- Day and evening courses are available. Learning experiences for students in this program are provided in classrooms as well as online. Most of the program courses are blended, with a class meeting as well as online instructional activities. A few of the program courses are available as asynchronous online with no class meeting time.
- It is possible to complete this program remotely (online). This would include synchronous online instruction with set class meetings attended remotely. Each student must complete the equivalent of at least nine credit hours of legal specialty courses through direct "in class" instruction attended in person and/or remotely.

## Requirements for Completion

- All Paralegal courses must be completed with a "C" or better in order to count toward graduation.
- Many of the courses in this program have prerequisites. Students must earn a "C" or higher in a prerequisite course before advancing to the next level course. Please check with an advisor to be certain classes are taken in the proper order.

## Professional Credentials

Students who complete this degree are eligible to take national certification exams, including NALA's Certified Paralegal Exam. Passing a national certification exam qualifies a graduate to apply for SC Certified Paralegal.

## Employment Opportunities

- Employment opportunities may be found in private law firms, corporate legal departments, non-profit legal agencies, insurance companies, financial institutions, and governmental agencies.

- Please be aware that jobs in this field may require a criminal background check. If you have any questions, please contact the department head before enrolling in this program.
- Unauthorized Practice of Law (UPL) Statement: Paralegals may not provide legal services directly to the public. 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).

## Program Affiliations

- This program is approved by the American Bar Association (ABA).
- This program is an institutional member of the American Association for Paralegal Education (AAfPE).
- This program is a member of the local paralegal organizations and encourages students to become members as well. These two organizations, South Carolina Upstate Paralegal Association and Legal Staff Professionals of Greenville, also have representatives attend the program's advisory committee.

## Paralegal Student Learning Outcomes

### Outcome 1

Students will analyze and apply the ethical requirements of a paralegal.

### Outcome 2

Students will demonstrate the ability to communicate in oral and written forms as it relates to professional duties within the legal system.

### Outcome 3

Students will describe, evaluate and interpret substantive and procedural law.

### Outcome 4

Students will demonstrate the professional technical skills necessary to assist an attorney in the practice of law.

### Outcome 5

Students will demonstrate professionalism and cooperation skills necessary to assist an attorney in the practice of law.

Visit our web page at <https://www.gvltec.edu/paralegal/>.

## Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Paralegal Associate Degree

First Semester		Hours
COL 105	Freshman Seminar	3
ENG 101	English Composition I <sup>1</sup>	3
LEG 135	Introduction to Law and Ethics <sup>2</sup>	3
LEG 230	Legal Writing	3
COL 111	E-Learning Success	1
<b>Total Semester Hours</b>		<b>13</b>
Second Semester		
LEG 120	Torts	3
LEG 132	Legal Bibliography	3
MAT 155	Contemporary Mathematics <sup>1,3</sup>	3

Select one of the following:	3
SPC 205 Public Speaking <sup>1</sup>	
SPC 208 Intercultural Communication	
SPC 209 Interpersonal Communication <sup>1,4</sup>	
<b>Total Semester Hours</b>	<b>12</b>
<b>Third Semester</b>	
LEG 213 Family Law	3
LEG 262 Litigation Applications	3
Transferable Humanities Elective <sup>1,5</sup>	3
Transferable Social Science Elective <sup>1,6</sup>	3
<b>Total Semester Hours</b>	<b>12</b>
<b>Fourth Semester</b>	
LEG 201 Civil Litigation I (Discovery)	3
LEG 214 Property Law	3
LEG 233 Wills, Trusts, and Probate	3
LEG 121 Business Law I	3
General Education Elective <sup>7</sup>	3
<b>Total Semester Hours</b>	<b>15</b>
<b>Fifth Semester</b>	
LEG 202 Civil Litigation II (Pleadings)	3
LEG 240 Claims Investigation	3
LEG 270 Paralegal Certification Preparation	3
Paralegal Elective, select one of the following:	3
LEG 122 Business Law II	
LEG 212 Workers' Compensation	
LEG 250 Internship for Paralegal	
<b>Total Semester Hours</b>	<b>12</b>
<b>Total Required Credit Hours</b>	<b>64</b>

<sup>1</sup> General education course<sup>2</sup> Recommended first semester<sup>3</sup> or other college transferable math<sup>4</sup> SPC 209 Interpersonal Communication recommended for oral communications<sup>5</sup> For transferrable Humanities elective, HIS 202 American History: 1877 to Present recommended<sup>6</sup> For transferrable Social Science elective, PSC 201 American Government or PSY 201 General Psychology recommended<sup>7</sup> ENG 102 English Composition II recommended**Second Semester**

LEG 214 Property Law	3
LEG 132 Legal Bibliography	3
LEG 201 Civil Litigation I (Discovery)	3
LEG 233 Wills, Trusts, and Probate	3
LEG 213 Family Law	3
<b>Total Semester Hours</b>	<b>15</b>

**Third Semester**

LEG 202 Civil Litigation II (Pleadings)	3
LEG 240 Claims Investigation	3
LEG 270 Paralegal Certification Preparation	3
Paralegal Elective, select one of the following:	3
LEG 122 Business Law II	
LEG 212 Workers' Compensation	
LEG 250 Internship for Paralegal	
<b>Total Semester Hours</b>	<b>12</b>
<b>Total Required Credit Hours</b>	<b>43</b>

<sup>1</sup> Recommended first semester

## Paralegal for students who possess a bachelor's degree

One-year track for graduates of a regionally accredited college or university.

First Semester	Hours
LEG 120 Torts	3
LEG 121 Business Law I	3
LEG 262 Litigation Applications	3
LEG 135 Introduction to Law and Ethics <sup>1</sup>	3
LEG 230 Legal Writing	3
COL 111 E-Learning Success	1
<b>Total Semester Hours</b>	<b>16</b>