

Paralegal

Associate in Applied Science

Entrance Requirements:

Acceptable ASSET or COMPASS score

Type of Program:

Day and night (limited)

Type of Degree:

Associate degree

Employment Opportunities:

Private law firms, corporate legal departments, public legal agencies, insurance companies, financial institutions

- This program will train students to perform factual research, legal research, conduct interviews and to review, analyze and draft documents.
- This program is approved by the American Bar Association (ABA), is an institutional member of the American Association for Paralegal Education (AAfPE) and is a sustaining member of the South Carolina Upstate Paralegal Association (SCUPA).
- 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).
- Many of the courses in this program, particularly in the final two semesters, have prerequisites which must be completed with a “C” or better prior to enrollment. Please check with an advisor to be certain classes are taken in the proper order.
- Transfer agreements with local universities make it possible to get an associate degree from Greenville Tech as part of coursework toward a bachelor’s degree from an articulating college or university. Currently, transfer agreements are in place with Lander University and USC Upstate. In addition, a transfer agreement is in place with Franklin University where a bachelor’s degree may be earned online.
- To graduate with an associate degree, candidates must meet the computer competency requirement by taking CPT 101 (EGR 130 may be substituted with departmental approval) or by passing the exemption exam at a cost to be assessed by the college.

Recommended Program Schedule

First Semester - Fall

ENG 101	English Composition I *	3.0
LEG 135	Introduction to Law & Ethics	3.0
	(mandatory first semester)	

CPT 101	Introduction to Computers	3.0
MAT 102	Intermediate Algebra*	3.0

Second Semester - Spring

ENG 102	English Composition II *	3.0
LEG 213	Family Law	3.0
LEG 120	Torts	3.0
LEG 132	Legal Bibliography	3.0
	(mandatory by second semester)	

Third Semester - Summer

BIO 112	Basic Anatomy & Physiology*	4.0
	or	
BIO 215	Anatomy	
HIS 202	History 1877- present*	3.0
	(or recommended Humanities)	
LEG 121	Business Law I	3.0
LEG 233	Wills, Trusts, & Probate	3.0

Fourth Semester - Fall

LEG 214	Property Law	3.0
LEG 240	Claims Investigation	3.0
	LEG Elective **	3.0
	(choose from list)	
SPC 205	Public Speaking*	3.0
	or	
SPC 209	Interpersonal Communication*	

Fifth Semester - Spring

LEG 202	Civil Litigation II	3.0
LEG 252	Business Applications	3.0
	or	
LEG 262	Litigation Applications	
	LEG Elective **	3.0
	LEG Elective **	3.0
	(choose from list)	
PSC 201	American Government*	3.0
	(recommended Social Science course)	

Total credit hours 64.0

*General Education course

Note: Please contact your advisor for recommended evening schedules. Some classes are not offered every semester.

**Paralegal Electives

LEG 122	Business Law II	3.0
LEG 201	Civil Litigation I	3.0
LEG 212	Workers Compensation	3.0
LEG 218	Immigration Law	3.0
LEG 222	Constitutional Law	3.0
LEG 234	Title Examination Procedures I	3.0
LEG 250	Internship for Paralegal	3.0
LEG 270	Paralegal Certification Preparation	3.0
	(Department head approval required)	

Students who possess a bachelor's degree:

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

Recommended Program Schedule

First Semester - Fall

BIO 112 Basic Anatomy & Physiology*	4.0
LEG 120 Torts	3.0
LEG 132 Legal Bibliography	3.0
LEG 135 Introduction to Law & Ethics (mandatory first semester)	3.0
LEG 214 Property Law	3.0

Second Semester - Spring

LEG 121 Business Law I	3.0
LEG 213 Family Law	3.0
LEG 233 Wills, Trusts, & Probate	3.0
LEG 240 Claims Investigation	3.0
LEG Elective ** (choose from list)	3.0

Third Semester - Summer

LEG 202 Civil Litigation II	3.0
LEG 252 Business Applications	3.0
or	
LEG 262 Litigation Applications	
LEG Elective ** (choose from list)	3.0
LEG Elective ** (choose from list)	3.0

Total credit hours 43.0

*General Education course

Note: Please contact your advisor for recommended evening schedules. Some classes are not offered every semester.

**Paralegal Electives:

LEG 122 Business Law II	3.0
LEG 201 Civil Litigation I	3.0
LEG 212 Workers' Compensation	3.0
LEG 218 Immigration Law	3.0
LEG 222 Constitutional Law	3.0
LEG 234 Title Examinations Procedures I	3.0
LEG 250 Internship for Paralegal	3.0
LEG 270 Paralegal Certification Preparation (Department head approval required)	3.0

Paralegal

Program Competencies

- Explain the role of the paralegal in the law office and identify potential career opportunities.

- Identify the principles of law office conduct applicable to paralegal employment in the South Carolina Rules of Professional Conduct, and the ABA Model Guidelines.
- Demonstrate the ability to organize and analyze document information through the use of tables of contents, indexes, tabs, calendars, timekeeping, and billing.
- Use legal research materials and conduct simple legal research and statutes and cases.
- Conduct online legal research (West Law or Lexis) and web-based legal research.
- Present an overview of the organization and operation of the federal and South Carolina legal systems.
- Discuss the legal considerations of business documents and business organizations and have basic skills to assist the attorney in preparation, maintenance and organization of such documents.
- Conduct an accident investigation, including interviewing witnesses and gathering information and evidence.
- Draft correspondence, summons and complaints, and answer for a negligence cause of action.
- Assist the attorney in preparation for mediation and trial.
- Discuss the legal considerations of real property law and have basic skills to assist the attorney in preparation of loan closing documents and foreclosure pleadings.
- Discuss the legal considerations of domestic relations and have basic skills to assist the attorney with preparation of related documents.
- Provide the student with opportunities to network with paralegal professionals through the South Carolina Upstate Paralegal Association (SCUPA) and to perform pro bono services through agencies such as The Centers for Equal Justice and the Guardian Ad Litem program.
- Analyze the elements and defenses generally available in tort law.
- Assist an attorney in gathering information, preparing forms and monitoring deadlines in connection with wills, trusts and the probate process.