

Paralegal

Paralegal Associate in Applied Science

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 educates students in order to provide them tools to advance the paralegal profession and to maintain high ethical standards in the classroom and in their professional careers.

Entrance Requirements:

Acceptable placement test score(s)

Type of Program:

Day and evening

Employment Opportunities:

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

- 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. All Paralegal courses must be completed with a "C" or better in order to count toward graduation, even if the course is not a prerequisite for another. Please check with an advisor to be certain classes are taken in the proper order.
- Please be aware that jobs in this field often require a criminal background check. If you have any questions, please see a faculty member in the department before enrolling in this program.
- 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.
- All paralegal courses require placement into, or successful completion of, ENG 101.
- This program accepts limited transfers from other paralegal programs; those credits must be earned at an accredited and ABA-approved program; transfers are also subject to rules of currency and quality based upon an analysis by the department head, whose decision is final.

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 teamwork and cooperation skills necessary to assist an attorney in the practice of law.

Recommended Program Schedule

First Semester - Fall

ENG	101	English Composition I*	3.0
LEG	135	Introduction to Law & Ethics (mandatory first semester)	3.0
LEG	120	Torts	3.0
LEG	230	Legal Writing	3.0
COL	111	E-Learning Success	1.0

Second Semester - Spring

MAT	155	Contemporary Mathematics* (or other college transferable math)	3.0
LEG	121	Business Law	3.0
LEG	132	Legal Bibliography	3.0
SPC	205	Public Speaking*	3.0
		or	
SPC	209	Interpersonal Communication* (SPC 209 recommended)	

Third Semester - Summer

LEG	213	Family Law	3.0
LEG	262	Litigation Applications)	3.0
		Transferable Humanities Elective* (recommend HIS 202)	3.0
		Transferable Social Science Elective* (recommend PSC 201 or PSY 201)	3.0

Fourth Semester - Fall

LEG	201	Civil Litigation I	3.0
LEG	214	Property Law	3.0
LEG	233	Wills, Trusts, and Probate	3.0
		General Education Elective*+ (see below) (recommend ENG 102)	3.0

Fifth Semester - Spring

LEG	202	Civil Litigation II	3.0
LEG	240	Claims Investigation	3.0
LEG	270	Paralegal Certification Preparation	3.0
		LEG Elective** (choose from list)	3.0

Total Required Credit Hours: 61.0

*General education course

*+General Education Elective

Choose from ENG 102, college transferable Humanities, college transferable Social Science, or any general education Science — Biological and Physical.

**Paralegal Electives

LEG	122	Business Law II	3.0
LEG	212	Workers' Compensation	3.0
LEG	250	Internship for Paralegal	3.0

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

Visit <https://www.gvltec.edu/gainful-employment/> for important information about the educational debt, earnings and graduation rates of students who attended programs.