



Certificate 5301 Paralegal Studies
Effective Fall 2019

30 Credits

This is an overview of the program. Any suggested course sequencing is meant to serve as a guideline for your semester planning. Students are expected to see their assigned advisor to develop and review their individual educational plans. The scheduling of courses, program sequencing and curriculum are subject to change.

Required Program Courses			
PLGL 101	3 cr	Introduction to Paralegal Studies	
PLGL 102	3 cr	Legal Research & Writing I	Prerequisite: PLGL 101 with a grade of C or higher
PLGL 104	3 cr	Legal Research & Writing II	Prerequisite: PLGL 102 with a grade of C or higher
PLGL 105	3 cr	Contracts	Corequisite: PLGL 101
PLGL 201	3 cr	Civil Litigation I	Prerequisite: PLGL 101 with a grade of C or higher
PLGL 202	3 cr	Civil Litigation II	Prerequisite: PLGL 201 with a grade of C or higher
PLGL 210	3 cr	Paralegal Ethics & Professionalism	Corequisite: PLGL 102
PLGL ELECT	9 cr	PROGRAM SPECIFIC ELECTIVES	Choose 3 from below
PLGL 203	3 cr	Family Law	Prerequisite: PLGL 101 with a grade of C or higher
PLGL 204	3 cr	Estate Planning & Administration	Prerequisite: PLGL 101 with a grade of C or higher
PLGL 206	3 cr	Employment Law	Prerequisite: PLGL 101 with a grade of C or higher
PLGL 207	3 cr	Bankruptcy Law	Prerequisite: PLGL 101 with a grade of C or higher
PLGL 209	3 cr	Real Estate for Paralegals	Prerequisite: PLGL 101 with a grade of C or higher
PLGL 211	3 cr	Administrative Law	Prerequisite: PLGL 101 with a grade of C or higher
PLGL 251	3 cr	Paralegal Internship	Prerequisite: PLGL 102 and PLGL 201 with a grade of C or higher, and permission of the Program Coordinator or Internship Instructor
CJ 203	3 cr	Criminal Evidence	
CJ 212	3 cr	Criminal Law & Procedure	

Advising Notes	
<p><u>Completion of a baccalaureate degree is required to enroll in this certificate program.</u> This is an American Bar Association (ABA) approved program.</p> <p>Paralegals may not provide legal services directly to the public, except as permitted by law. Although a past criminal record may not prevent employment as a paralegal, it may be a factor in the hiring process.</p> <p>Students intending to complete the certificate in two semesters should contact a Paralegal Studies advisor to obtain the appropriate prerequisite overrides.</p> <p>Program Director: Kathleen Mack, 717-780-1978, kamack@hacc.edu</p>	

Recommended Sequence For Full-Time Students					
Part-time students can complete this program by taking one or more courses each semester.					
Fall Semester 1		Spring Semester 2		Fall Semester 3	
PLGL 101	3	PLGL 102	3	PLGL 104	3
PLGL 105	3	PLGL 201	3	PLGL 202	3
		Program specific electives	6	PLGL 210	3
				Program Specific Electives	3

Counselor/Advisor Contact Information by Campus:				
Gettysburg	Harrisburg	Lancaster	Lebanon	York
Student Services	Counseling and Advising	Counseling and Advising	Receptionist Desk	Counseling and Advising
Lobby	Cooper 219	221 Main	Lobby	Leader Suite 104
717-337-3855	717-780-2498	717-358-2988	717-270-4222	717-801-3213