

# PARALEGAL STUDIES, Certificate - 5301

Business Studies Department

CIP Code: 22.0302

Students prepare to provide legal services, under attorney supervision, in law-related occupations, including private, corporate, and governmental law practice. The program is approved by the American Bar Association (ABA). The complete program is available at the Harrisburg and Lancaster campuses. Due to course sequencing, a minimum of three semesters are required to complete the certificate program.

**Paralegals may not provide legal services directly to the public, except as permitted by law.**

*Selective Program:* Entry into this program is not guaranteed with admission to the College. HACCC's Paralegal certificate is a post-baccalaureate certificate. Only students who can document completion of a baccalaureate degree will be admitted to the certificate program. Official transcripts should be submitted to HACCC's Admission Office along with the application to the College.

### Career Opportunities

Graduates are employed as paralegals in private, corporate and governmental law practices, title insurance companies, and as assistants in law libraries. *(SOC Code: 23-2011 Paralegals and Legal Assistants)*

### Competency Profile

This curriculum is designed to prepare students to:

- Conduct research and prepare legal memoranda and briefs
- Conduct computer-assisted legal research
- Prepare and draft litigation documents (complaints, answers, motions, discovery documents)
- Perform administrative tasks in a legal office
- Prepare and draft legal documents related to estates (wills, trusts), bankruptcy (petitions, schedules), domestic relations (support/property settlement agreements), real estate law (deeds, settlement sheets)

### PROGRAM REQUIREMENTS (TOTAL CREDITS = 30)

General Education	Major Requirements		Other Required Courses	
	PLGL 101 Intro to Paralegal Studies	3	Program Specific Electives*	9
	PLGL 102 Legal Research & Writing I	3		
	PLGL 104 Legal Research & Writing II	3		
	PLGL 105 Contracts	3		
	PLGL 201 Civil Litigation I	3		
	PLGL 202 Civil Litigation II	3		
	PLGL 210 Paralegal Ethics & Professionalism	3		
		21		

\*Select from the following electives:

- CJ 203 Criminal Evidence
- CJ 212 Criminal Law & Procedure
- PLGL 203 Family Law
- PLGL 204 Estate Planning & Administration
- PLGL 206 Employment Law
- PLGL 207 Bankruptcy Law
- PLGL 209 Real Estate Law for Paralegals
- PLGL 211 Administrative Law
- PLGL 251 Paralegal Internship I

### RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS

Part-time students can complete this program by taking one or more courses each semester.

Summer I		Fall Semester I		Spring Semester I	
PLGL 101	3	PLGL 102	3	PLGL 104	3
PLGL 105	3	PLGL 201	3	PLGL 202	3
		Program Electives*	6	PLGL 210	3
				Program Elective*	3