

**Paralegal Studies Certificate - 5301**  
**Social Sciences (SS)**  
**Effective Spring 2010 (39 credits)**



**HACC's Paralegal Certificate Program is a post-baccalaureate certificate.** Admission to the certificate program requires submission of an official undergraduate transcript that indicates the degree granted. Students prepare to provide legal services under attorney supervision in law-related occupations, including private, corporate, and governmental law practice. Although a past criminal record may not prevent employment as a paralegal, it may be a factor in the hiring process. If this might be an issue, please consult the program coordinator or division counselor prior to enrollment. The program is approved by the American Bar Association (ABA). The complete program is available at the Harrisburg Campus. Most courses are available at the Lancaster Campus; however it may be necessary to take courses at the Harrisburg Campus to complete the certificate. Due to course sequencing, a minimum of three semesters is required to complete the certificate program.

**Selective Program: ENTRY INTO THIS PROGRAM IS NOT GUARANTEED WITH ADMISSION TO THE COLLEGE. Only students who can document completion of a baccalaureate degree will be admitted to the Certificate Program. Official transcripts should be submitted to HACC's Admissions Office along with the application to the College.**

A grade of "C" or better in PLGL 101 is required prior to taking any other paralegal (PLGL) course.

**College Attended:** \_\_\_\_\_ **Degree:** \_\_\_\_\_

**The following courses have a sequence**

**Requirements:**

Semester Grade

_____	_____	BUSI 201 Business Law I	
_____	_____	CIS 105 Introduction to Software for Business	
_____	_____	PLGL Career Elective 1 _____	*
_____	_____	PLGL Career Elective 2 _____	*
_____	_____	PLGL Career Elective 3 _____	*
_____	_____	PLGL Career Elective 4 _____	*
_____	_____	PLGL Career Elective 5 _____	*

**Semester 1:**

\_\_\_\_\_ PLGL 101 Introduction to Paralegal Studies  
**PLGL 101 is the entry level course into this major and must be taken "prior to" all other PLGL courses. A grade of "C" or better is required in PLGL 101 to take all other PLGL courses.**

**Semester 2:**

\_\_\_\_\_ PLGL 102 Legal Research and Writing I **Pre-req: Completion of PLGL 101 with a grade of "C" or higher**  
 \_\_\_\_\_ PLGL 201 Civil Litigation I **Pre-req: Completion of PLGL 101 with a grade of "C" or higher**

**Semester 3:**

\_\_\_\_\_ PLGL 104 Legal Research and Writing I **Pre-req: PLGL 104 with a grade of "C" or higher**  
 \_\_\_\_\_ PLGL 202 Civil Litigation I **Pre-req: PLGL 201 with a grade of "C" or higher**

**Semester 4:**

\_\_\_\_\_ PLGL 210 Paralegal Ethics and Professionalism **Pre-req: PLGL 102 with a grade of "C" or higher**

**Career Electives are not necessarily offered every semester; please consult your advisor for sequencing.**

<b>*Career Electives include:</b> (All PLGL courses require PLGL 101 with "C" or better)	PLGL 203 Family Law	PLGL 204 Estate Planning and Admin
	PLGL 205 Business Organizations	PLGL 206 Employment Law
	PLGL 207 Bankruptcy Law	PLGL 209 Real Estate for Paralegals
	PLGL 251 Internship I	PLGL Internship II
	<b>Pre-Req: PLGL 102 and 201 with "C" or better and permission of program coordinator</b>	<b>Pre-Req: PLGL 102 and 201 with "C" or better and permission of program coordinator</b>
	BUSI 202 Business Law II	CJ 203 Criminal Evidence
	CJ 212 Criminal Law	

Continued on page 2...

Students are encouraged to see their advisor  
 to develop and review their individual educational plans

## **Faculty Contact Information by Campus:**

### **Gettysburg/Harrisburg/Lebanon/York**

Kathleen Murren

W211E

[kbmurren@hacc.edu](mailto:kbmurren@hacc.edu)

717.780.2629

### **Lancaster**

Lisa Wolf

RE206A

[lewolf@hacc.edu](mailto:lewolf@hacc.edu)

717.358.2297

## **Counselor Contact Information by Campus:**

### **Gettysburg**

Mary Bottorf

G101A

717.337.3855

[mabottor@hacc.edu](mailto:mabottor@hacc.edu)

### **Harrisburg**

Jennifer Bucher

W211D

717.780.3227

[jlbucher@hacc.edu](mailto:jlbucher@hacc.edu)

### **Lancaster**

Irma Alicia Villarreal

RM212D

717.358.2970

[iavillar@hacc.edu](mailto:iavillar@hacc.edu)

### **Lebanon**

Counseling and Advising

717.270.4222

### **York**

Shelly Blanchette

YL102

717.718.0328

[sablanch@hacc.edu](mailto:sablanch@hacc.edu)

**New students should meet with the designated counselor for assistance. Program specific questions can be directed to faculty contacts.**

Students are encouraged to see their advisor  
to develop and review their individual educational plans