

PARALEGAL STUDIES, Certificate Program - 5301

CIP Code: 22.0302

Social Sciences Division

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 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.

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. HACC's Paralegal Certificate Program 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 HACC'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)

Link to Occupational profiles on O*NET <http://www.onetcodeconnector.org/>

Application and Admission information <http://www.hacc.edu/StudentServices/Registrar/HowtoApplyandRegister/index.cfm>

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 = 39)

General Education	Major	Other Required Courses	
	PLGL 101 Introduction to Paralegal Studies	BUSI 201 Business Law I	3
	PLGL 102 Legal Research and Writing I	CIS 105 Introduction to Software for Business	3
	PLGL 104 Legal Research and Writing II	Program Specific Electives*	<u>15</u>
	PLGL 201 Civil Litigation I		21
	PLGL 202 Civil Litigation II		
	PLGL 210 Paralegal Ethics and Professionalism	*Select five courses from the following:	
		PLGL 203 Family Law	
		PLGL 204 Estate Planning & Administration	
		PLGL 205 Business Organizations	
		PLGL 206 Employment Law	
		PLGL 207 Bankruptcy Law	
		PLGL 209 Real Estate Law for Paralegals	
		PLGL 251 Paralegal Internship I	
		PLGL 252 Paralegal Internship II	
		BUSI 202 Business Law II	
		CJ 203 Criminal Evidence	
		CJ 212 Criminal Law and Procedure	

Program Costs: \$11,483.00

<http://www.hacc.edu/FinancialAid/FinancialAidBasics/Cost-of-Attendance.cfm>

On-time Completion Rate: 70%

Job Placement Rate:

Median Federal Loan Debt: \$0

Median Alternative Loan Debt: \$0