

# PARALEGAL STUDIES, Certificate - 5301

Social Science Department  
CIP Code: 22.0302

The Paralegal Studies certificate is approved by the American Bar Association (ABA) and is designed for students who have completed a four-year undergraduate degree from an accredited institution and desire to enter the legal field. This certificate provides a paralegal education that develops professional competence and prepares students to provide paralegal services, under attorney supervision, or other law-related services in private, corporate and governmental law offices. The ABA requires students to take at least nine semester credits, or the equivalent, of legal specialty courses through synchronous instruction. Due to course sequencing, a minimum of three semesters are required to complete the certificate program. This program may be completed at the Harrisburg and Lancaster campuses through various modalities (e.g., on-campus/in-person instruction, hybrid, synchronous remote instruction and/or asynchronous instruction).

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

*Selective Program:* This certificate is available only to those students who have completed a four-year undergraduate degree\* from an accredited institution. HACC's Paralegal Certificate recognizes the general education requirements completed in a baccalaureate program and provides the legal coursework needed to enter the paralegal field. Entry into this program is not guaranteed with admission to the College. Official transcripts should be submitted to HACC's Admission Office along with the application to the College.

\* General education requirements are assumed to have been satisfied by students in the certificate program who have already earned their bachelor's degree.

### Career Opportunities

Graduates are employed in a variety of law-related positions including paralegals in private and corporate practice, government agencies, insurance companies and federal, state or local courts. (SOC Code: 23-2011 Paralegals and Legal Assistants)

### Competency Profile

This curriculum is designed to prepare students to:

- Perform effective legal research and analysis
- Use current legal technologies consistent with professional standards
- Respond appropriately to the ethical issues that arise for a paralegal in a legal environment
- Professionally communicate in writing and speaking as a paralegal in a legal environment
- Assist in the representation of clients in a culturally responsive manner.

### PROGRAM REQUIREMENTS (TOTAL CREDITS = 30)

General Education	Major Requirements		Other Required Courses	
	PLGL 101 Intro to Paralegal Studies	3	Program 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		
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\*Select 9- credits 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

### **Paralegal Program Course Transfer Policy**

In addition to the requirements of HACC's transfer policy, credits may be transferred in and applied to paralegal specialty courses only if they meet all of the following requirements:

- Credits must have been earned at a college or university accredited by one of the following regional accrediting agencies: Middle States, New England, North Central, Northwest, Southern, or Western.
- Credit will be awarded only for course work in which the student received credit with a letter grade of 'C' or better.
- The course content must be comparable to the course offered in HACC's Paralegal Studies Program.
- Students must take at least nine (9) semester credit hours of required Paralegal Studies legal specialty courses through synchronous instruction.
- Continuing Education Credits are NOT accepted for transfer.

The Paralegal Program Director shall review the course syllabus or catalog description of the course which the student is attempting to transfer to ensure that the transferred course meets the requirements of this policy.

In the Certificate program, no more than two of the seven required legal specialty courses and no more than two of the three elective legal specialty courses will be accepted for credit.

In all program options, credits for PLGL 104 (Legal Research & Writing II), PLGL 202 (Civil Litigation II), and PLGL 210 (Paralegal Ethics and Professionalism), may NOT be transferred into the program.