



Spartanburg Methodist College Paralegal Certificate* Program

The education you need for the legal career you want.

Adult Students

Convenient Evening Hours

Reasonable Tuition

Practical Courses Taught by Legal Professionals

Returning to school is the fastest way to advance your career, increase your salary and create opportunity. However, when you're balancing your education with your family, job, and other obligations, finding the right educational training to fit into your life can be a challenge. The Spartanburg Methodist College Paralegal Certificate program knows what adult students need...

Convenient hours – we know how busy your life is and we offer flexible evening classes held on Tuesday and Thursday evenings from 5:30 to 9 p.m. Each class runs for 10 weeks. With our schedule, you can earn a certificate *and* manage the rest of your life.

Reasonable tuition – we understand the realities of a budget. Our tuition is \$300 per course. You may also audit a course for \$150. You may pay by check, cash, money order, Visa or MasterCard. Payment plans are also available.

Practical courses taught by legal professionals – all legal specialty courses are taught by local judges, attorneys and/or paralegals committed to excellence in both curriculum and instruction. Faculty members bring current work experience and insight in their fields of expertise allowing you to get the hands-on training and skills you will need to excel in the legal workplace.

Personal attention – Yvonne Harper, director of the SMC Paralegal Certificate program, will hold your hand every step of the way...she will work with you to complete your application and get your college transcripts; assist with financing options; advise you on course selections and place you in your internship. We know how intimidating returning to school can be...every one of our students has been in the exact position you're in right now – wondering "Can I do this?" Why not take the first step and contact Yvonne.

The paralegal profession is ranked among the 20 fastest growing occupations in the economy. Paralegals are projected to grow faster than the average for all occupations through 2014. The U.S. Bureau of Labor and Statistics predicts the paralegal job market will increase by 36% as law firms and other employers with legal staffs hire paralegals to lower the cost and increase the availability and efficiency of legal services.

****The SMC Paralegal Certificate Program is a non-academic credit program.***

Paralegals work under the direction of an attorney and perform all phases of legal work, such as legal research, investigation and legal document preparation. Paralegals held an estimated 188,000 jobs in 2000. Private law firms employed the vast majority; most of the remainder worked for corporate legal departments, various levels of governments, publicly funded legal-service centers, banks, real estate development companies, and insurance companies. A small number of paralegals work as freelance legal assistants, contracting their services to attorneys or corporate legal departments. Salaries depend on education, training, experience, type and size of employer, and geographic location. According to a 2004 National Association of Legal Assistants survey, the nationwide salary for paralegals was \$44,373. Many paralegals also receive bonuses and benefits, including sick leave, paid vacation, health insurance and participation in retirement plans.

The SMC Paralegal Certificate Program is a non-academic credit program which consists of 20 courses, offered in 10 sessions, with each session lasting 10 weeks. Courses are divided into three areas of study:

- ❑ **General Education** (6 courses) - Select from English, Mathematics, History, Psychology, Sociology, Public Speaking, U.S. government, Computer Literacy and other liberal arts offerings.* (**To meet this requirement, students may transfer college credits in related courses if they have received a "C" or better in the course they wish to transfer.*)
- ❑ **Required Legal Specialty** (6 courses and a 40- hour Internship) - Introduction to Paralegal Studies, Legal Research, Legal Ethics, Computers for the Law Office, Communications for the Law Office, Professional Paralegal Job Search and a 40-hour internship (set up and scheduled on an individual basis).
- ❑ **Optional Legal Specialty** (8 courses) -Select from Civil Litigation, Criminal Litigation, Forensics, Health Law, Family Law, Probate, Real Estate Law, Contracts, Torts, Business Law, Employment Law, and other law-related courses.

Requesting admission to the SMC Paralegal Certificate Program is easy, simply complete the application, send us a copy of your high school diploma (or GED equivalency), or college transcripts where applicable; two letters of recommendation, and a \$35 application fee.

Spartanburg Methodist College's Paralegal Certificate Program offers quality education, accessible faculty, staff and advisors, affordable prices, convenient location and class meeting times in the evenings that fit your busy schedule. For more information, contact Yvonne Harper, 266-7409 or harper@smcsc.edu or visit us online at www.smcsc.edu Paralegal Program.





**SPARTANBURG METHODIST COLLEGE
PARALEGAL CERTIFICATE* PROGRAM
APPLICATION FOR ADMISSION ^{3/09}**

Full Name: _____
Single Married Widow Divorced Separated

Home Address: _____

Business Address: _____

Home Phone #: _____ Work Phone #: _____

Cell Phone Number: _____

Email Address: _____

Birth date: _____ Ethnic Group** : _____

Social Security Number: _____

High School (s) Attended (Name, City, State): _____

Date of Diploma (or GED): _____

Previously attended College or University, please list the name(s) and date(s): _____

I certify that all answers on the application are correct and complete and understand that providing false or incomplete answers could disqualify me for admission or terminate my enrollment. In making this application to SMC, I agree to acquaint myself with the policies and regulations of SMC and if I enroll, to abide by these.

Signature: _____ Date: _____

Please send application form, a \$35 non-refundable application fee, transcript(s), and two letters of recommendation to:

Ms. Yvonne W. Harper, Director of the Paralegal Certificate Program
Spartanburg Methodist College, 1000 Powell Mill Road, Spartanburg, SC 29301-5899
harperv@smcsc.edu (864) 266-7409 direct number/ 587-4358 fax number

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***Ethnic group is required by the Office of Civil Rights of the Department of Education to assure compliance with the Civil Rights Act. Ethnic origin is not a factor for admission. Spartanburg Methodist College does not discriminate against any race, national origin, religion, or handicap.*