

# 2020-2021 TTC Catalog

## Paralegal Certificate

### Certificate in Applied Science 36 Credit Hours

The Paralegal certificate program prepares students to work under the direct supervision of an attorney to prepare legal documents, recommend solutions for procedural problems, and create and implement detailed office procedures for the efficient handling of specialized fields of law. It is also an excellent first step for students whose ultimate goal is law school, especially if they want to work in the field first.

This program has received approval from the American Bar Association.

### Major Requirements

BUS 121 Business Law I 3  
LEG 120 Torts 3  
LEG 132 Legal Bibliography 3  
LEG 135 Introduction to Law and Ethics 3  
LEG 201 Civil Litigation I 3  
LEG 213 Family Law 3  
LEG 214 Property Law 3  
LEG 230 Legal Writing 3  
LEG 233 Wills, Trusts and Probate 3  
LEG 234 Title Examination Procedures I 3  
or  
CRJ 115 Criminal Law I 3  
LEG 240 Claims Investigation 3  
LEG 242 Law Practice Workshop 3

\*Students may elect to take either CRJ 115 Criminal Law or LEG 234 Title Examination Procedures. However, LEG 234 Title Examination Procedures is offered only in Spring Semester. Students are not required to take both LEG 234 and CRJ 115 and should discuss this choice with their advisors.

Total: 36

To be admitted to the Paralegal certificate program, a student must have completed 27 semester hours or 40.5 quarter hours of college credit at a C or better from an approved, accredited postsecondary institution. Of these hours, three hours must be CPT 101 or a comparable computer course, and 18 hours must be general education courses spread across three disciplines, with six of those 18 hours being comprised of ENG 101 and SPC 205 or SPC 209. See advisor for further detail.

This program is approved by the American Bar Association (ABA) and is an institutional member of the American Association for Paralegal Education (AAFPE).

## **Program Goals**

- Provide a well-rounded program of education for students who wish to seek employment as paralegals in a variety of settings.
- Provide students with the knowledge, skills and understanding of legal ethics necessary to work under the supervision of attorneys to assist in the delivery of legal services.

## **Program Objectives**

- Prepare students to apply principles of legal ethics
- Prepare students to draft legal documents
- Prepare students to perform legal research
- Prepare students to enter legal profession as entry level paralegals

### **UNAUTHORIZED PRACTICE OF LAW (UPL) STATEMENT**

**S.C. Code Ann. § 40-5-310**

**Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina.**