

# 2024-2025 TTC Catalog

## Paralegal Certificate

### **Certificate in Applied Science 39 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 an excellent first step for students whose ultimate goal is law school, especially if they want to work in the field first. Also, to be successful in this field, students should possess strong communication and computer/word processing skills.

This program is approved by the American Bar Association (ABA) and is an institutional member of the American Association for Paralegal Education (AAFPE). In accordance with ABA Guideline G-302.J.3, students must complete at least 9 credit hours or equivalent of legal specialty courses through synchronous instruction.

### **Accreditation**

American Bar Association  
Standing Committee on Paralegals  
321 N. Clark St.  
Chicago, IL 60654

### **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 232 Law Office Management 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: 39

**In addition to meeting the college's general admission requirements, including submission of official high school and college transcripts, APPLICANTS TO THE PARALEGAL CERTIFICATE PROGRAM MUST HAVE COMPLETED THE FOLLOWING:**

1. 27 semester hours of college credit at a C or better from an approved, accredited postsecondary institution of which 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, **or**
2. Associate of Arts or Associate of Science Degree or higher from an approved, accredited postsecondary institution.

### **Program Goals**

1. Provide a well-rounded program of education for students who wish to seek employment as paralegals in a variety of settings.
2. 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**

1. Prepare students to apply principles of legal ethics
2. Prepare students to draft legal documents
3. Prepare students to perform legal research
4. 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.**

### **Transfer Students**

Students transferring credits into the Paralegal programs may transfer only four courses from ABA-approved Paralegal programs for LEG-prefix course credit.

### **Synchronous Instruction**

Students must complete at least nine credit hours or the equivalent of legal specialty courses through synchronous instruction.

### **Admission Requirements**

Admission into this program requires proof of high school graduation (or GED) and qualifying placement levels.