



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

www.tcl.edu • 800.768.8252

PARALEGAL

THE CAREER

Paralegals, under the supervision of the lawyer, have the ability to relieve the lawyer of routine matters, assist in the conduct of more complicated and difficult legal matters, and apply knowledge of the law and legal procedures to draft legal documents.

CAREER OPTIONS

TCL offers a two-year Associate in Applied Science with a Paralegal major, and a Paralegal Certificate. The certificate program prepares students who already have an Associate or Baccalaureate degree to carry out paralegal duties. Paralegals can earn from \$25,171 to \$37,716 annually in the Beaufort area.

PROGRAM DESCRIPTION

The Paralegal Program is approved by and subject to the guidelines of the American Bar Association (ABA). A graduate of the Paralegal Program, working directly under the supervision of a practicing attorney*, should be able to:

- > Apply knowledge of the law and legal procedures in drafting legal documents and papers;
- > Exercise judgment, work independently, and meet deadlines with respect to assigned tasks;
- > Prepare and/or summarize a variety of legal documents and pleadings for review by attorneys;
- > Select and compile technical and factual information, including legal research to be used in the assigned legal matter;
- > Conduct client and witness interviews and investigations utilizing the information from the above activities;
- > Analyze procedural problems and recommend appropriate courses of action and legal solutions;
- > Practice and maintain the ethical and legal responsibilities of a legal assistant.

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

ADMISSIONS

Applicants interested in the Paralegal program should first complete the college application process. For more information regarding TCL's Paralegal Program contact Laura Dukes at 843.525.8235 or ldukes@tcl.edu or Dr. Leah Parisi at 843.525.8278 or lparisi@tcl.edu.

ENROLL ▪ REGISTER ▪ ATTEND

1. Apply to the College and for Financial Aid.
2. Complete the COMPASS and/or ASSET placement assessments.
3. Call your academic advisor to make an appointment for advisement and to register.
4. Pay your tuition and fees. (*Verify financial aid.*)
5. Obtain all needed College IDs: Student ID, Vehicle Registration, and Blackboard ID. (*Get your books and course supplies.*)
6. Mark your calendar for the first day of class and plan to be there!

NOTE: SEE REQUIRED COURSES IN CATALOG.

TCL's paralegal program is approved by the American Bar Association, 541 North Fairbanks Court, Chicago, IL 60611

> The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

Beaufort Campus ▪ 921 Ribaut Road, Beaufort, SC 29901 ▪ 843.525.8211

Hampton Campus ▪ H. Mungin Center ▪ 54 Tech Circle ▪ Varnville, SC 29944 ▪ 803.943.4262

New River Campus ▪ 100 Community College Dr. ▪ Bluffton, SC 29909 ▪ 843.470.6000

MCAS Beaufort Merritt Field ▪ Education Office ▪ 843.228.7494 | MCRD Parris Island ▪ Education Office ▪ 843.228.2659