

# PARALEGAL STUDIES

**Award:** Associate of Applied Sciences Degree – Option in Legal Studies

**No. of credits required:** 62-64

**Contact:** For more information, contact Prof. Weston A. Park, 443-412-2434, [wpark@harford.edu](mailto:wpark@harford.edu), or Advising, Career, and Transfer Services, 443-412-2301.

## PROGRAM DESCRIPTION:

A legal assistant or paralegal is a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. ABA Guideline G-103(d). Paralegals may not provide legal services directly to the public, except as permitted by law.

The objective of the Paralegal Studies Option of the Legal Studies Program is to educate and train laypersons to assist attorneys and other legal professionals in their daily tasks and thereby contribute to the fair, economical and efficient delivery of legal services. The program meets this objective by requiring students to successfully complete its curriculum. Upon completion of the program, opportunities for employment include law firms, legal departments of banks and other corporations as well as government agencies.

The Paralegal Studies Program is also designed for practicing paralegals who desire to advance their education. The program is approved by the American Bar Association.

## REQUIRED COURSES:

Number	Title	Credits
CMST 101	Speech Fundamentals (GI)	
	or	
CMST 105	Interpersonal Communication (GI) (D)	3
ENG 101	English Composition (GE)	3
ENG 209	Technical Writing	3
PL 101	Introduction to Law (GB)	3
PL 105	Legal Research	3
PL 106	Legal Writing	3
PL 110	Technology in the Legal Profession*	3
PL 122	Torts & Insurance Law	3
PL 124	Civil Litigation and Procedure	3
PL 203	Contract Law	3
PL 238	Law Practice & Professional Conduct	3
PL 242	Real Estate Transactions	3
PL 248	Internship in Paralegal Studies+	
	or	
PL 273	Cooperative Education: Paralegal Studies+	3
PS 101	American National Gov't (GB)	
	or	
PS 102	State and Local Gov't (GB)	3
	Arts/Humanities Elective (A/H) (GH)	3
	See General Education Course Listings	
	Bio./Phys. Lab Science Elective (GL)	4
	See General Education Course Listings	
	General Education Electives (GB) (GH) (GI) (GM) (GS)	3
	See General Education Course Listings	
	Math Elective (GM) **	3

See General Education Course Listings

Paralegal Studies Electives (choose 5-7 credits)	Credits
BA 205	Business Law (3 credits)
CJ 104	Procedural Law & Evidence (3 credits)
CJ 111	Principles of Criminal Law (3 credits)
PL 201	Conflict Analysis and Resolution (3 credits)
PL 202	Bankruptcy and Collections Law (3 credits)
PL 204	Constitutional Law (3 credits)
PL 233	Probate Practice and Procedure (2 credits)
PL 244	Family Law and Litigation (2 credits)
PL 246	Administrative Law and Procedure (3 credits)
Physical Education Elective	1
Physical Education Fitness Elective	1
<b>Total</b>	<b>62-64</b>

\* PL 110 is generally offered in the fall semester, in the evening.

\*\* MATH 102 (Contemporary Mathematics) is recommended.

+ PL 248 and PL 273 require students to spend approximately 135 hours in law office settings during normal business hours.

## RECOMMENDED SEQUENCE (for 2 year completion):

First Semester	Credits	Second Semester	Credits
ENG 101	3	ENG 209	3
PL 101	3	PL 105	3
PL 110	3	PL 242	3
A/H Elective (GH)	3	PS 101 or PS 102	3
PE Elective	1	Math Elective (GM)*	3
PL Elective	3	PE Fitness Elective	1
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>16</b>

  

Third Semester	Credits	Fourth Semester	Credits
CMST 101 or		PL 122	3
CMST 105	3	PL 124	3
PL 106	3	PL 248+ or PL 273+	3
PL 203	3	Paralegal Studies Elect	2-4
PL 238	3	Gen Ed Electives	
Bio/Phys Lab Sci Elect (GL)	4	(GB) (GH) (GI) (GM) (GS)	3
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>14-16</b>

## EMPLOYMENT AND TRANSFER INFORMATION:

The demand for paralegals is growing on the national, state, and local levels. The U.S. Department of Labor, Bureau of Labor Statistics predicts a much faster than average rate of growth for paralegal employment through 2010. In Harford County, rapid population growth has brought about a related need for legal services. The employment outlook for graduates of this program in Harford County and the surrounding area is good.

### TO SATISFY THE DIVERSITY REQUIREMENT:

Associate degree students must complete one 3-credit diversity course (D). It is recommended that students select one of the 3-credit (GB), (GH), (GI) course electives from those that also appear on the approved list of diversity course graduation requirements.

## PARALEGAL STUDIES (CONT.)

Students interested in transfer should consult an academic advisor early in their studies and before selecting elective courses. One option for students interested in a Bachelor's degree is Harford Community College's dual admissions program with the University of Maryland University College.

*Permission of the Paralegal Program Coordinator is required to transfer more than 8 credit hours of required paralegal courses into the program. A maximum of 15 transfer credits will be allowed for all paralegal courses (required and electives).*

