

# PARALEGAL STUDIES CERTIFICATE

**Award:** Certificate in Legal Studies

**No. of credits required:** 35-37

**For more information:** Contact Assistant Professor AnnMarie Profili, 443-412-2214, aprofili@harford.edu, or Admissions, 443-412-2109.

## 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 Certificate 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.

The Certificate in Paralegal Studies is designed to permit those students who desire to work in the legal field as paralegals, but who already have an associate or baccalaureate degree, to earn a recognized credential that would enhance their ability to secure employment.

## Program Goals

Upon completion of the AAS or Certificate in Paralegal Studies, students will be able to:

1. Apply paralegal skills to assist attorneys and other legal professionals in their daily professional tasks.
2. Decide ethical questions consistent with legal ethics.
3. Employ writing and verbal skills that enable them to perform successfully in the legal profession.
4. Obtain employment as a paralegal.

## Additional Information

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).

## Employment Information

Upon completion of the program, opportunities for employment include law firms, legal departments of banks and other corporations as well as government agencies. 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 2018. 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.

## Certificate Requirements

In order to earn a certificate from Harford Community College, students must demonstrate basic competencies in English, reading, and mathematics by completing: ENG 018 Integrated Reading and Writing, MATH 020 Pre-Algebra I, and/or a qualifying exam must be passed.

## Required Courses

Code	Title	Credits
PL 101	Introduction to Law (Same course as PS 106) (GB)	3
PL 105	Legal Research	3
PL 106	Legal Writing	3
PL 110	Technology in the Legal Profession <sup>1</sup>	3
PL 122	Torts and Insurance	3
PL 124	Civil Litigation and Procedure	3
PL 203	Contract Law	3
PL 238	Law Practice and Professional Conduct	3
PL 242	Real Estate Transactions	3
PL 248 or PL 273	Internship in Paralegal Studies <sup>2,3</sup> Cooperative Education III: Paralegal	3
Paralegal Studies Electives (p. 1) <sup>4</sup>		5-7
<b>Total Credits</b>		<b>35-37</b>

<sup>1</sup> PL 110 Technology in the Legal Profession is generally offered in the fall semester, in the evening.

<sup>2</sup> PL 248 Internship in Paralegal Studies and PL 273 Cooperative Education III: Paralegal require students to spend approximately 135 hours in law office settings during normal business hours.

<sup>3</sup> Students should contact Advising, Career and Transfer services for permission to register for Cooperative Education courses, 443-412-2301.

<sup>4</sup> Permission of the Paralegal Program Coordinator is required to transfer more than 8 credit hours of required paralegal courses. A maximum of 15 transfer credits will be allowed for all paralegal courses (required and electives).

## Paralegal Studies Electives<sup>1</sup>

Choose five to seven credits

Code	Title	Credits
BA 205	Business Law	3
CJ 104	Procedural Law and Evidence	3
CJ 111	Principles of Criminal Law	3
PL 201	Conflict Analysis and Resolution	3
PL 202	Bankruptcy and Collections Law	3
PL 204	Constitutional Law	3
PL 233	Probate Practice and Procedure	2
PL 244	Family Law and Litigation	2
PL 246	Administrative Law and Procedure	3

<sup>1</sup> Permission of the Paralegal Program Coordinator is required to transfer more than 8 credit hours of required paralegal courses. A maximum of 15 transfer credits will be allowed for all paralegal courses (required and electives).

## **General Education Degree Requirements**

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

Behavioral/Social Science (GB)

English Composition (GE)

Arts/Humanities (GAH)

Interdisciplinary and Emerging Issues (GI)

Biological/Physical Laboratory Science (GL)

Mathematics (GM)

Biological/Physical Science (GS)