

PARALEGAL STUDIES, AREA OF CONCENTRATION IN LEGAL STUDIES (AAS)

Award: Associate of Applied Science Degree

No. of credits required: 60

For more information: Contact Assistant Professor AnnMarie Profili, 443-412-2214, aprofil@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 area of concentration 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 Paralegal Studies area of concentration is also designed for practicing paralegals who desire to advance their education. The program is approved by the American Bar Association.

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.

Transfer Information

Students interested in transfer should consult an academic advisor early in their studies and before selecting elective courses.

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.

Degree Requirements

Recommended Course Sequence

| First Semester | | Credits |
|---|--|-----------|
| ENG 101 | English Composition (GE) | 3 |
| PL 101 | Introduction to Law (Same course as PS 106) (GB) | 3 |
| PL 110 | Technology in the Legal Profession ¹ | 3 |
| Arts/Humanities Elective (GAH) | | 3 |
| Paralegal Studies Elective (p. 2) | | 3 |
| Credits | | 15 |
| Second Semester | | Credits |
| ENG 209 | Technical Writing | 3 |
| PL 105 | Legal Research | 3 |
| PL 242 | Real Estate Transactions | 3 |
| PS 101 or PS 102 | American National Government (GB) or State and Local Government (GB) | 3 |
| Mathematics Elective (GM) (https://catalog.harford.edu/general-education/#mathematics) ² | | 3 |
| Credits | | 15 |
| Third Semester | | Credits |
| CMST 101 or CMST 105 | Speech Fundamentals (GI) or Interpersonal Communication (GI) (D) | 3 |
| PL 106 | Legal Writing | 3 |
| PL 203 | Contract Law | 3 |
| PL 238 | Law Practice and Professional Conduct | 3 |
| Biological/Physical Lab Science Elective (GL) (https://catalog.harford.edu/general-education/#biological-physical-laboratory-science) | | 4 |
| Credits | | 16 |
| Fourth Semester | | Credits |
| PL 122 | Torts and Insurance | 3 |
| PL 124 | Civil Litigation and Procedure | 3 |
| Select one of the following: | | 3 |
| PL 248 | Internship in Paralegal Studies ³ | 3 |
| PL 273 | Cooperative Education III: Paralegal ^{3,4} | 3 |
| Paralegal Studies Elective (p. 2) | | 4 |
| Physical Education Elective | | 1 |
| Credits | | 14 |
| Total Credits | | 60 |

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

² MATH 102 Contemporary Mathematics (GM) is recommended.

³ 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.

⁴ Students should contact Advising, Career and Transfer services for permission to register for Cooperative Education courses, 443-412-2301.

Paralegal Studies Electives

| 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 |

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)