

Paralegal Studies: Associates of Applied Science (341)

Program Description:

This curriculum provides the student with a general knowledge of the American legal system and concentrated knowledge on the various aspects of law. The student will be given basic skills in legal research, legal writing, interviewing, and law office administration and knowledge of legal ethics. The student will learn to prepare and interpret legal documents and analyze procedures and processes. Students will have the option to focus on various areas of the law including business law, civil law, criminal law, and domestic relations and family law. This curriculum will expose students to the new and growing fields within the legal system to include Cyber Law, Health Law, Intellectual Property, and Alternative Dispute Resolution. Students will have the opportunity to participate in an internship gaining real world experience.

This curriculum is designed for those interested in careers as a paralegal professional. Such careers include: working in a law office, court personnel, corrections employee, loan processor, etc. This curriculum is also designed for legal assistants presently employed in private law offices and corporate and government legal divisions who wish to improve their skills for career advancement. A paralegal is a trained specialist who can manage a law office operation under the supervision of an attorney, relieving a practicing attorney of those routine components of managing legal cases that require knowledge of the legal process and assisting the attorney with handling of complicated legal issues. The paralegal also assists the attorney in legal research and in preparing and interpreting legal documents. The paralegal will analyze procedural problems through the selection, compilation, and use of technical information from various legal references. Completion of all requirements for this curriculum will lead to the award of the A.A.S. in paralegal studies.

IMPORTANT NOTE: PARALEGALS MAY NOT PROVIDE LEGAL SERVICES DIRECTLY TO THE PUBLIC EXCEPT AS PERMITTED BY LAW.

Program Outcomes:

Upon completion of this program a student will be able to:

- Describe the ethical responsibilities of members of the legal profession,
- Explain the basic concepts and procedures of various areas of law within the U.S. legal system including the operation of the U.S. legal system.
- Perform effective legal research utilizing traditional and digital research methodologies.
- Communicate with attorneys and clients utilizing effective writing and oral communication skills.
- Draft and interpret various legal documents.
- Utilize technologies currently associated with the modern practice of law.
- Describe the functions related to the operation and management of a modern law office.
- Apply critical thinking skills to identify, analyze, and interpret legal and factual issues.

Program Advisor:

Prof. Harry M. Singleton
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All students should review the Program Advising Guide and consult an advisor. For more information, please visit <https://www.montgomerycollege.edu/academics/programs/paralegal-studies/paralegal-studies-aas-degree.html>

Suggested Course Sequence for Part-Time Students:

A suggested course sequence for part-time students follows. It is recommended that students take courses in the order indicated. Please note that there are some classes that are only offered in the Fall and some that are only offered in the Spring semesters.

Course Code	Course Name	Hours
POLI 101	American Government (BSSD) +	3
ENGL 101	Introduction to College Writing *+	3
LGST 101	Introduction to the Legal System	3
CMAP 120	Introduction to Computer Applications	3
LGST 104	Interviewing, Investigating and Communication Techniques	3
ENGF	English Foundation (ENGF)	3
LGST 102	Legal Research	3
LGST 103	Legal Writing	3
LGST 106	Legal Ethics	3
COMM 108	Foundations of Human Communication <i>or</i> COMM 112 Business and Professional Speech Communication (GEEL)	3
LGST 122	Law Office Administration **	3
BSAD 101	Introduction to Business or a 200 level LGST elective	3
MATF	Math foundation (MATF)	3
LGST	200 level LGST elective	3
ARTD/HUMD	Arts/Humanities Distribution (ARTD/HUMD)	3
LGST	200 level LGST elective	3
LGST	200 level LGST elective	3
NSLD	Natural Science Distribution with Lab (NSLD)	4
LGST	200 level LGST elective	3
LGST	200 level LGST elective ***	2
	TOTAL CREDIT HOURS	60

* ENGL 101/ENGL 101A, if needed, for ENGL 102/ENGL 103, or any LGST course.

** Only Offered in Fall Semester.

*** 2 credits may be obtained by taking LGST 250 Paralegal Internship.

+ Pre/Co-requisite to take LGST 101.