

PARALEGAL A.A.S. (CAREER)

Program website (<https://www.frederick.edu/programs/business/paralegal.aspx>)

Program Manager: Dr. Tracy Parker

Email: tparker@frederick.edu

Phone: 301.624.2819

Program Description

Provides students interested in the paralegal profession or pre-law with specialized legal training to enable them to: understand ethical obligations and professionalism; gather and analyze facts relevant to legal disputes; perform legal research; draft legal documents; prepare witnesses and evidence for presentation at legal proceedings. The paralegal may not practice law and so must work under the direction of an attorney who is licensed to practice.

Program Learning Outcomes

- Apply basic legal concepts and fundamental principles of law for varied legal tasks.
- Recognize a legal dispute, gather facts, and perform legal analysis for varied legal matters.
- Conduct client interviews and prepare witnesses and evidence for presentation at legal proceedings.
- Perform legal research and utilize techniques of legal writing in the preparation of legal documents.
- Demonstrate conduct consistent with the ethical obligations of the legal profession to avoid ethical violations.

Program Requirements

- Students must complete their credit **English and Mathematics** within the first 24 credits.
- One course must meet the cultural competence graduation requirement (<https://frederick-public.courseleaf.com/general-education-core/#cultural>).
- **CORE: The General Education CORE** is that foundation of the higher education curriculum providing a coherent intellectual experience for all students. Students should check with an advisor or the transfer institution (ARTSYS) before selecting General Education CORE requirements. <http://artsys.usmd.edu/>
- In some General Education categories (Mathematics, Biological & Physical Sciences), a 4-credit course selected from the GenEd course list will satisfy the requirement in place of a 3-credit course. Students should check with an advisor before selecting these courses.
- For the Physical Education, Health, or Nutrition requirement, a 3-credit PHED, HLTH, or NUTR course may satisfy the requirement in place of a 1-credit course. Students should check with an advisor before selecting this course.
- Students must earn a grade of "C" or better in ENGL 101 English Composition.

Code	Title	Credits
English		
ENGL 101	English Composition	3
Mathematics		
	Mathematics Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#mathematics)	3

Social & Behavioral Sciences		
	Social & Behavioral Sciences Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#social-behavioral)	3
Arts & Humanities		
	Arts & Humanities Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#arts-humanities)	3
Biological & Physical Sciences		
	Biological & Physical Sciences Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#biological-physical)	3
Interdisciplinary & Emergency Issues		
	Wellness Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#wellness)	3
General Education Electives		
	General Education Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#general)	3
	General Education Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#general)	3
Physical Education, Health, or Nutrition Requirement		
	Wellness elective above satisfies this requirement	
Departmental Requirements		
LGST 100	Introduction to Law (satisfies Cultural Competence requirement)	3
LGST 103	Ethics for the Legal Professional	3
LGST 104	Contracts	3
LGST 105	Torts	3
LGST 106	Technology for the Legal Profession	3
LGST 200	Legal Research	3
LGST 205	Legal Writing	3
LGST 220	Civil Litigation	3
LGST 240	Family Law	3
	or INTR 103 Internship	
Electives		
	Select 3 of the following:	9
LGST 150	Access to Justice Practicum I	
LGST 210	Estates and Probate	
LGST 230	Real Estate	
CCJS 201	Criminal Law	
CCJS 220	Criminal Evidence & Procedure	
BMGT 211	Business Law	
Total Credits		60

Transfer Note

For more information on careers and transfer, contact the Career and Academic Planning Services office at 301.846.2471 or visit Transfer Services (<https://www.frederick.edu/student-resources/counseling-advising/transfer-services.aspx>).

Guided Pathway to Success (GPS)

Suggested schedules map your path to degree completion.

Students should meet with an advisor each semester to carefully select and sequence courses based on their specific academic goals and interests. Visit Jefferson Hall or call 301.846.2471 for advising.

Recommended First Semester		Credits
ENGL 101	English Composition	3
LGST 100	Introduction to Law (Milestone)	3
LGST 103	Ethics for the Legal Professional (Milestone)	3
Select one of the following:		3
LGST 104	Contracts	
LGST 105	Torts	

Arts & Humanities Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#arts-humanities)	3
Credits	
15	
Recommended Second Semester	
Mathematics Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#mathematics)	3
Social & Behavioral Sciences Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#social-behavioral)	3
Select one of the following:	3
LGST 105 Torts	
LGST 104 Contracts	
LGST 106 Technology for the Legal Profession	3
LGST 200 Legal Research (Milestone)	3
Credits	
15	
Recommended Third Semester	
Biological & Physical Sciences Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#biological-physical)	3
Interdisciplinary & Emerging Issues Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#interdisciplinary) ¹	3
LGST 205 Legal Writing (Milestone)	3
LGST 220 Civil Litigation	3
Elective ²	3
Credits	
15	
Recommended Fourth Semester	
General Education Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#general)	3
General Education Elective (Gen Ed course list) (https://frederick-public.courseleaf.com/general-education-core/#general)	3
Select one of the following:	3
LGST 240 Family Law	
INTR 103 Internship	
Elective ²	3
Elective ²	3
Credits	
15	
Total Credits	
60	

1

Wellness Elective (Gen Ed course list) (satisfies Physical education, Health, or Nutrition Requirement)

2

Electives: LGST 150 Access to Justice Practicum I, LGST 210 Estates and Probate, LGST 230 Real Estate, CCJS 201 Criminal Law, CCJS 220 Criminal Evidence & Procedure, BMGT 211 Business Law

Pre-Law Option: Paralegal programs are one of many options for students interested in law school. The FCC Paralegal Program curriculum covers the same substantive and procedural content offered at law school. Legal analysis (critical thinking), writing, technology, ethics, and professionalism are infused into all legal specialty classes. The Program Manager, a full-time faculty member, serves as a pre-law advisor and assists students with the law school application process.

Part-time Students

Part-time students should complete courses in the order listed on the pathway. Please contact program manager for questions about part-time status.

Students who take fewer than 15 credits each semester or who require developmental English or Math coursework will need additional semesters to complete their degrees. Summer term and January session classes may help students to make faster progress.

Pathway Legend

Milestone - courses with the Milestone notation should be taken within the recommend credit range to stay on track for program completion.

Fall, Spring, Summer - courses with a Fall, Spring, or Summer notation indicate the course is offered in the specified semester only.