

# PARALEGAL CERTIFICATE (CAREER)

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

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## Program Description

Designed for individuals already working in the field as a paralegal who wish to acquire a college credential. Also provides specialized legal training to individuals who may already have a degree in another field or to individuals interested in pre-law.

## 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

Code	Title	Credits
<b>Departmental Requirements</b>		
ENGL 101	English Composition <sup>1</sup>	3
LGST 100	Introduction to Law	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
Select one of the following:		
LGST 150	Access to Justice Practicum I	3
LGST 210	Estates and Probate	3
LGST 230	Real Estate	3
LGST 240	Family Law	3
CCJS 201	Criminal Law	3
CCJS 220	Criminal Evidence & Procedure	3
BMGT 211	Business Law	3
INTR 103	Internship	3
Total Credits		30

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Students must earn a grade of "C" or better in ENGL 101 English Composition.

## 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 (Milestone)	3
LGST 100	Introduction to Law (Milestone)	3
LGST 103	Ethics for the Legal Professional	3
LGST 104	Contracts	3
LGST 105	Torts	3
Credits		15
Recommended Second Semester		Credits
LGST 106	Technology for the Legal Profession	3
LGST 200	Legal Research (Milestone)	3
LGST 205	Legal Writing (Milestone)	3
LGST 220	Civil Litigation	3
Select one of the following electives:		3
LGST 150	Access to Justice Practicum I	3
LGST 210	Estates and Probate	3
LGST 230	Real Estate	3
CCJS 201	Criminal Law	3
CCJS 220	Criminal Evidence & Procedure	3
BMGT 211	Business Law	3
Credits		15
Total Credits		30

**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.