

## PARALEGAL STUDIES AAS: 341

Total Credits: 60

Catalog Edition: 2019-2020

### Program Description

(G, TP/SS): 341

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 Advisors

**Germantown, Rockville, and Takoma Park/Silver Spring**

- Prof. Harry Singleton,  
240-567-2143, [Harry.Singleton@montgomerycollege.edu](mailto:Harry.Singleton@montgomerycollege.edu)

To view the Advising Worksheet, please visit <https://www.montgomerycollege.edu/documents/counseling-and-advising/advising-worksheets/current-catalog/341.pdf>

2019-2020

# Program Advising Guide

An Academic Reference Tool for Students

# PARALEGAL STUDIES AAS: 341

## Suggested Course Sequence

A suggested course sequence for full-time students follows. All students should review this advising guide and consult an advisor.

### First Semester

- CMAP 120 - Introduction to Computer Applications 3 semester hours
- ENGL 101 - Introduction to College Writing 3 semester hours \*
- LGST 101 - Introduction to the Legal System 3 semester hours
- POLI 101 - American Government 3 semester hours (BSSD)
- Mathematics foundation 3 semester hours (MATF)

### Third Semester

- BSAD 101 - Introduction to Business 3 semester hours
- OR
- LGST elective 3 semester hours
- COMM 108 - Foundations of Human Communication 3 semester hours (GEEL)
- OR
- COMM 112 - Business and Professional Speech Communication 3 semester hours (GEEL)
- LGST 122 - Law Office Administration 3 semester hours
- Arts or humanities distribution 3 semester hours (ARTD or HUMD)
- 200-level LGST elective 3 semester hours

## Total Credit Hours: 60

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

### Second Semester

- LGST 102 - Legal Research 3 semester hours
- LGST 103 - Legal Writing 3 semester hours
- LGST 104 - Interviewing, Investigating, and Communication Techniques 3 semester hours
- LGST 106 - Legal Ethics 3 semester hours
- English foundation 3 semester hours (ENGF)

### Fourth Semester

- Natural sciences distribution with lab 4 semester hours (NSLD)
- LGST electives 11 semester hours

## Transfer Opportunities

Montgomery College has partnerships with multiple four-year institutions and the tools to help you transfer. To learn more, please visit <https://www.montgomerycollege.edu/transfer> or <http://artsys.usmd.edu>.

## Get Involved at MC!

Employers and Transfer Institutions are looking for experience outside the classroom.

MC Student Clubs and Organizations: <https://www.montgomerycollege.edu/life-at-mc/student-life/>

## Related Careers

Some require a Bachelor's degree or beyond.  
Licensing Examiners and Inspector, Customs Broker, Lawyer, Paralegals and Legal Assistants, Court Clerk, License Clerk.

### Career Services

Montgomery College offers a range of services to students and alumni to support the career planning process. To learn more, please visit <https://www.montgomerycollege.edu/career>

### Career Coach

A valuable online search tool that will give you the opportunity to explore hundreds of potential careers or job possibilities in Maryland and the Washington D.C. metropolitan area. Get started today on your road to a new future and give it a try. For more information, please visit <https://montgomerycollege.emsicareercoach.com>

## Notes:

For more information, please visit <https://www.montgomerycollege.edu/academics/programs/paralegal-studies/paralegal-studies-aas-degree.html>