

# Paralegal Studies



## What is a paralegal?

A paralegal is a person who has received specialized training through formal education or many years of work experience; works under the supervision and direction of an attorney; and performs non-clerical, substantive legal work in assisting an attorney (source: National Association of Legal Assistants).

Individuals who excel as paralegals possess excellent computer, interpersonal, organizational, research, speaking, and writing skills.

## Where do paralegals work?

Paralegals are found in all types of organizations, but most work for law firms, corporations, and government agencies. The industries that employed most paralegals and legal assistants in 2021 were as follows:

Legal services 74%

Federal government, excluding post office 5%

Local government, excluding education and hospitals 4%

State government, excluding education and hospitals 3%

Finance and insurance 4%

(source: [www.bls.gov/ooh](http://www.bls.gov/ooh))

## Why should I come to HCC?

- HCC's Paralegal Studies Program is an established program of study with small classes taught by either attorneys or paralegals
- Tuition is reasonable at HCC
- HCC credits transfer to some four-year institutions. For example, many students in the paralegal studies program at HCC have transferred to UMUC, which accepts most of the HCC credits. Transfers depend on the policies of the receiving institutions

For more information about HCC graduation rates, the median debt of students who completed the program, and other important information, visit [www.hagerstowncc.edu/paralegal](http://www.hagerstowncc.edu/paralegal).



## What are the options?

The program offers multiple options: You may take only selected courses to further your career; you may enroll in a 30-credit certificate program; or you may apply those 30 credits to the associate degree.

### A.A. Degree Arts and Sciences Paralegal Studies Concentration

The Paralegal Studies program provides a sequence of courses for students who plan to continue to a four-year degree program, either in Paralegal Studies or in a field appropriate for admission to law school. The program includes electives in business, history, and political science. Students should consult with faculty and advising staff as early as possible to discuss both career and educational goals.

**General Education Requirements 31-32 credits**  
**Arts/Humanities**  
Select two courses in different disciplines from approved General Education course list..... 6

**Behavioral/Social Sciences**  
Select two courses from approved General Education course list ..... 6

## PROGRAM OPTIONS

- 📎 A.A. Degree, Arts and Sciences, Paralegal Studies Concentration
- 📎 Certificate, Paralegal Studies

## CAREER OUTLOOK

MEDIAN SALARY

**\$56K**

for paralegals and legal assistants

EMPLOYMENT



352,800 jobs in U.S.  
14% growth in next 10 years

As law firms try to increase the efficiency of legal services and reduce their costs, they are expected to hire more paralegals and legal assistants. In these firms, paralegals and legal assistants may take on a "hybrid" role, performing not only traditional paralegal duties but also some of the tasks previously assigned to legal secretaries or other legal support workers.

(source: [www.bls.gov/ooh](http://www.bls.gov/ooh))

## Biological/Physical Science

Select two courses from approved General Education course list—one must be a laboratory course ..... 7-8

## Diversity

Select one course from the approved General Education course list..... 3

## English

ENG 101 English Composition ..... 3  
\*A minimum grade of "C" or better is required

ENG 102 Composition and Literature ..... 3  
OR

ENG 112 Technical Writing .....(3)

## Mathematics

MAT 109 Statistics ..... 3  
OR

MAT 115 Quantitative Reasoning..... 3

## Program Requirements 24 credits

BUS 104 Legal Environment of Business ..... 3

PLS 101 Introduction to Paralegal Studies ..... 3

PLS 102 Legal Research ..... 3

PLS 103 Legal Writing and Documents ..... 3

PLS 104 Principles of Litigation..... 3

PLS 105 Contracts and Torts..... 3

PLS 202 Criminal Law and Procedure for Paralegal Studies ..... 3

PLS 203 Domestic Relations..... 3

## Restricted Electives 3 credits

Restricted elective credits should be selected in consultation with the coordinator of the Paralegal Studies program or a transfer advisor and the transfer institution in order to satisfy career and/or transfer goals. Please select one course from the list below:

HIS 201 United States History I .....(3)

HIS 202 United States History II .....(3)

PLS 269 Internship I .....(3)

POL 101 American Government .....(3)

POL 102 State and Local Government .....(3)

POL 202 Constitutional Law .....(3)

**Free Electives** **1-2 credits**

Electives should be selected in consultation with the coordinator of the Paralegal Studies program, transfer advisor, and/or the transfer institution. Some recommended courses are listed below:

- BUS 145 Customer Service .....(1)
- IST 101 Basic Keyboarding .....(1)
- PED 132 Yoga .....(1)
- STU 106 Professionalism in the Workplace .....(1)

**Degree Requirement.....60**

*Note:*  
Students who have been convicted of certain crimes may be precluded from employment in this field and may affect internship placement. Please discuss concerns with the program coordinator.

*Certificate*

**Paralegal Studies**

The paralegal studies certificate consists of specialized courses as well as general education offerings. It has two basic goals: first, to upgrade the job performance of the paralegal practitioner, and second, to initiate the professional career development of those entering the paralegal field.

Students who opt for a degree may apply the 30 credits from this one-year certificate program to the associate of arts degree in paralegal studies program.

**Program Requirements** **27 credits**

- ENG 101 English Composition..... 3
- \*A minimum grade of "C" or better is required*
- PLS 101 Introduction to Paralegal Studies ..... 3
- PLS 102 Legal Research ..... 3
- PLS 103 Legal Writing and Documents ..... 3
- PLS 104 Principles of Litigation..... 3
- PLS 105 Contracts and Torts ..... 3
- PLS 203 Domestic Relations..... 3
- PSY 101 General Psychology ..... 3

**Electives** **3 credits**

- Select Restricted Elective credits from the following list:
- ADJ 201 Law Enforcement and the Community.....(3)
  - BUS 104 Legal Environment of Business .....(3)
  - POL 101 American Government .....(3)
  - PLS 269 Internship I.....(3)

**Certificate Requirement .....30**

*Note:*  
Students who have been convicted of certain crimes may be precluded from employment in this field and may affect internship placement. Please discuss concerns with the program coordinator.

“The paralegal program at HCC provided me with the right education to start my career as a legal professional. Learning from a staff of experienced professionals, attorneys, and faculty lent to my education the real world knowledge that has been vital to my success.”

—Gina Raynor  
A.A. Business Administration, HCC  
A.A. Paralegal Studies, HCC  
B.A. Government and Politics,  
University of Maryland



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