

# Paralegal Studies

## Associate in Science

### DIVISION OF BUSINESS & PROFESSIONAL STUDIES

For students interested in law, the paralegal profession is a great start to an exciting, challenging, and lucrative field. This program teaches students to prepare and draft legal documents, investigate, and research legal issues, interview clients and witnesses, and render practical procedural assistance in law-related matters. This program combines a college curriculum of business, liberal arts, and legal courses, as well as hands-on experience in a law firm.

Students also receive training in a variety of on-line research methods used in many law offices that provide the legal researcher with immediate access to cases, statutes, administrative regulations, and numerous other authorities.

Upon successful completion, the Associate in Science Degree in [Paralegal Studies](#) is awarded.

### Unauthorized Practice of Law Statement

A paralegal may work only under the supervision of an attorney and is not authorized to engage in the practice of law. The American Bar Association defines paralegal as "a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

### PROGRAM FOOTNOTES

**Humanities Electives:** Art, Communication, English (EN103 or higher), ESL (ES 100 or higher; up to 6 credits), Film, Foreign Language, Humanities, Literature, Music, Oral Communication, Philosophy, Photography, Sign Language, Theater Arts

**Math/Science Electives:** Biology, Chemistry, Environmental Science, Integrated Science, 100-level Mathematics or higher (not MAC), Physics

**Economics Electives:** EC 201 Principles of Macroeconomics, or EC 202 Principles of Microeconomics

**Social Science Electives:** Anthropology, Economics, Geography, Government, History, Law, Psychology, Sociology

**Program Electives:** CS 116 Fundamentals of Cyber Security, LA 228 Criminal Law and Procedures, LA 236 Cybercrime, PA 203 Real Estate for Paralegals (fall semester), PA 205 Family Law for Paralegals, PA 251 Paralegal Internship\*\*\*

This program qualifies as an Alternative Transfer Agreement (MassTransfer) with select public institutions in Massachusetts. For more information, visit [www.mass.edu/masstransfer](http://www.mass.edu/masstransfer).

COURSE	COURSE TITLE	CREDITS
<i>First Year</i>	<i>Semester 1</i>	
AC 101	Financial Accounting I	4
CS 104	Microcomputer Applications/ Business	3
CT 100	Critical Thinking	3
EN 101	English Composition I	3
PA 100*	Introduction to Paralegal Studies	3
	<b>credits:</b>	16
<i>First Year</i>	<i>Semester 2</i>	
AC 102	Financial Accounting II	4
EN 102	English Composition II	3
LA 221	Principles of Business Law I	3
MG 101	Principles of Management	3
	Humanities Elective	3
	<b>credits:</b>	16
<i>Second Year</i>	<i>Semester 1</i>	
MA 105	Intro to Statistics	3
PA 104**	Litigation for Paralegals	3
PA 201	Legal Research and Writing I	3
	Program Elective	3
	Economics Elective	3
	<b>credits:</b>	15
<i>Second Year</i>	<i>Semester 2</i>	
PA 202	Legal Research and Writing II	3
	Humanities Elective	3
	Program Elective	3
	Math/ Science Elective	3/4
	Social Science Elective	3
	<b>credits:</b>	15/16
	<b>Total Credits:</b>	<b>62/63</b>

\* Courses must be taken first semester

\*\* PA 104 offered Spring semester only

\*\*\* PA 100, PA 104, and PA 201 are prerequisites for PA 251 Paralegal Internship

Quantitative skills are a MassBay graduation competency for associate degree programs. Prior to graduation, students must demonstrate this competency by completing a 100-level math course (not MAC); or placing into a 200-level mathematics course.