Paralegal Studies

Associate in Science

DIVISION OF BUSNIESS & PROFESSIONAL STUDIES

For students interested in the 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 101 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 104 Contemporary Economic Issues, 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.

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.

COURSE	COURSE TITLE	CREDITS
First Year	*Semester 1*	
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
	credits:	16
First Year	*Semester 2*	
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
	credits:	16
Second Year	*Semester 1*	
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
	credits:	15
Second Year	*Semester 2*	
PA 202	Legal Research and Writing II	3
	Humanities Elective	3
	Program Elective	3
	Math/ Science Elective	3/4
	Social Science Elective	3
	credits:	15/16
	Total Credits:	**62/63**

*Courses must be taken first semester
***PA 100, PA 104, and PA 201 are pre-requisites for PA 251 Paralegal Internship

MASSBAY COMMUNITY COLLEGE