

PARALEGAL STUDIES

Associate of Science Degree

Quincy College | Academic Division of Professional Programs

Program Description

The Paralegal Studies Program is a program within the Division of Professional Programs. The program design includes the general education curriculum and required paralegal courses and electives specific to the paralegal profession.

Program Outcomes

At the completion of this program, the student should be able to:

- Analyze a legal problem by identifying and evaluating alternative arguments in support of specific positions.
- Use standard legal resources to identify and locate applicable primary and secondary legal reference materials and appropriately apply them to specific legal problems.
- Conduct effective interviews of clients and witnesses and produce accurate and appropriate statements.
- Use oral and written communication to effectively inform and persuade.
- Apply principles of professional ethics to specific situations.
- Demonstrate knowledge and understanding of the structure and operation of the U.S. and Massachusetts legal systems.
- Depending on the elective chosen, demonstrate knowledge and skills in specific substantive areas of law.

ADDITIONAL INFORMATION

(*) Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall

S=Class is only offered in the Spring

Course / Credit Information

General Education Requirements 25 credits	Credits
Computer Science	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II *	3 credits
History/Government	3 credits
IDS 167 First Year Seminar	3 credits
Math MAT 101 Permitted	3 credits
Natural Science w/ Lab	4 credits
Social Science/Psychology	3 credits

Program Requirements 36 credits	Credits
LAW 101 Introduction to Paralegal Studies	3 credits
LAW 102 Family Law and Estates * (F)	3 credits
LAW 105 Law Office Technology *	3 credits
LAW 123 Interviewing & Investigation * (F)	3 credits
LAW 201 Business Law *	3 credits
LAW 215 Legal Research & Writing*	6 credits
LAW 212 Administrative, Tax & Bankruptcy *(S)	3 credits
LAW 220 Litigation & Procedure * (S)	3 credits
EXP 297 Internship I	3 credits
Open Electives	6 credits

Total credits required for graduation 61 credits

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COURSE FLOW

Semester 1	Credits	Pre-Requisites
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
LAW 101 Introduction to Paralegal Studies	3 credits	
LAW 102 Family Law and Estates	3 credits	
LAW 123 Interviewing & Investigation	3 credits	
Total	15 credits	

Semester 2	Credits	Pre-Requisites
Computer Science	3 credits	
Math	3 credits	
ENG 102 English Composition II	3 credits	
LAW 105 Law Office Technology	3 credits	
LAW 201 Business Law I	3 credits	
Total	15 credits	

Semester 3	Credits	Pre-Requisites
LAW 220 Litigation and Procedure	3 credits	
LAW 212 Administrative, Tax & Bankruptcy	3 credits	
History/Government	3 credits	
Natural Science w/ Lab	4 credits	
Social Science /Psychology	3 credits	
Total	16 credits	

Semester 4	Credits	Pre-Requisites
Open Elective	3 credits	
Open Elective	3 credits	
LAW 215 Legal Research and Writing	6 credits	
EXP 297 Internship I	3 credits	
Total	15 credits	

Semester Path

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources

Academic Advising
617-984-1720

Dean's Office of Liberal Arts & Professional Programs
617-405-5920

Dean's Office of Allied Health & Natural Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915