

PARALEGAL STUDIES

Certificate

Quincy College | Academic Division of Professional Programs

Program Description

This program prepares graduates for employment in legal office law practices, administrative law offices, government, administrative law positions, and executive support positions.

Program Outcomes

At the completion of this program, successful students will be able to:

- Analyze legal problems 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 system.

Course / Credit Information

Program Requirements 30 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 Law ¹ (S)	3 credits
LAW 220 Litigation & Procedure * (S)	3 credits
EXP 297 Internship I	3 credits

Total credits required for graduation 30 credits

ADDITIONAL INFORMATION

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

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