



PARALEGAL STUDIES • Certificate

BEDFORD CAMPUS - EVENING AND LOWELL CAMPUS - DAY

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	LGL 101	Introduction to Law	3	ENG 060 or higher placement and eligible for ENG 101
_____	PAR 102	Litigation	3	ENG 060 or higher placement and eligible for ENG 101
_____	PAR 110	Legal Research and Writing I	3	ENG 060 or higher placement and eligible for ENG 101
_____	PAR 210	Legal Research and Writing II	3	PAR 110 and ENG 101 or permission of instructor
_____	ENG 101	English Composition I	3	C- in ENG 071 or eligible for ENG 101 and placement above or successful completion of ENG 060
_____	_____	General Education Elective*	3	
_____	PAR/LGL _____	Paralegal Elective	3	
Elective Requirement (Choose 3)			9	
_____	PAR 130	Business Organizations		ENG 060 or higher placement and eligible for ENG 101
_____	PAR 131	Computer Applications for Paralegals		
_____	PAR 132	Contract Law		ENG 060 or higher placement and eligible for ENG 101
_____	PAR 133	Criminal Law for the Paralegals		ENG 060 or higher placement and eligible for ENG 101
_____	PAR 135	Real Estate Law		ENG 060 or higher placement and eligible for ENG 101
_____	PAR 136	Wills, Trusts and Estates		ENG 060 or higher placement and eligible for ENG 101
_____	PAR 199	Paralegal Internship		PAR 110 or permission of instructor
			30	

*MAT 060 will not satisfy this requirement

Admission Information

Associate or bachelor's degree required.

Program Description:

The Paralegal Studies Certificate program prepares graduates for employment assisting lawyers in gathering and analyzing factual data, researching legal questions, and preparing legal documents. The program emphasizes solid academic and practice-oriented preparation. The certificate program focuses on legal courses and is appropriate for someone who has already earned an associate degree or bachelor's degree and is interested in changing careers.

Career and Transfer Outlook:

Paralegals perform legal work under the supervision of a lawyer. They work in law firms, social service and government agencies, banks, health care organizations, large corporations and other businesses where lawyers need assistance. The paralegal field is a growth occupation where well-prepared graduates are in high demand by employers. Students enter the job market directly or continue their studies. Courses in the certificate program may be applied to the Paralegal Studies associate degree program.

Helpful Hints:

Successful completion of Introduction to Law (LGL 101) and English Composition I (ENG 101) is recommended before attempting other Paralegal courses in the program. Students should plan on taking an internship in preparation for the workplace.

Program Outcomes:

Graduates of the Paralegal Studies Certificate program are prepared to:

- Analyze a problem and then identify and evaluate solutions;
- Construct logical arguments in support of specific positions and evaluate their arguments;
- Communicate effectively in person, by telephone and in written correspondence;
- Work effectively as part of a team and individually, as appropriate;
- Prepare and carry out an effective legal research plan using both print and electronic sources of law;
- Demonstrate computer proficiency in preparing, editing and saving documents, basic spreadsheet program features, basic database program features, e-mail functions and the evaluation of Internet sites for reliability and validity of information;
- Understand the legal process and the nature of law practice, emphasizing the role of the paralegal in the delivery of legal services;
- Demonstrate an understanding of the legal and ethical principles that guide paralegal conduct and the ability to identify and resolve ethical issues.