

# Paralegal Studies

## Degree Type

Associate in Science

The Paralegal Studies Program provides students with the education and training necessary to seek and begin a career as a paralegal. Under the supervision of a lawyer, paralegals will: gather background information, interview clients and witnesses; perform legal research and writing; draft legal documents and contracts; and assist attorneys in preparing for court and at trial.\*

For the student looking to pursue an education beyond the associate degree, this program is designed to provide transferability to bachelor degree programs.

All paralegal courses at Nashua Community College are taught by experienced attorneys. In all paralegal specialty courses, the students will not only be taught the essential knowledge of the law, but will also be given the practical knowledge necessary for employment and success as a paralegal.

For the Mission Statement, Goals and Objectives of the Paralegal Studies Program of Nashua Community College, go to the Paralegal Studies Program web pages on the College website at [www.nashuacc.edu](http://www.nashuacc.edu).

Nashua Community College is a Sustaining Member of the Paralegal Association of New Hampshire ([www.PANH.org](http://www.PANH.org)).

A criminal conviction may preclude employment as a paralegal. A criminal record check may be required for the Paralegal Internship and/or employment by the organization, law firm, or government agency, and which is the sole responsibility of the student.

To be successful in the Paralegal Studies Program, students should have an interest in the law, must be diligent and committed to their studies, be dependable, have good communication skills, be well-organized; or be willing and able to develop all these skills and qualities.

Internship Considerations: Please refer to Technical Standards section for details regarding internship requirements.

Paralegals work under the direction and supervision of licensed attorneys. \*Paralegals may not provide legal services directly to the public except as permitted by law.

Upon the completion of the degree in Paralegal Studies, graduates will be able:

1. To demonstrate they possess the knowledge, skills, values and attitudes necessary to work effectively, competently, ethically and successfully as a paralegal/legal assistant for a law office/firm, government agency, or other private or public law-related organization.
2. To understand their role as paralegals under the supervision of lawyers, how law is practiced by lawyers in the various settings, and understand the duties and responsibilities of lawyers and paralegals for the delivery of legal services in a competent, professional, and ethical manner.
3. To demonstrate they have been adequately and effectively trained to produce work on a professional level as a paralegal, they must possess the fundamental knowledge of the legal system and principles of law acquired in each of their paralegal specialty courses, and possess the practical knowledge of the practice of law by lawyers necessary to work successfully as a paralegal.
4. To demonstrate they acquired effective communication, quantitative, and analytical skills necessary to work competently and successfully as a paralegal.
5. To demonstrate they possess the necessary time management and organizational skills as they are applied to the duties and responsibilities of paralegals working in the legal profession, including: prioritizing their assigned tasks and projects working independently or with others; preparing checklists for work done and to be done; organizing and categorizing legal files and documents; maintaining accurate calendars of all important matters, dates and deadlines; and maintaining accurate time records of all their work.

6. To demonstrate they are prepared to engage in proper legal analysis of issues of law, to conduct thorough legal research of the issues of law using traditional and technology-based legal research sources and tools, and effectively communicate the results of their legal research, analysis and legal reasoning in oral presentations and in written work-product on a professional level.
7. To effectively communicate with other persons and entities associated with the field of law by utilizing oral communication skills and writing skills on a professional level.
8. To draft legal documents and forms by following required legal procedures and directions of their supervising lawyer.
9. To demonstrate they possess a working understanding of the legal purposes and functions of the different branches and departments of the federal and state governments and court systems, and of the procedural law governing civil and criminal cases from the commencement of a case, through trial, judgment/sentencing and appeal.
10. To perform proper and thorough investigation of legal matters and cases they are assigned by their supervising lawyer through the gathering of relevant evidence and through interviews with clients and witnesses.
11. To demonstrate an understanding of Alternative Dispute Resolution (ADR) and its importance as an alternative to legal action and court proceedings, including mediation and all forms of voluntary, mandatory, binding and non-binding arbitration.
12. To demonstrate they possess the computer skills necessary to work efficiently as a paralegal professional, possess a working knowledge of integrated software applications and word processing utilized in the legal field, and are familiar with other technology utilized in the legal field, including the use of computer databases, case management systems, and trial presentations.
13. To apply basic principles, terminology and methods of financial accounting.
14. To compete effectively in the employment search process, from employment research, through resume and cover letter preparation, interview preparation and skills, and interview follow-up.
15. To demonstrate an understanding of the importance of community service and the importance of making quality legal services available to all persons in the community regardless of socioeconomic status.
16. To demonstrate an understanding of the importance of having a sensitivity and respect for persons and groups with cultures, ethnic backgrounds, and traditions different from their own both in the legal profession and in every-day living.

In addition, the graduate will be able to demonstrate competency in the general education outcomes.

## First Year - Fall Semester

Item #	Title	Class Hours	Lab Hours	Credits
ACCT101N	Financial Accounting I	4	0	4
PLGL101N	Basic Legal Studies	3	0	3
PLGL102N	Legal Research and Writing	3	0	3
ENGL101N	College Composition	4	0	4
HUMA110N	Critical Thinking Skills	3	0	3

## First Year - Spring Semester

Item #	Title	Class Hours	Lab Hours	Credits
ENGL103N	Professional Writing & Presentations	3	0	3
PSYC130N	Human Relations	3	0	3
PLGL230N	Contracts and Business Organizations	3	0	3
PLGL250N	Family Law	3	0	3
	Quantitative Literacy			4

## Second Year - Fall Semester

Item #	Title	Class Hours	Lab Hours	Credits
PLGL210N	Litigation and Trial Preparation	3	0	3
PLGL220N	Real Estate Law	3	0	3
HIST241N	American Constitutional History	3	0	3
BCPT119N	Software Applications	2	2	3
	Humanities/Fine Arts/Philosophy or Global Awareness			3

## Second Year - Spring Semester

Item #	Title	Class Hours	Lab Hours	Credits
PLGL240N	Probate, Estates, and Trusts	3	0	3
PLGL260N	Criminal Law	3	0	3
	PLGL290N or PLGL280N			3
	Science Core Requirement			4
<b>Total Credits</b>				<b>60-61</b>