

PARALEGAL TRANSFER OPTION – B045
A.S. in Business Administration

Contact: Kelly O'Connor, 413-552-2315, koconnor@hcc.edu

COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
GENERAL EDUCATION REQUIREMENTS			20		
Language and Literature I	ENG 101	Appropriate score on Placement Tests, or C- or better in ENG 097 and ENG 098, or C- or better in ENG 096 or ENG 099	3		
Language and Literature II	ENG 102	ENG 101	3		
History of the United States I	HIS 111		3		
History of the United States II	HIS 112		3		
Laboratory Science (D)			4		
Laboratory Science (D)			4		
PROGRAM REQUIREMENTS			36-37		
Principles of Accounting I	ACC 111	Eligibility for MTH 085	4		
Principles of Accounting II	ACC 112	ACC 111	4		
Computer Applications or Computer Concepts w/Applications	BUS 115 CSI 111	Eligibility for ENG 101	3-4		
Business Law	LAW 211		3		
Business Communications	BUS 220	ENG 101	3		
U.S. National Government or State and Local Government	POL 110 POL 120		3		
Introduction to Legal Studies (Fall)	LAW 210		3		
Principles of Litigation (Spring)	LAW 214		3		
Human Resource Management or Employment Law	MGT 231 LAW 218		3		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Introduction to Public Speaking	COM 120		3		
PROGRAM ELECTIVES			9-10		
Paralegal Electives ¹			3		
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Math Elective (D) ²			3-4		
Total Credits			65-67		

PROGRAM OVERVIEW

The Paralegal Transfer option prepares students to some four-year programs in paralegal studies; students should contact the transfer coordinator to identify these opportunities. Upon graduating from this program, students will be able to describe the structure of the American legal system, identify the principles and process of civil litigation and define basic areas of substantive law such as contract and torts.

NOTES:

¹ Select from: ACC 205, CRJ 112, CRJ 100, LAW 215, LAW 218, MGT 230, SPO 211, WST 215.

² Select from MTH 160 (D), MTH 162(D), MTH 113(D), or MTH 142(D).

Students will not receive credits for both MTH 162 & MTH 113.

Depending on the course selection 80% of this program can be completed online. Go to <http://webtide.hccdl.org> for further information.