

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

Contact: Kelly O'Connor, Ext. 2315, koconnor@hcc.mass.edu

The Paralegal Transfer option prepares students to transfer to a four-year baccalaureate program. 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.

Term/Grade	Course Number	Course Name	Course Credits
		GENERAL EDUCATION REQUIREMENTS	20
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	HIS 111	History of the United States I	3
_____	HIS 112	History of the United States II	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
		PROGRAM REQUIREMENTS	35-36
_____	ACC 111	Principles of Accounting I	4
_____	ACC 112	Principles of Accounting II	4
_____	BUS 115	Computer Applications <u>or</u>	
_____	CSI 111	Computer Concepts w/Applications	3-4
_____	LAW 211	Business Law	3
_____	BUS 220	Business Communications	3
_____	POL 110	U.S. National Government <u>or</u>	
_____	POL 120	State and Local Government	3
_____	LAW 210	Introduction to Legal Studies	3
_____	LAW 214	Principles of Litigation	3
_____	MGT 231	Human Resource Management <u>or</u>	
_____	LAW 218	Employment Law	3
_____	PSY 110	Principles of Psychology	3
_____	SPE 120	Fundamentals of Speech	3
		PROGRAM ELECTIVES	9-10
_____	_____	Paralegal Electives ¹ _____	3
_____	_____	Paralegal Electives ¹ _____	3
_____	_____	Math Elective (D) ² _____	3-4
		Total Credits	64-66

NOTES:¹ Select from: ACC 205, LAW 218, SPO 211, CRJ 111, MGT 230.² Select from MTH 160 (D), MTH 162(D), MTH 111(D), MTH 112(D), or MTH 142(D).