

Paralegal Studies

Degree Type

Associate of Science

NHTI's Paralegal degree prepares you to perform effectively in today's legal and business communities with a broad-based academic curriculum emphasizing the skills, substantive knowledge, and ethics you'll need to assist lawyers. This degree can be completed on a full- or part-time basis. Most major field courses are offered in the evenings. The general education courses are offered days and evenings.

Paralegal work requires discretion and independent judgment; a paralegal works under the supervision and direction of an attorney. Even though a paralegal can perform many of the tasks that have otherwise been performed by attorneys, they may not give legal advice, represent a client in court, or otherwise engage in the practice of law.

Do you have questions? Contact Stacey Peters, department chair, at speters@ccsnh.edu or 603-271-6484 x4274.

Career Information

Graduates may either enter the workforce directly after graduation or continue their education at a four-year institution. They are trained for professional status as lawyers' assistants in banks, corporations, government agencies, insurance companies, and law firms.

Admission Requirements

Apply for this program today on our [Admissions page](#) with step-by-step instructions and enrollment pathways build just for you!

Applicants are required to have:

- Interview with department chair scheduled by the department chair once applications are complete
- Two confidential letters of [reference](#)
- 200-word essay with reasons for choosing the Paralegal Studies program (to evaluate writing skills)

Curriculum

First Year

Fall Semester

Item #	Title	Lecture Hours	Lab Hours	Credits
ENGL101C	English Composition	4	0	4
IST102C	PC Applications	3	0	3
PLGL106C	Introduction to Legal Studies	3	0	3
PLGL107C	Contracts and Torts	3	0	3
PSYC105C	Introduction to Psychology	3	0	3
Subtotal Credits		16	0	16

Spring Semester

Item #	Title	Lecture Hours	Lab Hours	Credits
ACCT101C	Accounting and Financial Reporting I	3	0	3
	English elective	3	0	3
MATH124C	College Algebra	4	0	4
PLGL110C	Litigation and Trial Preparation	3	0	3
PLGL225C	Legal Research and Writing	3	2	4
	Subtotal Credits	16	2	17

Second Year

Fall Semester

Item #	Title	Lecture Hours	Lab Hours	Credits
ACCT102C	Accounting and Financial Reporting II	3	0	3
PHIL242C	Contemporary Ethical Issues	3	0	3
PLGL221C	Real Estate	3	0	3
PLGL251C	Probate Estates and Trusts	3	0	3
PLGL262C	Criminal Law and Procedures for the Paralegal	3	0	3
	Subtotal Credits	15	0	15

Spring Semester

Item #	Title	Lecture Hours	Lab Hours	Credits
	Language or General Education elective	3	0	3-4
	Lab Science elective	3	2	4
PLGL231C	Business Organizations and Bankruptcy	3	0	3
PLGL242C	Domestic Relations Law	3	0	3
PLGL270C	Internship	0	9	3
	Social Science elective	3	0	3
	Subtotal Credits	15-16	11	19-20
	Total Credits			67-68

Additional Information

Accreditation

This degree program is approved by the American Bar Association and is designed to prepare students to perform effectively in today's legal and business communities.

Character Expectations

Background checks are completed by potential employers prior to obtaining any position with arrest or detention power and typically before being accepted for an internship. Applicants who have been in difficulty with the law may not be employable or eligible for an internship. Because future goals may be compromised, applicants are advised to discuss any concerns with the department chair.

Program Learning Outcomes

NHTI graduates will be exposed to the legal system and the role of paralegals within the profession, the ethical rules governing lawyers and paralegals, and the operation of a law office. Through the course sequence in the degree, NHTI graduates will be:

- Able to assist in most aspects of legal research and in the preparation of clear and concise legal writings on a topic of their choosing
- Introduced to Lexis/Nexis
- Able to assist in virtually all phases of litigation and property transactions
- Able to assist in the formation, daily administration, and dissolution of a corporate entity
- Able to assist in the planning and administration of a decedent's estate
- Prepared to assist in the drafting of pleadings and in the completion of preliminary research in the area of family law
- Exposed to the various elements of N.H.'s criminal practice and procedure