The Paralegal Studies Curriculum was developed according to guidelines provided by the American Bar Association’s Standing Committee on Paralegals. It offers students a background in the legal fundamentals, appropriate skills and practical experience necessary for professional employment. The paralegal can perform tasks delegated by a lawyer as long as the lawyer is responsible to the client and assumes full professional responsibility for the work. A paralegal cannot give legal advice, appear in court (except as permitted by law) or set fees.

There is an increasingly wide range of paralegal job opportunities in both the private and public sectors. Law firms, banks, accounting firms, insurance companies, brokerage houses, the court system, schools, hospitals, welfare centers, public program law offices, neighborhood legal centers, legal aid offices, and national, state and city government agencies all employ paralegals. Federal, New York State, and New York City civil service systems have paralegal job classifications. The paralegal program gives the student a broad range of employment opportunities.

A paralegal education can prove to be a good background for an executive career in professions other than law and for the law profession itself. One can apply earned credits towards a law-related bachelor’s degree. The program has a large liberal arts component, which enables students to continue their education after completion of the A.A.S. Paralegal Degree.

The Paralegal Studies curriculum emphasizes business and law courses that prepare students for employment that includes research, writing, and other tasks commonly assigned by law firms to paralegals. The curriculum features a 210-hour internship (LAW 98) component in which students work in a legal setting. This exposes students to the legal profession and makes them further aware of their ethical and professional responsibilities.

The goals and objectives of the program are:

• To acquire an Associate in Applied Science Paralegal Studies degree or a Paralegal Certificate.
• To provide the students with a background in the legal fundamentals, appropriate skills and practical experience necessary for professional employment.
• To give students a broader range of employment opportunities, the curriculum offers a wide variety of business, law, and liberal arts courses.
• To give students the opportunity to continue their education after completion of the A.A.S. Paralegal degree. This is met by the curriculum’s large liberal arts core. Students have the automatic right to transfer to any of the City University of New York’s (CUNY) senior colleges upon receipt of their Paralegal A.A.S. degree. We presently have an articulation agreement with New York City Technical College as well as with SUNY Canton and SUNY Empire State.
• To expose our students to the legal profession in which they will be employed. This is met by a 210 hour working internship in a law related facility.
• To provide students with knowledge of the ethical responsibilities and the legal restrictions placed on legal assistants.

Upon completion of the program, the student should be able to perform the following tasks:

(i) Draft legal documents
(ii) Conduct legal research
(iii) Assist attorneys preparing for trial
(iv) Interview clients

The Lay Advocate Option prepares students for service to people and institutions that are concerned with the criminal system, family law, the poor, the mentally and physically handicapped and the elderly.

The Paralegal Certificate is designed for advanced students who already have a minimum of 60 college credits or a two-year degree. A credit or noncredit internship is optional.

Approved by the American Bar Association

Curriculum Coordinator: Professor Raymond Canals
Paralegal Studies Curriculum (Pathways)
60 Credits required for A.A.S. Degree

Required Core
A. English Composition
   • ENG 10 Fundamentals of Composition and Rhetoric OR
     ENG 11 Composition and Rhetoric I (3 Credits)
   • ENG 12 Composition and Rhetoric II OR
     ENG 14 Written Composition and Prose Fiction OR
     ENG 15 Written Composition and Drama OR
     ENG 16 Written Composition and Poetry (3 Credits)
B. Mathematical and Quantitative Reasoning
   • MTH 21 Survey of Mathematics I OR
     MTH 23 Probability and Statistics (3 Credits)
   Required Core C. Life and Physical Sciences OR
   Flexible Core E. Scientific World
     • SCI Choose from AST 111, AST 112, BIO 11, BIO 19, BIO 20/HLT 20, BIO 21, CHM 17, CHM 110, ENV 11, ESE 11, ESE 12, ESE 13, PHY 11 OR PHY 110 (3-4 Credits)

Flexible Core
A. World Cultures and Global Issues
   • HIS 10 History of the Modern World OR
     HIS 11 Introduction to the Modern World (3 Credits)
B. Individual and Society
   • COMM 11 Fundamentals of Interpersonal Communication (3 Credits)
Additional Flexible Core Requirement (Area A)
   • SOC 11 Introduction to Sociology (3 Credits)
SUBTOTAL 21-22

Specialization Requirements
• POL 11 American National Government OR
  SOC 35 Introduction to Social Work (3 Credits)
• DAT 10 Computer Fundamentals and Applications (3 Credits)
• LAW 17 Introduction to Paralegal Studies (3 Credits)
• LAW 19 Introduction to Law Office Management and Computers (3 Credits)
• LAW 41 Business Law (3 Credits)
• LAW 47 Civil Procedures (3 Credits)
• LAW 95 Legal Research and Writing (3 Credits)
• LAW 96 Advanced Legal Research and Writing (3 Credits)
• LAW 98 Paralegal Seminar and Internship (2 Credits)
SUBTOTAL 26

Restricted Electives
Choose one of the following three courses:
• ACC 111 Principles of Accounting I (4 Credits)
• BUS 111 Applications of Mathematics for Business (3 Credits)
• TAX 11 Introduction to Taxation (3 Credits)
SUBTOTAL 3-4

Choose three of the following nine courses:
• LAW 52 Business Organizations (3 Credits)
• LAW 62 Family Law (3 Credits)
• LAW 64 Constitutional Law (3 Credits)
• LAW 65 Criminal Law and Procedures (3 Credits)
• LAW 72 Real Property (3 Credits)
• LAW 77 Immigration Law (3 Credits)
• LAW 82 Insurance and Torts (3 Credits)
• LAW 92 Estates, Trusts and Wills (3 Credits)
• LAW 91 Landlord Tenant Advocacy (3 Credits)
SUBTOTAL 9

FREE ELECTIVES
• To complete the 60 credit requirement (0-1 Credit)

Lay Advocate Option
Students selecting the Lay Advocate option should replace 9 credits of the Paralegal Studies curriculum restricted electives and LAW 98 in the specialization requirements with the following:
• HLT 97 3 Field Work in Community Health Resources (3 Credits)
• LAW 62 Family Law (3 Credits)
• LAW 65 Criminal Law and Procedures (3 Credits)
• LAW 89 Legal Advocacy (3 Credits)
SUBTOTAL 12

1 Students must choose one science course. This course may be selected from courses included in Required Core C or Flexible Core E.
2 Department permission required
3 HLT 97 is in lieu of LAW 98