

COURSES

PAL 110 FUNDAMENTALS OF PARALEGALISM**3 Lecture Hours 0 Lab Hours 3 Credit Hours**

This course will provide students with an overview of the role of paralegals in the legal system. Topics to be examined include: employment specialties, professional development, law office operations, client relations, legal interviewing and professional ethics. Upon completion of this course, students should be better able to determine if they wish to continue their education in the paralegal field.

PAL 120 LEGAL RESEARCH**3 Lecture Hours 0 Lab Hours 3 Credit Hours**

An introduction to legal research sources and methods, and the drafting of legal memoranda based upon such research. Students will be trained to effectively and efficiently find legal principles and authorities from primary and secondary sources of law using both text and computerized resources. Both Federal and New York State applications will be addressed.

PAL 151 INTRODUCTION TO LAW**3 Lecture Hours 0 Lab Hours 3 Credit Hours**

A general survey course in law with special emphasis given to administrative law and constitutional law. Students will gain insight into various subject areas of law, the courts, and alternative dispute resolution.

PAL 210 FAMILY LAW**3 Lecture Hours 0 Lab Hours 3 Credit Hours**

A study of the law of domestic relations of New York, focusing on the substantive law of marriage, separation, divorce, annulment and family obligations. Attention is also given to procedural laws concerning Family Court proceedings and the drafting of documents related to family law practice. Prerequisites: PAL 110 and PAL 120.

PAL 220 WILLS, TRUSTS, AND ESTATES**3 Lecture Hours 0 Lab Hours 3 Credit Hours**

This course is a study of the legal aspects of preparing valid wills and probating the deceased's estate. In addition, procedures of estate administration without a will, estate settlement, discharge of fiduciary duties, taxation, trust creation and administration will be addressed. The function of the paralegal in this area of law will serve as the basis for topic coverage. Prerequisites: PAL 110 and PAL 120.

PAL 230 LAW OF BUSINESS ORGANIZATIONS**3 Lecture Hours 0 Lab Hours 3 Credit Hours**

A study of sole proprietorships, partnerships, limited liability companies and corporations, focusing on the applicable legal principles and preparation of documents relating to the organization and operation of each. The function of the paralegal in this area of law will serve as the basis for topic coverage. Prerequisites: PAL 110 and PAL 120.

PAL 240 CIVIL LITIGATION**3 Lecture Hours 0 Lab Hours 3 Credit Hours**

This course focuses on fundamental principles and procedures of the civil litigation process. Upon completion, students will be familiar with the pretrial, trial and post-trial stages of litigation, including rules of procedure and the paralegal's role in case preparation, discovery and the drafting of pleadings, motions and other documents. Prerequisites: PAL 110 and PAL 120.

PAL 250 REAL PROPERTY LAW**3 Lecture Hours 0 Lab Hours 3 Credit Hours**

This course focuses on the law of real estate with an in-depth survey of the common types of property ownership and conveyances. Relevant documents, including contracts of sale, mortgages, deeds and leases are examined. The role of the paralegal in helping to facilitate various real estate transactions is stressed. Prerequisites: PAL 110 and PAL 120.

PAL 260 LEGAL WRITING**3 Lecture Hours 0 Lab Hours 3 Credit Hours**

Students will further develop and practice legal research, analysis, and writing skills through analysis of hypothetical situations and preparation of relevant legal documents, such as correspondence, court forms, and legal memoranda. Prerequisites: PAL 120 and ENG 101

PAL 271 SPECIAL STUDY PROJECT I**1 Lecture Hour 0 Lab Hours 1 Credit Hour**

A special learning experience designed by one or more students with the cooperation and approval of a faculty member. Proposed study plans require departmental approval. Projects may be based on reading, research, community service, work experience, or

other activities that advance the student's knowledge and competence in the field of paralegal or related areas. The student's time commitment to the project will be approximately 35-50 hours.

PAL 272 SPECIAL STUDY PROJECT II

2 Lecture Hours 0 Lab Hours 2 Credit Hours

Similar to PAL 271 except that the student's time commitment to the project will be approximately 70-90 hours.

PAL 273 SPECIAL STUDY PROJECT III

3 Lecture Hours 0 Lab Hours 3 Credit Hours

Similar to PAL 271 except that the student's time commitment to the project will be approximately 105-135 hours.

PAL 290 PARALEGAL INTERNSHIP

1 Lecture Hour 8 Lab Hours 3 Credit Hours

This non-required course provides paralegal students with an opportunity to gain work experience in a law office or other related legal work environment. Course requirements include a minimum of 120 hours during the semester in a supervised internship environment requiring the completion of a variety of activities assigned to a paralegal. The course also requires participation in regularly scheduled seminars with the instructor and the completion of regular internship reports. Prerequisites: Matriculation in the Paralegal AAS Degree program, AND PAL 110 and PAL 120, AND 3 of: PAL 210, PAL 220, PAL 230, PAL 240 or PAL 250, AND permission of the department.