

# Paralegal



This program is designed to provide students with knowledge and skills necessary to qualify for entry-level employment as paralegals. Students enrolled in the program complete a combination of legal specialty, business, liberal arts and elective courses that will prepare them to work in law offices, banks, insurance companies, government agencies, corporations and other types of organizations that deal with legal matters.

Such work normally is done under the supervision of an attorney. Legal specialty courses emphasize the role of the paralegal in dealing with clients, documents and procedures.

**For more information, contact the Admissions Office at (845) 431-8010 or visit [www.sunydutchess.edu/academics](http://www.sunydutchess.edu/academics)**

# Paralegal (PAL)

## BUSINESS

(HEGIS 5099)

The Associate in Applied Science (A.A.S.) degree is awarded upon completion of the requirements for this program.

Students who successfully complete the Associate in Applied Science (A.A.S.) degree in Paralegal (PAL) will be able to:

- Articulate the role of paralegals in the legal system and develop an awareness of potential ethical issues that may arise and ethical duties that exist in the legal work environment;
- Use critical thinking skills to apply substantive legal principles in order to analyze and resolve legal problems;
- Apply the basic principles of legal research in an accurate, effective and efficient manner;
- Articulate an understanding of the techniques of legal analysis and writing and develop written communication skills to communicate the results of research and analysis in an appropriate format and tone;
- Demonstrate an ability to use a variety of print and electronic legal research resources.

Courses should be selected in consultation with an advisor.

### FIRST SEMESTER

		credits
ENG 101	Composition I	3
PAL 151	Intro to Law	3
PAL 110	Fundamentals of PAL	3
PAL 120	Legal Research	3
CIS 111	Computer Syst. & Apps.	3
		<b>Total: 15</b>

### SECOND SEMESTER

ENG 102	Composition II	3
GOV/HIS	American History (Appendix D)	3
SPE 101 or	Public Speaking or	
SPE 210	Small Group Communication	3
BUS 215	Business Law I	3
PAL 260	Legal Writing	3
WFE 101	Wellness & Fitness	3
		<b>Total: 18</b>

### THIRD SEMESTER

BHS 103	Social Problems In Today's World	3
Math Elective	Math (a)	3-4
PAL Course	200-level PAL course (b)	3
PAL Course	200-level PAL course (b)	3
PAL Elective	PAL Elective (c)	3-4
		<b>Total: 15-17</b>

### FOURTH SEMESTER

PAL Course	200-level PAL course (b)	3
PAL Course	200-level PAL course (b)	3
PAL Elective	PAL Elective (c)	3-4
Science Elective	Science (d)	4
Free Elective (e)		3-4
		<b>Total: 16-18</b>
		<b>Total Credit Hours: 64</b>

- MAT 109 or above. Recommended: MAT 110 or MAT 118.
- PAL 200-level content-specific courses: PAL 210 Family Law; PAL 220 Wills Trusts & Estates; PAL 230 Law of Business Organizations; PAL 240 Civil Litigation; and PAL 250 Real Property.
- Paralegal Electives: ACC 104; BUS 210; BUS 243; CRJ 265; GOV 222; PAL 290 (Internship); PHI 107; PSY 134, SPE 201, and SPE 219.
- Science courses: Applicable four-credit courses in astronomy, biology, chemistry, geology, physical sciences, or physics. Recommended: BIO 103 Human Biology.
- See page 33 for a full discussion of the free elective requirement. The subject area for the Paralegal Degree Program includes all courses labeled PAL.