

# Paralegal Studies

[www.laguardia.edu/majors](http://www.laguardia.edu/majors)

Students who complete the Paralegal Studies curriculum, which is administered by the Business and Technology Department, will receive the Associate in Applied Science (AAS) degree. The program, which is approved by the American Bar Association, has the following goals:

1. To give students the necessary substantive knowledge and practical skills to qualify them for entry-level positions as paralegals.
2. To prepare students for successful transfer to a four-year college.
3. To give students the foundation for lifelong career and personal growth.

Paralegals, or legal assistants, assist lawyers in a wide range of activities. Lawyers remain responsible for paralegals' work (in general, paralegals may not themselves give legal advice, set fees, or represent clients in court). In the litigation area, for example, paralegals may interview prospective clients, research the law, prepare court documents, and assist at trials. Paralegals who work on corporate legal matters may prepare contracts, maintain records, and ensure that a corporation has complied with various statutes and government regulations. Paralegals who work on real estate matters may

prepare mortgage agreements and other documents relating to real estate transactions and assist at closings.

While the major employers of paralegals are private law firms, there are also job opportunities with government agencies, including district attorneys' offices, and a variety of other employers. In addition, the curriculum may be highly suitable for students who contemplate pursuing other law-related careers, such as careers in law enforcement, or who seek a broad, practical knowledge of the law for its own sake.

The Paralegal Studies curriculum has been carefully designed to balance paralegal specialty and related courses with a broad liberal arts background. Students gain valuable practical experience through internships. Paralegal specialty courses are taught by experienced attorneys.

Students can transfer up to 30 credits earned at other, accredited colleges and universities. These transfer credits can include up to nine credits for paralegal specialty courses. To be transferable, paralegal specialty courses taken elsewhere must be part of a degree program and must be comparable to courses in the LaGuardia curriculum.

Students who need additional skill development in reading, writing, mathematics, and communication will be required to take basic skills and/or ESL courses. These courses are not listed in the curriculum. The particular courses students must successfully complete are determined by their scores on the college placement test. For more information on basic skills requirements, see page 175.

Descriptions of courses in this major can be found on page 98.



## Paralegal Studies Curriculum: AS Degree

### Counseling

New Student Seminar 0

### English: 6 credits

Composition I ENC/G101 3

Writing Through Literature ENG102 3

### Humanities: 6 credits

Liberal Arts Elective\* 3

*Select one of the following courses:* 3

Oral Communication HUC101

Voice and Diction HUC104

Communication in a Professional Setting HUC108

### Math, Engineering & Computer Science:

**3 or 4 credits\*\*** 3-4

Elementary Statistics I MAT120 or

Precalculus MAT200

### Social Science: 6 credits

*Select one of the following courses:* 3

Any history course except SSN183, SSN199, SSN240

Cultural Anthropology SSA101

Introduction to Anthropology SSA100

U.S. Power and Politics SSP101

Introduction to Sociology SSS100

General Psychology SSY101

Liberal Arts Elective\* 3

### Business and Technology: 10 credits

Principles of Accounting I BTA111 4

Introduction to Business BTM101 3

Business Law I BTM110 3

### Paralegal Studies: 21 credits

Introduction to Paralegal Studies BTP101 3

Legal Research and Writing BTP204 3

Civil Litigation BTP205 3

Computer Applications for Paralegals BTP211 3

*Select any three of the following courses:* 9

Administrative Law BTP201

Wills, Trusts and Estates BTP202

Family Law BTP203

Real Estate Law for Paralegals BTP207

The Law of Business Enterprises for Paralegals BTP208

Criminal Law and Procedure BTP209

Immigration Law BTP212

### Cooperative Education: 6 credits

Fundamentals of Professional Advancement CEP121 3

Full-Time Internship CEP201 3

*(Both Day and Extended Day students are required to take CEP121. Extended Day students may take CEP201 or an unrestricted elective course.)*

**Unrestricted Electives: 1 or 2 credits\*\*** 1-2

**TOTAL CREDITS: 60**

\* Either the Humanities Liberal Arts elective or the Social Science Liberal Arts elective must be an urban study course. See page 178.

\*\*Students who take MAT120 must take at least 2 credits of Unrestricted Electives. Students who take MAT200 must take at least 1 credit of Unrestricted Electives.