

# PARALEGAL STUDIES

## *Associate in Applied Science*

### **Why Study Paralegal Studies?**

The American Bar Association defines a paralegal as, “a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which the lawyer is responsible.” Examples of some paralegal responsibilities include interviewing clients and witnesses, preparing legal documents, assisting at trials, investigating and performing legal research. Paralegals are not permitted to practice law, which means that they cannot give legal advice, represent clients in court, set a legal fee or accept a case. This program provides students with the skills necessary to obtain entry-level positions as paralegals, working under the supervision of attorneys. To pursue a four-year degree, students will need to complete additional general education courses at the transferring institution.

### **Occupational Objectives**

The US Department of Labor website states that employment of paralegals and legal assistants is projected to grow 28% between 2008 and 2018, much faster than the average for all occupations, and they regularly rank the paralegal field as one of the fastest growing in the nation. Paralegals work in many different areas of law, including: litigation, family law, real estate, criminal law, corporations and partnerships, bankruptcy, environmental law and intellectual property, among others.

### **Program Goals**

The program, which is approved by the American Bar Association, provides students with a dynamic and academically challenging course of study. Students will develop a critical understanding of the law in preparation for a career in the legal profession.

### **Opportunities at Rockland Community College**

There are over 30 student clubs, including several organizations of special interest for those in the paralegal program. RCC has a Political Science & Pre-Law Association, a Student Government Association and an honor society just for Paralegal students. Extracurricular events include a mock job interview session and networking events with area attorneys and paralegals.



## **5** Top Reasons to Study Paralegal Studies at RCC

1. **VALUE:** Affordable tuition, financial aid, scholarships.
2. **CAREER:** Internships provide real world experience in the legal field and individual job placement services are offered.
3. **FLEXIBILITY:** Classes are offered days, nights, weekends and online to accommodate work, family, or other time commitments. Childcare is available on campus.
4. **FACULTY:** Learn from faculty who are licensed, practicing attorneys and practicing professional paralegals.
5. **APPROVED:** The Paralegal Studies Program is approved by the American Bar Association.

## Student Learning Outcomes

Upon successful completion of this program, students will:

- Demonstrate up-to-date skills in law office technology, including using practice specific applications, electronic filing, and appropriate word-processing software.
- Apply principles of computerized and manual legal researching, and master the skills of legal writing.
- Apply strong written and oral communication skills.
- Produce various legal documents, such as motions, discovery papers, pleadings, forms as well as practice specific documents such as real estate contracts, wills, among others.
- Identify and use the principles of legal ethics and professional responsibility.
- Demonstrate knowledge of their profession, with insight as to the ever-changing role of the paralegal, licensing and certification issues, employment trends and options, paralegal networking organizations and professional development.
- Apply substantive knowledge of the law in the following areas: the court systems, jurisdiction, civil and criminal procedure, contracts, torts, wills and estates, real estate, family and matrimonial law, and business organizations and corporations.
- Employ effective people skills to promote positive client relationships, conduct client and witness interviews, and network within the paralegal community.

*"The Paralegal program taught me all I need to know to be a paralegal. I was offered the first job I applied for after graduating- and it's already my dream job."*

- Hadassah Sabo Milner

To learn more about  
this program call  
**845-574-4418**  
[paralegal@sunyrockland.edu](mailto:paralegal@sunyrockland.edu)

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*This is an example of the courses you would take and the recommended course sequence. Please obtain an official degree sheet from your advisor. Unspecified electives cannot be EHP. At least ten semester credits of legal specialty courses through traditional classroom instruction are required.*

## AAS Paralegal Studies \_\_\_\_\_ 63-64 Total Credits

### First Semester Course

15-16 Credits

ENG 101	English Composition I	3
MAT 101 or Science Elective	Elementary Algebra (or higher by advisement) or Science Elective	3 -4
PDA/PLG 140 Social Science	Civil Liberties & Multiculturalism	3
	ANR / ECO/ GEO/ HIS/ POL/ PSY/ or SOC Elective	3
PLG 101	Introduction to Paralegalism	3

### Second Semester

16 Credits

ENG 102	English Composition II	3
PLG 102	Legal Research and Writing	3
PLG 103	Civil Litigation	3
SPE 101	Fundamentals of Speech	3
Arts & Sciences	Arts & Sciences elective	3
EHP	Exercise & Human Perform. elective	1

### Third Semester

16 Credits

PLG 105	Domestic Relations	3
PLG 106	Computerized Legal Application	3
PLG 112	Criminal Law & Procedures for Paralegals	3
PLG Elective	Paralegal Concentration (by advisement)	3
PLG Elective	Paralegal Concentration (by advisement)	3
EHP	Exercise & Human Perform. elective	1

### Fourth Semester 16 Credits

PLG 107	Contracts	3
PLG 108	Real Estate Practice	3
PLG 109	Elder Law, Estate Planning & Probate	3
PLG 110	Tort Law	3
PLG Elective	Paralegal Concentration (by advisement)	3
EHP	Exercise & Human Perform. elective	1

\* Paralegal Studies electives: Principles of Accounting I; Business Law II; Criminal Law; Criminal Investigation; Spreadsheet/Database Management; and Paralegal Internship



STATE UNIVERSITY OF NEW YORK

Admissions 845-574-4224

[www.sunyrockland.edu](http://www.sunyrockland.edu)

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