

PARALEGAL STUDIES

AMMERMAN - GRANT / A.A.S. DEGREE



A legal assistant or paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental/public agency, bank, industry or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible. The paralegal program is designed neither for attorneys nor law office administrators. The Suffolk County Community College Paralegal Studies A.A.S. and Certificate programs are offered for paralegal education. Paralegals may not provide legal services directly to the public, except as permitted by law.

This curriculum, which is approved by the American Bar Association, provides students with a background in law as practiced in legal offices and trains them to prepare documents such as probate forms, title searches

and closing statements, pleadings and discovery proceedings, legal memoranda, and corporate minutes and filings. Skilled use of the English language is essential, and a high level of verbal competence is required for completion of the curriculum. Knowledge of word processing software packages is strongly recommended.

Not all legal courses are offered on each campus each semester. Students are strongly urged to meet with a paralegal academic advisor to plan their program. Failure to do so may result in delayed completion of the program.

Admission Procedures and Requirements

For entering students, minimum requirements for admission are an 80 high school average, Regents English, strong reading and writing skills, and a combined score of 1000 on the SAT or a composite score of 21 on the ACT. Students already enrolled in college need 12 credits with a 3.0 GPA which include a B or better in ENG101 and LAW101. Students are admitted on a rolling basis, fall and spring, with most students who meet minimum standards admitted. Exceptions to admission requirements must be approved by the Academic Chair of the program.

FIRST SEMESTER: 16 credits

- ACC101: Financial Accounting I
- BUS101: Introduction to Business
- BUS115: College / Workplace Skills Seminar
- ENG101: Standard Freshman Composition
- ♦ LAW101: Introduction to Law
- COM101: Introduction to Human Communication

SECOND SEMESTER: 17 credits

- ENG201: Advanced Expository Writing
- ♦ LAW103: Introduction to Paralegal Studies
- ♦ LAW111: Business Law I
- ♦ LAW244: Partnership and Corporation Law
- POL103: State and Local Politics and Government
- Physical Education Electives

THIRD SEMESTER: 15 credits

- MAT103: Statistics I or MAT108: Mathematics and the Law
- ♦ LAW202: Civil Litigation
- ♦ LAW212: Business Law II
- ♦ LAW240: Legal Research
- * Area Elective

FOURTH SEMESTER: 16 credits

- Laboratory Science Elective
- ♦ LAW215: Law of Property
- ♦ LAW246: Estates, Trusts and Wills
- * ♦ Area Elective
- Social Sciences Elective

MINIMUM CREDITS REQUIRED: 64

- * Area Electives (any two courses):
 - ACC218: Federal Income Taxation
 - CRJ101: Introduction to Criminal Justice
 - CRJ103: Substantive Criminal Law
 - CRJ107: Evidence and Procedural Law
 - LAW105: Law Office Management and Practices
 - LAW213: Paralegal Internship
 - LAW241: Legal Writing
 - LAW251: International Law
- ♦ These courses constitute the major courses in this curriculum.