

# PARALEGAL

**HEGIS: 5099**  
**SUNY CODE: 0691**



The Paralegal program prepares students for positions in law offices, banks, real estate firms, brokerage houses, federal, state and local government agencies and other institutions requiring employees with legal training. Responsibilities include assisting an attorney in legal research, the preparation of documents for hearings or trial and other support services. Graduates are prepared to:

- Interview a client and gather a case history
- Conduct both independent and directed legal research and fact gathering activities
- Draft pleadings, bills of particulars, motions, wills, contracts, memorandums of law and other commonly encountered legal documents
- Perform standard filing and recording procedures
- Summarize documents in a case file

### Career Opportunities

Paralegal graduates find employment in law offices, administrative agencies, boards and commissions on the local, state and federal levels, district attorney offices, offices within the state and federal court systems, as well as abstract and title companies, bank trust departments, insurance companies and corporate legal departments. Although not designed as a transfer program, transfer articulation agreements have been established with Hilbert College, Syracuse University, SUNYIT, Empire State College and Franklin University.

1st Semester		Credits	1st Year		2nd Semester	Credits	
<b>BU 121</b>	<b>Business Law I</b>	<b>3</b>			<b>BU 122</b>	<b>Business Law II</b>	<b>3</b>
<b>EN 111</b>	<b>English I</b>	<b>3</b>			<b>EN 112</b>	<b>English II</b>	<b>3</b>
<b>FS 100</b>	<b>First Year Student Seminar</b>	<b>1</b>			<b>IS 115</b>	<b>Computer Applications I</b>	<b>3</b>
<b>IS 113</b>	<b>Keyboarding with Document Processing</b>	<b>2</b>			<b>PL 110</b>	<b>Legal Research &amp; Writing</b>	<b>3</b>
<b>PL 100</b>	<b>Introduction to Law for Paralegals</b>	<b>3</b>			<b>PL 112</b>	<b>Civil Litigation and Procedure</b>	<b>3</b>
	<b>Mathematics Elective</b>	<b>3</b>					
		<b>3</b>					
	<b>Total</b>	<b>15</b>				<b>Total</b>	<b>15</b>

3rd Semester		Credits	2nd Year		4th Semester	Credits	
<b>BU 114</b>	<b>Accounting I</b>	<b>4</b>			<b>PL 231</b>	<b>Family Law</b>	<b>3</b>
<b>PL 211</b>	<b>Real Estate Law</b>	<b>3</b>			<b>PL 271</b>	<b>Paralegal Practicum</b>	<b>3</b>
<b>PL 221</b>	<b>Administration of Estates</b>	<b>3</b>			<b>SS 141</b>	<b>American Government OR</b>	
<b>PL 251</b>	<b>Torts/Personal Injury Law</b>	<b>3</b>			<b>SS 246</b>	<b>Constitutional Law/Individual Rights</b>	<b>3</b>
	<b>Science Elective</b>	<b>3</b>			<b>SS 151</b>	<b>Introductory Psychology</b>	<b>3</b>
	<b>Physical Education Activity</b>	<b>1</b>				<b>Elective</b>	<b>3</b>
		<b>1</b>				<b>Physical Education Activity</b>	<b>1</b>
	<b>Total</b>	<b>17</b>				<b>Total</b>	<b>16</b>

*63 Credits Required  
for the  
Associate in Applied Science Degree*

For more information, contact the Business, Health, Science and Technology Division at (315) 866-0300 or toll free 1-888-GO-4-HCCC, ext. 8230/8240.

**This program is Internet accessible and may be completed entirely online.  
For more information access HCCC Internet Academy website: [www.ia.herkimer.edu](http://www.ia.herkimer.edu)**