

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, 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.

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

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

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

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

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