

# DEPARTMENT OF LAW & PARALEGAL STUDIES

## DEGREE CHECKLIST FOR ASSOCIATE IN APPLIED SCIENCE IN LEGAL ASSISTANT STUDIES AND BACHELOR OF SCIENCE IN LEGAL ASSISTANT STUDIES

For students entering the program Spring 2018 to Fall 2018.

### ASSOCIATE DEGREE

#### GENERAL EDUCATION REQUIRED AND FLEXIBLE COMMON CORE (21 CREDITS)

At least 1 course designated WI is required from the College Option or Gen Ed Flexible Common Core.

#### PROGRAM-SPECIFIC DEGREE REQUIREMENTS (39 CREDITS)

**Double Duty?** Specific courses listed indicate double duty courses, i.e., program degree requirements that also meet general education requirements in that category.

COURSE	COURSE TITLE	PRE/CO REQUISITES	CREDITS
ENG 1101	English Composition I (EC)	Prereq: CUNY Read, Write Proficiency	3 credits.
ENG 1121	English Composition II (EC)	Prereq: ENG 1101	3 credits.
	Math and Quantitative Reasoning (MQR)		3 credits.
	Any Life and Physical Sciences (Recommended BIO 1101)		3 credits.
COM 1330 <sup>2</sup>	Public Speaking (IS)	Prereq: CUNY Read, Write Proficiency	3 credits.
PSY 1101 <sup>2</sup>	Introduction to Psychology (IS)	Prereq: CUNY Read, Write Proficiency	3 credits.
	*Flexible Common Core Course: WCGI/CE/USED/SW		3 credits.
LAW 1101	Introduction to Paralegal Studies	Prereq: CUNY Read, Write Proficiency Coreq: ENG 1101	3 credits.
LAW 1103	Civil Law and Procedure	Prereq: CUNY Read, Write Proficiency Prereq or Coreq: LAW 1101 and ENG 1101	3 credits.
LAW 1201	Legal Research I	Prereq: LAW 1101 and ENG 1101 Prereq or Coreq: LAW 1103	3 credits.
LAW 1202	Real Estate	Prereq or Coreq: LAW 1201	3 credits.
LAW 2301	Estates, Trusts, and Wills	Prereq or Coreq: LAW 1201	3 credits.
LAW 2303	Family Law	Prereq: LAW 1201	3 credits.
LAW 2307	Legal Research II (WI)	Prereq: LAW 1201	4 credits.
LAW 2403	Legal Document Preparation (WI)	Prereq: LAW 2307	3 credits.
LAW 2409	Legal Internship and Seminar I	Prereq: Final semester of AAS, or 24 credit LAW courses, or Department Approval	4 credits.
LAW 2410	Legal Ethics and Professional Responsibility	Prereq: LAW 1101	1 credit.
LAW 2XXX	LAW Elective: LAW 2302 or 2405 or 2406	Prereq: LAW 1201	3 credits.
ACC 1162	Elements of Accounting	Prereq: CUNY Read, Math Proficiency	3 credits.
PHIL 2101 <sup>2</sup>	Introduction to Philosophy (IS)	Prereq: ENG 1101	3 credits.

### ASSOCIATE IN APPLIED SCIENCE IN LEGAL ASSISTANT STUDIES: 60 CREDITS. MINIMUM REQUIRED LIBERAL ARTS AND SCIENCES CREDITS: 20 CREDITS.

### BACHELOR'S DEGREE

#### GENERAL EDUCATION FLEXIBLE COMMON CORE AND COLLEGE OPTION REQUIREMENTS (21 CREDITS)

At least 1 course designated WI is required from the College Option or Gen Ed Flexible Common Core.

#### PROGRAM-SPECIFIC DEGREE REQUIREMENTS (51 CREDITS)

**Double Duty?** Specific courses listed indicate double duty courses, i.e., program degree requirements that also meet general education requirements in that category.

**NOTE:** Students who do not take advantage of Double Duty may require up to 132 credits to graduate.

COURSE	COURSE TITLE	PRE/CO REQUISITES	CREDITS
	*Flexible Common Core Course: WCGI/CE/USED/SW		3 credits.
	*Flexible Common Core Course: WCGI/CE/USED/SW		3 credits.
	*Flexible Common Core Course: WCGI/CE/USED/SW		3 credits.
	*Interdisciplinary Course		3 credits.
	*Liberal Arts Elective (LibArt) or Foreign Language Sequence (FL)		3 credits.
	*Liberal Arts Elective (LibArt) <sup>1</sup> or Foreign Language Sequence (FL) <sup>1</sup>		3 credits.
	*Liberal Arts Elective (LibArt) <sup>1</sup> or Foreign Language Sequence (FL) <sup>1</sup>		3 credits.
LAW 35XX	LAW Modules (One set of three)	Prereq: Completed AAS Degree, or 27 credit LAW courses	3 credits.
LAW 4704	Legal Technology (WI)	Prereq: Completed AAS Degree, or 27 credit LAW 2-03	3 credits.
PRGM Elect. I <sup>2</sup>	COM 1340 (CE) or COM 2402 (WI,IS)		3 credits.
PRGM Elect. II <sup>2</sup>	GOV 2401 or SOC 2403 (IS)		3 credits.
PRGM Elect. III <sup>2</sup>	MAT 1272 <sup>2</sup> (MQR,SW) or MAT 1372 (SW)		3 credits.
PRGM Elect. IV	LAW 4800 (WI) or LAW 4801 (WI)		3 credits.
	LAW Elective		3 credits.
	LAW Elective		3 credits.
	LAW Elective		3 credits.
	LAW Elective		3 credits.
LAW 4900	Senior Legal Seminar (WI)	Prereq: LAW 4800 or 4801	3 credits.
History Elective <sup>2</sup>	(HIS/AFR/LATS) <sup>2</sup>		3 credits.
ENG 1161 <sup>2</sup> (ID)	Any literature course (Recommended ENG 1161 Language and Thinking)	Prereq: ENG 1101	3 credits.
ENG 2570	Writing in the Workplace	Prereq: ENG 1121 or 1138	3 credits.
ENG 3401 <sup>2</sup>	Law Through Literature (WI)	Prereq: ENG 1121	3 credits.
PHIL 3211 <sup>2</sup>	Philosophy of Law	Prereq: PHIL Course or Department Approval	3 credits.
PSY 2XXX <sup>2</sup>	PSY 2000 Level or higher	Prereq: PSY 1101	3 credits.

### BACHELOR OF SCIENCE IN LEGAL ASSISTANT STUDIES: 120 CREDITS. MINIMUM REQUIRED LIBERAL ARTS AND SCIENCES CREDITS: 60 CREDITS.

# DEPARTMENT OF LAW & PARALEGAL STUDIES

## PROGRAM-SPECIFIC ELECTIVE COURSES

LAW modules will require as a prerequisite an AAS degree in legal assistant studies (or the equivalent) or 27 credits of legal specialty courses. Students will take three modules in a semester. Students must take all three modules offered on the same day and time.

Course only offered in spring (S) or in summer (SU). Courses are 3 credits except where noted ( ).

### LAW Elective (AAS)

LAW 2302 Business Organizations      LAW 2406 Criminal Law  
LAW 2405 Torts and Insurance Law

### LAW Modules (BS) Select a Set of Three Courses

LAW 3530 Alternate Dispute Resolution (1)      LAW 3537 Environmental Law (1)  
LAW 3531 Elder Law (1)      LAW 3538 Commercial Transactions (1)  
LAW 3532 Securities (1)      LAW 3539 International Law (1)  
LAW 3533 Adoptions (1)      LAW 3541 Evidence (1)  
LAW 3534 Investigative Techniques (1)      LAW 3542 Collections (1)  
LAW 3535 Workers' Compensation (1)      LAW 3543 Sports and Entertainment (1)  
LAW 3536 Pension and Employee Benefits (1)      LAW 3545 Housing Law (1)

### Program Elective I (BS)

COM 1340 Oral Interpretation of Literature (CE) or COM 2402 Intercultural Communication (IS, WI)

### Program Elective II (BS)

GOV 2401 Constitutional Law or SOC 2403 Law and Society (IS)

### Program Elective III (BS)

MAT 1272 Statistics (MQR, SW) or MAT 1372 Statistics with Probability (SW)

### Program Elective IV (BS)

LAW 4800 Advanced Legal Research (WI) or LAW 4801 Internship and Seminar II (WI)

### LAW Elective (BS) Select Four Courses

LAW 3601 Taxation      LAW 4703 Immigration (2) (WI) (S)  
LAW 3602 Trial Preparation      LAW 4705 Administration Law (SU)  
LAW 3604 Employment and Labor Law      LAW 4802 Trademark, Copyright, Patent  
LAW 4701 Law Office Management      LAW 4805 Forensic Science and the Legal Process  
LAW 4702 Bankruptcy

## SAMPLE COURSE OF STUDY

For Associate in Applied Science and Bachelor of Science in Legal Assistant Studies

This course of study recommends some specific program electives to take full advantage of double duty options. Students may choose other electives if desired but will still need to fulfill all general education requirements.

### SEMESTER 1

(Total Credits 15)

LAW 1101	Introduction to Paralegal Studies	3 credits.
LAW 1103	Civil Law and Procedure	3 credits.
ENG 1101	English Composition I	3 credits.
MQR	Math and Quantitative Reasoning	3 credits.
LPS	Life and Physical Sciences	3 credits.

### SEMESTER 2

(Total Credits 16)

LAW 1201	Legal Research I	3 credits.
LAW 1202	Real Estate	3 credits.
LAW 2410	Legal Ethics and Professional Responsibility	1 credits.
ENG 1121	English Composition II	3 credits.
PHIL 2101	Introduction to Philosophy	3 credits.
Flex Core	WCGI or USED	3 credits.

### SEMESTER 3

(Total Credits 16)

LAW 2307	Legal Research II	3 credits.
LAW 2301	Estate, Trusts, and Wills	3 credits.
LAW <del>2403</del> <sup>2403</sup>	Legal Document Prep (requires permission)	3 credits.
COM 1330	Public Speaking	3 credits.
PSY 1101	Introduction to Psychology	3 credits.

### SEMESTER 4

(Total Credits 13)

LAW 2409	Legal Internship and Seminar I	4 credits.
LAW 2303	Family Law	3 credits.
LAW <del>2403</del> <sup>2403</sup>	Legal Document Preparation Torts/Crim/Bus. Org's	3 credits.
ACC 1162	Elements of Accounting	3 credits.

### SEMESTER 5

(Total Credits 15)

LAW Modules		3 credits.
LAW 4704	Legal Technology	3 credits.
ENG 1161	Language and Thinking (Recommended) or any literature course	3 credits.
Flex Core	WCGI or USED	3 credits.
PRGM Elect III	(Recommend MAT 1272 Statistic (sw))	3 credits.

### SEMESTER 6

(Total Credits 15)

HIS Elective	(HIS/AFR/LATS)	3 credits.
LAW Elective		3 credits.
PRGM Elect II		3 credits.
ENG 3401	Law Through Literature	3 credits.
PHIL 3211	Philosophy of Law	3 credits.

### SEMESTER 7

(Total Credits 15)

LAW Elective		3 credits.
PSY 2XXX	PSY 2000 Level or higher	3 credits.
ENG 2570	Writing in the Workplace	3 credits.
ID	Interdisciplinary Course	3 credits.
PRGM Elect I	(Recommended COM 1340 Oral Interpretation of Literature (CE))	3 credits.

### SEMESTER 8

(Total Credits 15)

LAW Elective		3 credits.
LAW Elective		3 credits.
PRGM Elect IV		3 credits.
LibArts		3 credits.
LAW 4900	Senior Legal Seminar	3 credits.

### Footnotes

<sup>1</sup> Examples of advanced liberal arts courses include SOC 3301 (prerequisite: ECON 1101); SOC 2403 (prerequisite: PSY 1101). In meeting their general education requirements overall, students must take at least one advanced liberal arts course or choose two sequential courses in one of the foreign language (FL) course offerings, such as Arabic (ARB), Spanish (SPA), Chinese (CHN), or French (FREN).

<sup>2</sup> Specific courses listed indicate double duty courses, i.e., program degree requirements that also meet general education requirements. Choosing to take advantage of double duty can speed up progress toward graduation and increase elective credits. Consult with an advisor about your options.