



Certificate Program

# PARALEGAL

**T**he Paralegal Certificate Program is designed for students who have an associate or bachelor's degree; however, students without prior college background may be admitted if they have appropriate work experience and otherwise meet college admission requirements. Online courses are an integral part of the business program in that they offer students a broad range of up-to-date business competencies, including written communication, time management and planning, as well as a strong foundation in computer technology.

## *Sample Curriculum*

### First Semester • Total Credits 12

CODE	COURSE NAME	CREDIT HOURS
Law 101	Introduction to Paralegalism	3
3 credit hours (Fall)		
Provides an orientation and working knowledge of the court system and legal structure of the United States and New York State. Specific written, verbal, analytical and conceptual skills associated with legal reasoning will be developed. The role of the paralegal will be defined from case readings, administrative regulations, statutes and Bar Association guidelines.		
Law 201	Family Law	3
3 credit hours (Fall)		
Studies the law of domestic relations, including laws of marriage, adoption, divorce, annulment, children's rights, and family court proceedings. Documents related to these topics will be prepared.		
Law 202	Real Property	3
3 credit hours (Fall)		
Focuses on the areas of ownership, contracts for the sale of real estate, deeds, mortgages, title examinations, leases, preparation of titles and various real estate transactions.		
CSC 105	Computer Applications for Law	3
3 credit hours (Fall)		
Provides an overview of the use of computers in the law office, including the use of databases, spreadsheets and computerized research. Students will become familiar with computer technology.		

### Second Semester • Total Credits 13

CODE	COURSE NAME	CREDIT HOURS
Law 102	Legal Research and Writing	4
4 credit hours (Spring)		
Includes the development of basic skills in United States and New York State legal research. Legal analysis, research and writing skills/strategies will be studied, and familiarity with computerized legal research attained. Prerequisite: Law 101.		
Law 103	Litigation	3
3 credit hours (Spring)		
Designed to train the student in the process of settling controversy in a court of law. All areas of civil litigation will be studied. Included will be an overview and hands-on preparation of the most commonly used legal documents, e.g., affidavits, motions, summons, etc.		
Law 203	Trusts and Estates	3
3 credit hours (Spring)		
Surveys the procedures used in the law of estate management, examining what comprises the decedent's estate, probate and nonprobate assets, wills, estate taxation and administration.		
Law 204	Business Organization/Corporate Practice	3

#### For Specific Program Information Contact:

**Sharon M. Hope, MS**  
**Business Programs Chairperson**

Phone: (518) 438-3111, ext. 285  
Email: shope@mariacollege.edu