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Criminal Justice and Legal Studies Department
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LEGAL STUDIES MINOR - PARALEGAL STUDIES CERTIFICATE

Required courses:	Credits
LGL 103 Introduction to Legal Studies	3
LGL 201 Professional Responsibility in the Law	1
LGL 301 Legal Research and Writing	3
LGL 302 Litigation	3
Complete 8 credits from the following courses:	
LGL 202 Family Law	1
LGL 203 Probate Law	1
LGL 204 Real Property Law	1
LGL 205 Tort Law	1
LGL 206 Law Office Management	3
LGL 303 Technology in the Law Office	3
LGL 304 Substantive Law and Drafting Essentials	3
Complete 3 credits from the following elective courses:	
LGL 207 Alternative Dispute Resolution	1
LGL 208 Immigration Law	1
LGL 209 Pre-Employment Skills	1
LGL 210 Elder Law	1
LGL 211 Electronic Discovery Skills	1
BUS 101 Introduction to Business	3
BUS 150 Introduction to Accounting	3
CRJ 270 Constitutional Amendment IV	1
CRJ 271 Constitutional Amendment V	1
CRJ 272 Constitutional Amendment VI	1
CRJ 273 Constitutional Amendment VIII	1
CRJ 280 Criminal Law (non-CRJ majors)	3
CRJ 281 Procedure Law (non-CRJ majors)	3
CRJ 283/SOC283 Law and Society	3
PHI 241 Philosophy of Law	3
POL 302 American Constitutional Law	3
Total:	21

* Paralegals work directly under the supervision and direction of an attorney and may not give legal advice or otherwise engage in the practice of law.

LGL 103 Introduction to Legal Studies

3 cr

This course provides the student with the necessary foundation to comprehend the basics of law. The course will cover the development of the law and students will be introduced to various legal topics such as torts, criminal law, contract law, and fundamentals of legal analysis. The client process and legal terminology are covered as preparation for the paralegal profession and the legal field. (Pre-requisite or co-requisite for all courses)

LGL 201 Professional Responsibility & the Law

1 cr

This course is designed to familiarize students with the New York Rules of Professional Conduct promulgated jointly by the Appellate Divisions of the Supreme Court, the New York Code of Professional Responsibility, and the Canons and Codes of the National Association of Legal Assistants (NALA) and National Federation of Paralegal Association (NFPA). The course will also establish an awareness of common ethical issues faced by paralegals, including the unauthorized practice of law.

LGL 202 Family Law

1 cr

This course covers the basics of family law practice, with an emphasis on the formation and dissolution of marriage. Matrimonial causes of action are discussed, as well as equitable distribution of property, custody and support, and tax consequences. New York law is emphasized.

LGL 203 Probate Law

1 cr

This course seeks to familiarize students with the theory and practice of probate law, as well as how to administer an estate. Probate court rules, procedures, and preparation of the forms, documents and questionnaires utilized by paralegals in these areas will be introduced.

LGL 204 Real Property Law

1 cr

This course addresses the basic principles of real property law as well as the practical skills needed by the legal professional to handle real estate closings. Forms and documents utilized by paralegals are explored in drafting exercises.

LGL 205 Tort Law

1 cr

This course gives students an overview of negligence, intentional torts, strict liability, and products liability, examining the elements of, and defenses to, causes of action in tort. Students will read cases and analyze liability, duty, breach of duty, causation and damages while applying the appropriate legal defenses. The legal professional's interaction with clients in this area is highlighted.

LGL 206 Law Office Management

3 cr

Students are introduced to practical and theoretical problems dealing with work product and workflow in the law office environment. Students will learn about the law office-client relationship, case management and the benefits of establishing a records retention policy.

LGL 207 Alternative Dispute Resolution**1 cr**

This course will study the field of Alternative Dispute Resolution (ADR) as compared to, and contrasted with, the traditional judicial system. Students will explore the various mechanisms utilized to resolve disputes, including negotiation and mediation. Students will also engage in practical applications of learned material

LGL 208 Immigration Law**1 cr**

Students will become familiar with the Immigration and Nationality Act and be introduced to the practice and procedure of immigration law. Recent developments in this continually evolving area of law and practice will be highlighted.

LGL 209 Pre-Employment Skills**1 cr**

This course offers students practical advice on creating a professional résumé which emphasizes education and transferable skills. Interview techniques, soft skills, professional demeanor, and job search strategies are discussed.

LGL 210 Elder Law**1 cr**

Students are introduced to basic Elder Law concepts, practices and procedures in this course. An overview of issues relating to aging individuals and an aging society will be addressed. Advanced directives, wills, trusts, Medicare and Medicaid are topics of discussion.

LGL 211 Electronic Discovery Skills**1 cr**

This course is designed to respond to the growing industry need for professionals with diverse skills and knowledge across the e-discovery spectrum. Students will be introduced to the e-discovery skills needed to become familiar with how the litigation cycle is tracked, discovery project management methodology and the art of the electronic search.

LGL 301 Legal Research & Writing**3 cr**

Students will be introduced to the fundamentals of legal research, developing an understanding of, and familiarity with, the methodology of legal research, including conceptual issue recognition and technical knowledge of source materials. Students research using not only primary sources such as cases and statutes but also secondary sources. This research is applied to develop writing skills through preparation of various legal documents, such as case briefs and legal memoranda. (Pre-requisite or co-requisite for all courses)

LGL 302 Litigation**3 cr**

This course will assist students in developing an understanding of the law of civil litigation with a focus on New York practice, and includes an explanation of the roles within the legal team before, during, and after trial. Paralegal duties in the litigation process are explored. Students learn the concepts of jurisdiction. They are introduced to pleadings, bills of particulars, motion papers, and discovery requests.

This course will introduce the student to the essentials of online legal research, by framing issues, choosing keywords and using Boolean search techniques, to refine searches on paid databases such as Lexis, as well as searching the Internet for reliable legal resources. This course will also provide "hands-on" instruction on applications used by legal professionals, including word processing, spreadsheets, document assembly, cloud computing and collaboration tools used in the practice of law.

An inclusive course designed to provide practical applications. The student will be introduced to areas of substantive law most relevant in New York State entity practice and documents pertinent to those areas of law. The content and meaning of legal language, independently and as part of the documents, are explored. Drafting of legal forms utilized by paralegals and legal professionals in these areas is also covered.

Legal Studies Minor/Paralegal Studies Program Transfer Policy

The Director must approve all credit transfers toward the Legal Studies Minor/Paralegal Studies Program. In order to assure that content of any course submitted for transfer credit remains aligned with current law, only courses from the prior three (3) academic years will be considered for transfer. Students must have received a grade of C or better in order for the course to be considered for transfer credit. The total numbers of credits transferable is three (3). The Legal Studies Minor/Paralegal Studies Program will only accept credits from accredited colleges and universities that meet Molloy's transferability requirements.

For elective courses, the Director determines if the course is similar enough to courses listed as electives for the Legal Studies Minor/Paralegal Studies Program at Molloy to allow transfer credit.

For legal specialty courses, the Director determines if the course was taken through an ABA-approved course of study and whether the course is similar enough to a legal specialty course at Molloy to allow transfer credit.

No transfer credits will be accepted for LGL 103 Introduction to Legal Studies, LGL 201 Professional Responsibility in the Law, LGL 301 Legal Research and Writing and LGL 302 Litigation.

Questions?

Please contact Dr. Judith Mathers Maloney, Director of Paralegal Studies at 516-323-3812 or jmaloney@molloy.edu.