

in this area is highlighted. Pre- or Corequisite: LGL 103, 301. **1 credit**

### **LGL 206 LAW OFFICE MANAGEMENT**

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. Pre- or Corequisite: LGL 103, 301. **1 credit**

### **LGL 207 ALTERNATIVE DISPUTE RESOLUTION**

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. **1 credit**

### **LGL 208 IMMIGRATION LAW**

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. **1 credit**

### **LGL 209 PRE-EMPLOYMENT SKILLS**

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. **1 credit**

### **LGL 210 ELDER LAW**

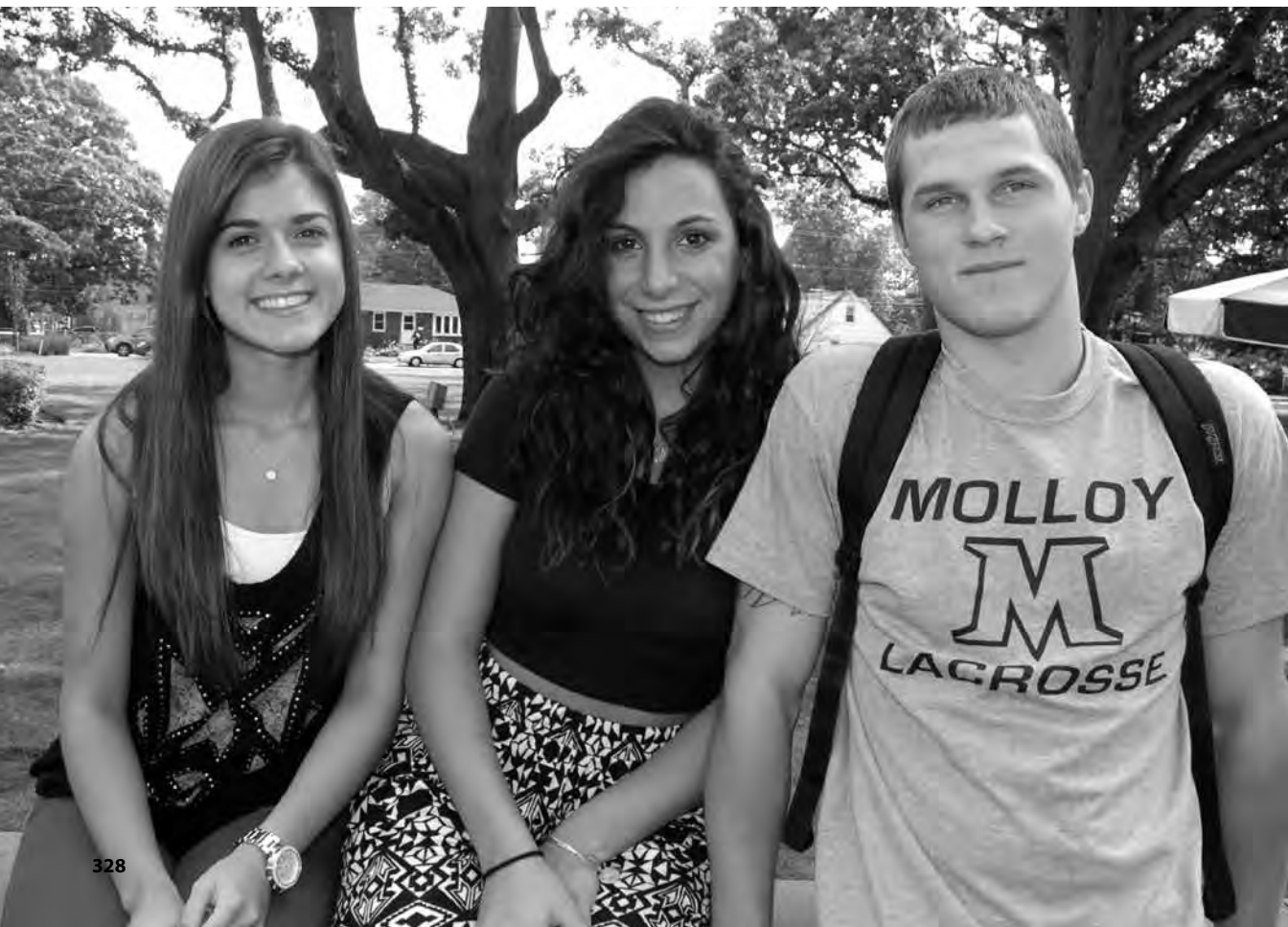
Students are introduced to basic Elder Law concepts, practices and procedures in this course. An overview of issues relating to aging individuals and an aging society will be addressed. Advanced directives, wills, trusts, Medicare and Medicaid are topics of discussion. **1 credit**

### **LGL 211 ELECTRONIC DISCOVERY SKILLS**

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. **1 credit**

### **LGL 301 LEGAL RESEARCH AND WRITING**

*(formerly CRJ 301 Legal Research)*



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- or Corequisite: LGL 103. (Offered Fall, Spring) **3 credits**

### **LGL 302 LITIGATION**

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. Pre- or Corequisite: LGL 103, LGL 301. **3 credits**

### **LGL 303 TECHNOLOGY AND THE LAW OFFICE**

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. Pre- or Corequisite: LGL 103, LGL 301. **3 credits**

### **LGL 304 SUBSTANTIVE LAW AND DRAFTING ESSENTIALS**

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. Pre- or Corequisite: LGL 103, 301. **3 credits**

## **Library Studies Course**

### **LIB 101 ACADEMIC RESEARCH IN THE INFORMATION AGE**

In this course, students will learn how to navigate 21st century information sources. Topics for this course coincide with the Association of College and Research Libraries' Information Literacy Standards. Students will learn how to define the types of sources appropriate for a given assignment, search strategies, navigate through an array of resources (including the internet and databases), evaluate material and determine credibility, organize research effectively and use sources in an ethical manner. Through lectures and hands-on lab experiences, students will learn the critical thinking skills necessary to succeed in college and their professional life. This course does

count towards the Liberal Arts and Sciences requirement. Lab Fee-\$45.00. **1 credit**

## **Mathematics and Computer Studies Courses**

### **CIS COMPUTER INFORMATION SYSTEMS**

Refer to by subject under CIS courses.

### **CSC COMPUTER SCIENCE**

Refer to by subject under CSC courses.

### **CSP COMPUTER PROFICIENCY**

Refer to by subject under CSP courses.

### **MAT 060 MATHEMATICAL SKILLS FOR PHARMACOLOGICAL COMPUTATION**

*(formerly NUR 061 - replaces MAT 050)*

Basic mathematical skills used in the calculation of drug dosages and solutions. Mandatory for Nursing majors who do not attain at least 90% on the Nursing Department's Mathematics Proficiency Examination taken on admission or prior to declaring as a nursing major. Successful achievement in this course is required prior to beginning nursing program. This course may not be repeated. (18 2/3 clock hours) (Offered Fall, Spring) (Pass/Fail) Fee-\$75.00. **0 credit**

### **MAT 071 COLLEGE PREPARATORY MATHEMATICS**

*(formerly MAT 101)*

A noncredit course required of all students scoring below the minimum Math SAT score of **450**. The course will cover the fundamentals of Algebra I. The Algebra will include basic operations using the rational and irrational numbers, solving linear equations, graphing of linear functions. A final grade of C is required to pass the course. Three credit hours equivalent. (Offered Fall, Spring) **0 credit**

### **MAT 110 BASIC COLLEGE MATHEMATICS**

Contemporary applications in various fields: problem solving and critical thinking, set theory, logic, number theory and the real number system, algebra, consumer mathematics and financial management. Prerequisites: Three years of high school mathematics, including Algebra 1, Geometry and Algebra 2; passing of the Algebra 1 Regents Examination; or equivalent. Not opened to students who have passed MAT 221. (Offered Fall, Spring) **3 credits**

### **MAT 114 ELEMENTARY STATISTICS FOR THE BEHAVIORAL AND SOCIAL SCIENCES**

*(equivalent to MAT 115, 129 or 225)*

This course covers material also taught in MAT 115 and is not appropriate for students who have transferred "Statistics" or