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

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
 equiv 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

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