

Paralegal, A.A.S.			Fall 2023			
Student's Name:			Advisor's Name:			
Student may need to take the following courses:	<input type="checkbox"/> ENGL 098 - Accelerated Writing Skills for ENGL 100 <input type="checkbox"/> RDNG 116 - College Reading and Study Skills	<input type="checkbox"/> MATH Skills and Support Course				
Course Requirement	Course Title	Credits	Min. Grade	Grade Earned T - Transfer	Semester Completed	
FIRST YEAR						
FALL						
ACCT 101	Financial Accounting	4				
ECON 101 Introduction to Economics OR ECON 120 Principles of Microeconomics OR ECON 121 Principles of Macroeconomics		3				
ENGL 100	Academic Writing I ¹	3	C			
PARA 101	Introduction to Paralegalism	3	C			
PSYC 103	Introduction to Psychology	3				
Total Credits		16				
SPRING						
BUAD 201	Business Law I	3	C			
ENGL 101	Academic Writing II	3				
PARA 130	Legal Research and Drafting ²	3	C			
SOCI 101	Introduction to Sociology	3				
Science Elective		3				
Total Credits		15				
SECOND YEAR						
FALL						
ENGL 102 OR ENGL 103	Approaches to Literature OR Report Writing	3				
PARA 205	Civil Litigation and Procedure	3	C			
PARA 215	Family and Domestic Relations Law	3	C			
MATH Elective		3				
Unrestricted Elective ³		3				
Total Credits		15				
SPRING						
ENGL 204	Interpersonal Communication	3				
PARA 210	Real Estate/Property Law	3	C			
PARA 220	Wills, Trusts, Estate Planning	3	C			
PARA 230 ⁴	Paralegal Internship	3	C			
PARA 231	Paralegal Seminar	3	C			
Total Credits		15				
Minimum Credits Required for Graduation: 61 A cumulative GPA of at least 2.0 is required for conferral of degree.						
A "C" or better grade is required in BUAD 201, ENGL 100, PARA 101, PARA 130, PARA 205, PARA 210, PARA 215, PARA 220, PARA 230 and PARA 231.						
¹ A student exempted from ENGL 100 must substitute a three credit liberal arts elective. The course should be selected in consultation with the student's advisor.						
² PARA 130 Legal Research and Drafting MUST be completed at Tompkins Cortland Community College. This requirement may not be satisfied via transfer.						
³ Unrestricted Elective: Students should select a course from a subject area in which they intend to seek employment. PARA 206, PARA 213, PARA 216, or PARA 225 are suggested to satisfy this requirement.						
⁴ A student with prior experience working under the supervision of a lawyer may apply to waive or obtain life experience credit for PARA 230.						
Notes: 1. Any student wishing to complete the program in three semesters must take PARA 101 and PARA 130 concurrently in the first semester. 2. Alternative program requirement plans are available for students intending to transfer, honors college students, and students with prior college credits or degrees. 3. PARA 205 & PARA 215 are offered fall semesters only; PARA 210 & PARA 220 are offered spring semesters only.						