### Paralegal Studies

**CERTIFICATE PROGRAM**

**Fall 2017-Spring 2018**

#### Remedial Sequence (if required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 1</td>
<td>(8)</td>
</tr>
<tr>
<td>ESL 2</td>
<td>(6)</td>
</tr>
<tr>
<td>ESL 3</td>
<td>(6)</td>
</tr>
<tr>
<td>ENG 9</td>
<td>(4)</td>
</tr>
<tr>
<td>ENG 1</td>
<td>(4)</td>
</tr>
<tr>
<td>ENG 2</td>
<td>(4)</td>
</tr>
<tr>
<td>RDL 1</td>
<td>(4)</td>
</tr>
<tr>
<td>RDL 2</td>
<td>(6)</td>
</tr>
<tr>
<td>MTH 1</td>
<td>(4)</td>
</tr>
<tr>
<td>MTH 5</td>
<td>(6)</td>
</tr>
</tbody>
</table>

#### Graduation Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT-R</td>
<td></td>
</tr>
<tr>
<td>CAT-W</td>
<td></td>
</tr>
<tr>
<td>CAT-M</td>
<td></td>
</tr>
<tr>
<td>GPA ≥ 2.0</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

- Students who may transfer to a four-year college should consult an Advisor for possible replacement courses.
- The Paralegal Certificate is designed for advanced students who already have a minimum of 60 college credits **OR** a two-year degree.

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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 10</td>
<td>Computer Fundamentals and Applications</td>
</tr>
<tr>
<td>LAW 17</td>
<td>Introduction to Paralegal Studies</td>
</tr>
<tr>
<td>LAW 19</td>
<td>Introduction to Law Office Management &amp; Computers</td>
</tr>
<tr>
<td>LAW 41</td>
<td>Business Law</td>
</tr>
<tr>
<td>LAW 47</td>
<td>Civil Procedure</td>
</tr>
<tr>
<td>LAW 95</td>
<td>Legal Research &amp; Writing</td>
</tr>
<tr>
<td>LAW 96</td>
<td>Advanced Legal Research &amp; Writing</td>
</tr>
</tbody>
</table>

**Select TWO from the following courses:**

- LAW 52 Business Organizations
- LAW 62 Family Law
- LAW 65 Criminal Law and Procedures
- LAW 72 Real Property
- LAW 77 Immigration Law
- LAW 82 Insurance and Torts
- LAW 91 Landlord/Tenant Advocacy
- LAW 92 Estates, Trusts and Wills

**Select ONE from the following courses:**

- ACC 111 Principles of Accounting I | 4
- BUS 111 Applications of Mathematics for Business | 3
- TAX 11 Introduction to Taxation | 3

**Subtotal:** 9-10

**TOTAL:** 30-31

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This document is for advisement purposes only and does not represent an official listing of degree requirements; please consult the college catalog as well as DegreeWorks via the CUNY Portal. (Reviewed/Revised 3/21/17)