

## PARALEGAL

### Certificate Program | Department of Business and Information Systems

This certificate course of study is designed for advanced students who do not wish to enroll in the Paralegal AAS Degree program. Minimum entrance requirements are 60 college credits or a two-year degree. Students entering with 60 credits should have completed courses in the following areas: English, Communication, Social Science, History, Music or Art, Science and Mathematics.

**Curriculum Coordinator: Professor Raymond Canals**

#### Paralegal Certificate Curriculum

- **DAT 10** Computer Fundamentals and Applications (3 Credits)
- **LAW 17** Introduction to Paralegal Studies (3 Credits)
- **LAW 19** Introduction to Law Office Management and Computers (3 Credits)
- **LAW 41** Business Law (3 Credits)
- **LAW 47** Civil Procedure (3 Credits)
- **LAW 95** Legal Research and Writing (3 Credits)
- **LAW 96** Advanced Legal Research and Writing (3 Credits)
- **LAW 52\*** Business Organizations (3 Credits)

- **LAW 62\*** Family Law (3 Credits)
- **LAW 65\*** Criminal Law and Procedures (3 Credits)
- **LAW 72\*** Real Property (3 Credits)
- **LAW 77\*** Immigration Law (3 Credits)
- **LAW 82\*** Insurance and Torts (3 Credits)
- **LAW 91\*** Landlord/Tenant Advocacy (3 Credits)
- **LAW 92\*** Estates, Trusts and Wills (3 Credits)
- **ACC 111\*\*** Principles of Accounting I (4 Credits)
- **BUS 111\*\*** Applications of Mathematics for Business (3 Credits)
- **TAX 11\*\*** Introduction to Taxation (3 Credits)

**TOTAL: 30-31 Credits required for Certificate**

\*Choose 2 of these 8 law courses.

\*\*Choose 1 of these 3 law courses.

**NOTE: Students who may later transfer to a four-year college should consult an advisor for possible replacement courses.**

For information on Gainful Employment, please visit <http://www.bcc.cuny.edu/Gainful-Employment-Disclosure/?page2=GedtPCP>

