### Paralegal Studies

**CERTIFICATE PROGRAM**

#### REMEDIAL SEQUENCE (if required)
- ESL 1 (8) → ESL 2 (6) → ESL 3 (6) → ENG 9 (4)
- ENG 1 (4) → ENG 2 (4)
- RDL 1 (4) → RDL 2 (6)
- MTH 1 (4) → MTH 5 (6)

#### GRADUATION REQUIREMENTS
- CAT-R
- CAT-W
- CAT-M
- GPA ≥ 2.0

1. The Paralegal Certificate is designed for advanced students who already have a minimum of 60 college credits OR a two-year degree.

2. Department Permission Required.

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#### RECOMMENDED ACADEMIC PLAN

**SEMESTER I**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 17</td>
<td>Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>LAW 19</td>
<td>Introduction to Law Office Management &amp; Computer</td>
<td>3</td>
</tr>
<tr>
<td>LAW 47</td>
<td>Civil Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LAW 95</td>
<td>Legal Research &amp; Writing</td>
<td>3</td>
</tr>
<tr>
<td>DAT 10</td>
<td>Computer Fundamentals &amp; Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Subtotal:** 15

**SEMESTER II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
</table>
| Select ONE from:  
| ACC 111  | Principles of Accounting (4 cr.)                 | 3-4     |
| BUS 111  | Applications of Mathematics for Business         |         |
| TAX 11   | Introduction to Taxation                         |         |
| LAW 41   | Business Law                                     | 3       |
| LAW 96   | Advanced Legal Research & Writing                | 3       |

Select TWO from:
- 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

**Subtotal:** 15-16

**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.

(Revised 11/25/19)