

# PARALEGAL STUDIES

Certificate Program | Department of Business and Information Systems

## Program Description

This certificate course of study is designed for advanced students who do not wish to enroll in the Paralegal and Legal Studies 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. Please see additional admission and credit requirements below.

## Learning Outcomes

Upon successful completion of the Paralegal Studies Certificate requirements, students will be able to:

1. Students will demonstrate competency in the preparation of the following legal documents: summons and complaint, discovery questions and legal memorandum, cover letters for possible employment
2. Students will demonstrate competency in conducting legal research to create a legal memorandum.
3. Students will demonstrate growth in ethical behavior in accordance with professional standards.
4. Students will demonstrate preparedness to seek employment within the legal profession.

## Admission to the Paralegal Certificate Program

1. Students must possess 18 semester credits or the equivalent of general education course work.
2. Students must have completed courses in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English.

## Credit requirements for the Paralegal Studies Certificate Program

1. Students must complete at least 50% of their Legal Specialty credits while in residence at BCC.
2. Students must complete at least nine of their Legal Specialty credits through synchronous instruction.

## PARALEGAL CERTIFICATE CURRICULUM

Curriculum Coordinator: Professor Nikole Knight

- 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>