

PARALEGAL PROGRAM

The New York Times reports that the U.S. Bureau of Labor Statistics has projected a 62% increase in paralegal jobs by 2008! While paralegals do not practice law, they are the legal team members sought after by government agencies and top private law firms. Not only is paralegal work well paid, it's fascinating.

Advisory Board

CHAIR

Catherine R. Glover, Esq.

Helen Armagno*

Amy J. Barrett, Esq.

Sheila Beverly-Skinner

Santo Anthony Cipolla*

Jeffrey Cohen*

Hon. Arthur J. Cooperman

Hon. Marguerite Grays

Karen Ilardi-Lowy, CPC

Edward H. Rosenthal, Esq.

Hon. Martin Shulman

Sheila Steiner*

Guy Vitacco, Jr., Esq.

*Paralegal

Program Objectives

To provide comprehensive and practical training in those areas of the law that prepare paralegals to assist attorneys. Your career training includes client interviews, legal research factual analysis, case preparation for civil litigation and criminal proceedings, preparation of legal documents and other forms, case schedule maintenance, and law office administration.

Paralegals are prohibited by law from offering legal advice. Our Program teaches and reviews the ethical considerations involved in the paralegal field. (Continuing professional courses are also available for graduates and practicing paralegals.)

Very Special Features of Our Program

- ABA-approved
- Approved for Veterans benefits and other voucher systems
- Day, Evening, and Weekend Certificate Programs
- Faculty and Advisory Board includes prominent judges, attorneys and paralegals.
- Paralegal Studies library on campus and access to the library of CUNY Law School
- Internship course provides on-the-job experience
- Placement assistance offered to graduates
- Paralegal Association for career networking
- Westlaw online access

Admission to the Program

Submit the following:

- A completed Legal Studies Program application. Pick one up in the CEP office (Kiely Hall, Room 111) or call 718-997-5709.
- A non refundable \$25 application fee.
- An official college transcript indicating 60 credits (18 in Liberal Arts subjects spread over three different disciplines) before starting the program
- Proof of college-level writing proficiency, satisfied by a Bachelor's or Associate of Arts degree or a college-level English Comprehension Course, or by taking a writing proficiency exam before classes begin

Send all applications to:

SHARON SHULMAN, ESQ.
Educational Coordinator, Legal Studies Program
Queens College, Continuing Education Program
65-30 Kissena Blvd., Flushing, New York 11367

Enroll by filling out our application. (See admission to the program.) Pick one up in the CEP office (Kiely Hall, Room 111) or call 718-997-5709.

Please note, you can take up to two courses as a non-enrolled student.

In accordance with American Bar Association guidelines (ABA), students may not register for more than two courses without enrolling in the Certificate Program. These two courses cannot be in the Accelerated Day Program. If you take additional courses, they will not count toward fulfilling certificate requirements, even if you later apply and are accepted into the program.

Students may not register for a course after the first meeting of a class.

Certificate of Completion

Receive a Certificate of Completion after

- Satisfactorily complete twelve paralegal courses (5 required & 7 electives)
- Attend 80% of all class sessions
- Receive a grade of C or better in each required course
- Earn an overall grade point average of 3.0 (B) upon graduation.

Students with an overall A- average graduate with distinction.

Students who receive less than C in a required course will be placed on academic probation and may not register for additional courses until they receive a grade of C or better in that course.

TERI Loan

HSBC Continuing Education Loans are available for qualifying students. Apply online at www.us.hsbc.com/alternative or call 1-800-375-3359.

"The instructors were excellent, took a personal interest in their students and accommodated older, working students. My advice — give the Paralegal Program a try and see what doors it opens for you!"

— Colleen Edmondson
Program Graduate

Some General Information

- No exemptions to college credit requirements.
- Students must fulfill certificate requirements in effect at the time of their admission to the program.
- Required courses must be completed satisfactorily before students can register for elective courses.
- Those who do not complete required course work or take the final exam receive a failing grade unless a compelling reason is presented to the instructor. A student with an incomplete cannot receive a Certificate of Completion.
- Students wishing to register for Day Accelerated Program must be interviewed.
- All materials are included in tuition. Textbooks are not included.

Students who are not computer literate should take Microcomputers and Word Processing courses through the CEP Computers program. We suggest CP 203, Word 2002 (p. 27). In the field of law, computer proficiency is very important.

Queens College

Paralegal Association

Certificate students and graduates: join the Queens College Paralegal Association and network your way to success. For more information, please call us at 718-997-5709.

Attendance Options

EVENING PROGRAM

The Evening Certificate Program can be completed in approximately three semesters or students can choose to proceed more slowly. Evening courses meet once a week for 12-14 sessions in the Fall and Spring semesters, and twice a week for 12-14 sessions in the summer semester.

FALL AND SPRING ONLY

ACCELERATED WEEKEND PROGRAM

The Weekend Accelerated Certificate Program can be completed in eight months if students enter during the Fall semester. Courses are offered for eight or nine sessions, from 9:00 -12:00 noon and from 1:00 - 4:00 pm, on Saturdays and Sundays.

COMBINATION PROGRAM

Register for both evening and weekend classes. Consult with the coordinator before registering. Register early because space is limited.

ACCELERATED DAY PROGRAM

Complete the day program in approximately four and a half months. Classes meet daily, Monday through Friday, from 9:00 a.m. to 2:00 p.m. Students **must be** interviewed by the coordinator before registering.



PARALEGAL STUDIES

Sharon Shulman, Esq., Educational Coordinator / Connie Venieris, Assistant Coordinator

The verdict is in. We're the best!

REQUIRED COURSES

- PS-100 Introduction to the Law and Ethics
- PS-101 Legal Writing for Paralegals
- PS-102 Legal Research (fall/spring only)
- PS-103 Litigation I
- PS-104 Litigation II

Required courses must be satisfactorily completed before students can register for electives. Litigation II may be taken at the same time as electives.

ELECTIVE COURSES

- PS-200 Personal Injury, Torts, and Insurance Law
- PS-203 Bankruptcy Law
- PS-204 Family Law
- PS-205 Wills, Trusts, and Estates
- PS-206 Criminal Law
- PS-208 Contracts and the U.C.C.
- PS-209 Corporation Law
- PS-210 Paralegal Internship
- PS-213 Elder Law
- PS-215 Real Property Law
- PS-217 Law Office Management
- PS-229 Advanced Legal Writing for Paralegals
- PS-234 Advanced Law Office Technology
- PS-238 Employment Law
- PS-239 Probate Preparation for Estates
- PS-240 Medical Malpractice for Paralegals
- PS-241 Securities Law
- PS-242 Advanced Legal Analysis

**Not every course is offered every semester.*

All materials and technology fees are included in tuition

REQUIRED COURSES

PS-100, MW21-QC
Introduction to the Law and Ethics

An introduction to law and the legal system. Topics include: how laws are made and how they affect society; federal, state and local court systems; language of the legal profession; legal case analysis; the paralegal's role and ethics.

- **Monday & Wednesday, 6:10 - 8:10 p.m.**
June 18 - August 1
\$365 • 13 sessions • Brian H. Lowy, Esq.

PS-101, TR21-QC
Legal Writing for Paralegals

Good paralegals always express themselves clearly in writing. So sharpen your ability to argue legal issues effectively. You will prepare several law-related assignments.

Prerequisite: A foundation in basic grammar; English as first language or high fluency.

- **Tuesday & Thursday, 6:10 - 8:10 p.m.**
June 19 - July 31
(No class July 3)
\$330 • 12 sessions • TBA



PS-103, TR21-QC, Litigation I

Explore the civil lawsuit from service of summons to complaint, responsive pleadings, and preparation for trial. It emphasizes substantive law concerning jurisdiction, venue, statutes of limitation, proper service of pleadings, disclosure, motion practice and calendar practice. Assignments include preparation of litigation-related documents.

- **Tuesday & Thursday, 8:20 - 10:20 p.m.**
June 19 - August 7
(No class July 3)
\$385 • 14 sessions • Richard Chase, Esq.

PS-104, MW21-QC
Litigation II

Continuation of Litigation I includes trial preparation, rules of evidence, judgment, and appeal. Even more than in Litigation I, you will get practical experience in document preparation.

Prerequisite: PS-103.

- **Monday & Wednesday, 8:20 - 10:20 p.m.**
June 18 - August 6
\$385 • 14 sessions • TBA

ELECTIVES

Electives may be taken in any order unless otherwise noted. Students must complete required courses satisfactorily before registering these courses.

PS-217, Section SU11-QC
Law Office Management

This course covers the operation of a modern law office. Topics to be discussed include the legal structure of a law office, law of the personnel, billing and accounting procedures, employment law, basic management skills, ethics in the law office, and law technology.

- **Sunday, 9:00 a.m. - 12:30 p.m.**
June 10 - July 22
\$345 • 7 sessions • Ann Harrison, Esq.

PS-242, Section MW21-QC
Advanced Legal Analysis

This course is a hands-on approach to legal analysis. We will read statutory, administrative and case law to learn how the law deals with adultery, statutory rape, husband and wife relationships, sexual harassment, sexual criminal offenses, sodomy, public lewdness, and pornography.

Prerequisite: PS-100, PS-101 and PS-102 or instructor's permission

- **Monday & Wednesday, 8:20 - 10:20 p.m.**
June 18 - July 30
\$345 • 12 sessions • Brian Lowy, Esq.

PS-238, Section SA11-QC
Medical Malpractice for Paralegals

This course will introduce the student to the responsibilities of a paralegal in the field of medical malpractice. It will focus on client interviews, witness interrogation, and the release of patient information and confidentiality agreements. The student will learn how to identify and understand the anatomy of malpractice with emphasis on case studies, medical liability and technology. At the completion of this course, the student will be able to have a basic understanding of malpractice, organize evidence and assist at trials.

- **Saturday, 9:00 a.m. - 12:00 noon**
June 9 - July 28
\$345 • 8 sessions • Heide Clifford

PS-208, Section TR21-QC
Contracts and the
Uniform Commercial Code

Principles of contract law, including offer, acceptance, and consideration are covered. It explores the law of contracts and its effect on everyday business transactions, with special attention to the Uniform Commercial Code (U.C.C.).

- **Tuesday & Thursday, 6:10 - 8:10 p.m.**
June 19 - July 31 (No class July 3)
\$330 • 12 sessions • Morse Geller, Esq.



PS-209, Section MW21-QC
Corporation Law

Focusing on the dominant business entity in the U.S. this course covers the corporation's legal characteristics, analyzes the New York Business Corporation law, and examines the legal relationship between the corporation and its shareholders, board of directors and officers. It familiarizes students with relevant legal forms by preparing corporate-related documents.

- **Monday & Wednesday, 6:10 - 8:10 p.m.**
June 18 - July 30
\$330 • 12 sessions • Morse Geller, Esq.

PS-215, Section TR21-QC
Real Property Law

Introduces students to real estate transactions and principles of law, including contracts of sale, deeds, leases, landlord and tenant relations, liens, easements, and other encumbrances, supplementary real estate instruments, bonds and mortgages, title search, insurance closing and recording, cooperatives, condominiums, and home ownership. Gives detailed instruction on drafting and preparing conveyances and other real property instruments in common usage.

- **Tuesday & Thursday, 8:20 - 10:20 p.m.**
June 19 - July 31
(No class July 3)
\$330 • 12 sessions • TBA

PS-210, Section IN11-QC
Paralegal Internship

This is special. It supplements course training with practical skills gained on the job. A limited number of internships are available in public agencies and private law firms, placement is not guaranteed. Interns are required to work 24 seven-hour days, and they must speak periodically with the instructor reviewing their work. Grading is pass/fail, and a passing grade depends on a satisfactory evaluation from the employer. The internship program is open only to students who have satisfactorily completed all required courses and have a 3.0 average. To apply for an internship, you must submit a memorandum of law, a recent résumé, letters of recommendation from two paralegal instructors, and you must be interviewed by the instructor before registering. To schedule an interview, call 718-997-5709.

- **Semester begins Monday, June 4**
Sharon Shulman, Esq.
\$330 • 24 days (168 hours)



Register Online!
www.qc.cuny.edu/cep

**PLACEMENT
ASSISTANCE**

**Available for
Certificate Graduates
by Appointment Only**

For further information,
please call
(718) 997-5710, option 1
Placement Assistants:
Alexis Greenidge or Leona Chin

Office Hours:
Tuesdays & Thursdays
9:00 a.m. - 2:00 p.m.

OPEN HOUSE

Come to the Continuing Education
Open House for answers to
questions about certificate programs,
courses, careers and opportunities.

Register at the
Open House and receive a
5% DISCOUNT
on your tuition.

MONDAY, MAY 14, 2007
6:00 - 8:00 pm
Student Union, 4th Floor

**Investing in
your success**



A college education is an investment in your future. With over 40 years of experience in education lending, HSBC can help make that investment affordable. We offer a variety of loan products including HSBC Alternative loans that can assist Continuing Education students. For more information and to read about borrower benefits, visit: us.hsbc.com/alternative or call 866-375-3359.

HSBC 
The world's local bank