

Legal and Criminal Justice Institute

Paralegal Certificate A paralegal or legal assistant works hands on with lawyers in practically every aspect of the practice of law, through their active involvement in initiating legal actions, researching law, gathering facts or formulating and implementing a legal defense. **In today's labor market, paralegals represent one of the fastest growing fields with an estimated growth projection of 21% by 2014. Get job placement assistance upon completion.** To qualify for a certificate, students must meet registration requirements, maintain at least 80% class attendance per course, and obtain a passing grade of 75 per course. It is recommended that students complete a 4 hour class for the Notary Public Exam and an internship placement. It is our hope that students will also sit for the NALS® certification test. The NALS® CLA Exam and the NYS Notary Public Exam are independently administered with independent eligibility criteria and fees. We make no claim that all students will automatically qualify to sit for these exams. **Registration Requirements:** Present original HS Diploma or GED or certified transcript with payment, and take an ABE exam, or proof of CUNY certification in reading and writing or a certified transcript indicating conferral of an AA Degree or higher from an accredited US university or college. Transfer credit for required courses may be granted on a case by case basis. (This program is approved for Workforce One Vouchers). Financial assistance may be available if you qualify. Textbooks are required and are not included in course prices. One-time certificate, lab, processing, and internship placement fees are not included in advertised cost of tuition. Exam fees for independently administered exams are also not included in the cost of tuition. **Inquire about eligibility for WORKFORCE ONE VOUCHERS.**



Criminal Justice Symposium

Sept. 9, 10, and 11



Join Medgar Evers College for a three day Criminal Justice Symposium, with a series of specially designed seminars to help professionals in various disciplines work more effectively with formerly incarcerated people and their families. Seminars will be taught by Dr. Divine Pryor and Mr. Eddie Ellis, M.P.S., nationally and internationally recognized experts in the field of criminal justice reform. Both have served on the National Re-entry Policy Council for the Council of State Governors and numerous other national criminal justice boards. Mr. Ellis and Dr. Pryor serve as Executive Director and Deputy Executive Director, respectively, of the Center for Nu Leadership on Urban Solutions at Medgar Evers College (CUNY).

SYMPOSIUM SCHEDULE

Day One: Sept. 9, 9:00 a.m. – 5:00 p.m.

- Crime & Punishment in Urban America
- Parole & Probation
- Community Policing

Day Two: Sept. 10, 9:00 a.m. – 5:00 p.m.

- Prison Programs & Release Preparation
- Pre-Release, Transitional Services and Family Reunification
- The Prison Experience
- Law Enforcement in Urban Communities

Day Three: Sept. 11, 9:00 a.m. – 5:00 p.m.

- Economics, Crime & Community Development
- Crime Mapping and Analysis
- Research Methods in Law Enforcement
- Forensic Science

All seminars are open to community or faith based service providers, law enforcement officers, social service workers, educators, government agency personnel, attorneys, students, and others interested in criminal justice and criminal justice reform. Coffee and light morning refreshments served. Seminars will run consecutively. **Pre-registration requested. Group discounts are available upon request.**
One Day: \$95 | Three Days: \$195



Paralegal Essentials \$295	Family Law \$180
LC-PD601 Mon. and Wed., 6 – 9 p.m. Oct. 5 – 28 (7 sessions)	LC-PD610 Mon. and Wed., 6 – 9 p.m. TBA (5 sessions)
Legal Research & Writing I \$120	Criminal Law & Procedure \$180
LC-PD602 Mon. and Wed., 6 – 9 p.m. Nov. 2 – 11 (4 sessions)	LC-PD611 Mon. and Wed., 6 – 9 p.m. TBA (5 sessions)
Constitutional Law \$120	Legal Research & Writing II \$200
LC-PD603 Mon. and Wed., 6 – 9 p.m. Nov. 16 – 30 (4 sessions)	LC-PD613 Mon. and Wed., 6 – 9 p.m. TBA (6 sessions)
Real Estate & Property \$180	<i>The following courses are electives and are not included in the program cost.</i>
LC-PD604 Mon. and Wed., 6 – 9 p.m. Dec. 2 – 16 (5 sessions)	Federal Statutory Issues \$300
Torts & Personal Injury Law \$120	LC-PD609 Mon. and Wed., 6 – 9 p.m. TBA (8 sessions)
LC-PD605 Mon. and Wed., 6 – 9 p.m. TBA (4 sessions)	Law Office Management \$125
Business Law \$325	LC-PD612 Mon. and Wed., 6 – 9 p.m. TBA (4 sessions)
LC-PD606 Mon. and Wed., 6 – 9 p.m. TBA (8 sessions)	Internship Placement \$120
Litigation Support Skills \$275	Field placement in a legal office (2 hrs/week)
LC-PD607 Mon. and Wed., 6 – 9 p.m. TBA (8 sessions)	Notary Public \$85
Wills, Trusts & Estates \$180	See page 7 for course details and dates.
LC-PD608 Mon. and Wed., 6 – 9 p.m. TBA (5 sessions)	

TOTAL: (Paralegal) \$2,175: Total cost if paid all at once, excluding registration and certificate fees, textbooks, and one time lab, placement, processing and certificate fees. Courses may be taken on an individual basis without applying to the Certificate Program. For more information please contact ace.law@mec.cuny.edu.

(NEW) From Arrest to Arraignment

Taught by Teri Coaxum (see p. 8 for details).