

PARALEGAL CERTIFICATE

Fall 2009

- Gain practical skills and learn procedures to prepare for an Entry Level position as a Paralegal
- Experienced Instructors are Paralegals and Attorneys
- Certificate of Paralegal Training Issued by Queensborough Community College

OPEN HOUSE

Wednesday, September 9

6:30-9pm

Pre-Registration Required: OHX-W

Early Registration

Discount by September 9th

Call to Register:

718.631.6343

**The Office of Continuing Education
Queensborough Community College**

THE CITY UNIVERSITY OF NEW YORK

222-05 56th Ave., Bayside, NY 11364-1497



Paralegal Studies

Juan Carlos Fajardo, JD, Coordinator & Instructor; other specialized lawyers for various sessions

Train for one of the fastest-growing occupations in America today. Gain practical skills and learn procedures to prepare you for success as a Paralegal. Learn how to build a career plan, locate potential employers, and find a job. Successful completion of and required attendance in the three (3) courses (BUX-238, BUX-239, BUX-101) and a grade of "C" or better leads to a Certificate in Paralegal Training. 40 minute lunch break. **Required textbook available for purchase at the QCC Bookstore.** *Prerequisite: High School Diploma or equivalent; basic Computer, Internet and Writing Skills.* **Attendance mandated.**

Practicum I:

Introduction to Laws & Procedures

This comprehensive course will introduce students to the principles and practices of the paralegal profession. Basic review of the American legal system, the mechanics of the law office and the legal field covered. Understand the civil litigation process, immigration law, family law, landlord & tenant dispute, contract law, and criminal justice.

BUX-238 5 sessions / \$395

S Sat, 9:20am-4pm, Sept. 26-Oct. 24

Plus 8 hrs of Fieldwork TBA

Practicum II:

Legal Research, Writing & Fieldwork

This comprehensive course will introduce students to the fundamental skills needed to conduct legal research inquiries, investigations, and interviews. Emphasis is given to practical applications and real-life work experiences of paralegals by combining exercises and theories. Includes 2 computer training sessions.

BUX-239 7 sessions / \$415

S Sat, 9:20am-4pm, Oct. 31-Dec. 19

(skip 11/28)

with 2 Computer Labs: Dec. 12 & 19

NEW

Computers in the Law Office For Paralegals & Lawyers

Acquire up-to-date information technology regarding the use of software and hardware for legal research, file, client, and accounting management. Learn basic computer concepts via software programs including Microsoft Word, CaseMap, AbacusLaw, Lexis & Westlaw. Topics covered: legal timekeeping and billing, litigation support software, case management, docket control, and Internet legal/factual research software, and; mobile computing, document management, security, ethics, law website design, and other trends in legal computing. Each topic is presented in a clear and organized manner incorporating many examples of how the software is actually used by the paralegal or attorney on-the-job. Hands-on tutorials provide participants with the opportunity to apply what is presented in the text and practice using computers to complete legal work. *Prerequisites: Basic computer and Internet knowledge, access to computer.* Required textbook includes the required free software and is available at the QCC Bookstore.

This will become part of the Spring 2010 Paralegal Certificate requirement.

BUX-240 10 sessions / \$275

M Mon, 6:30-9:30pm,
Oct. 5-Dec. 14 (skip 10/12)
with 4 Computer Labs on
Nov. 23-Dec. 14

Notary Public Seminar

Learn the laws, concepts, and procedures for the NYS test. Highlights situations the officer may encounter, i.e., avoiding conflict of interest, professional ethics, proper fees, handling special situations, and minimizing legal liability.

BUX-101 1 session / \$65

W Wed, 6:15-9:15pm, Nov. 4

MANY WAYS TO REGISTER:**EMAIL-IN QCCContinuingEd@qcc.cuny.edu**

Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

FAX-IN 718.281.5538

Use Registration form with your signed MasterCard, VISA, Discover or Amex authorization.

MAIL-IN to the address indicated on Registration form

Send registration form to address indicated — with your check or money order (including \$15 registration fee for free courses) payable to Queensborough Community College, or your credit card number.

PHONE-IN 718.631.6343

It takes just 3 or 4 minutes using MasterCard, VISA, Discover or Amex. Please be patient if placed on hold due to volume of calls. Have all information ready for EACH student.

ONLINE REGISTRATION cep.qcc.cuny.edu

Link to our programs to register and pay through credit card directly. Simple step-by-step process to register at any time, any place, 365 – 24/7.

For discounts, cash & check, money order, and voucher programs, please contact office directly at 718.631.6343 to register.

WALK-IN Library Building, Room 118P

DAYS: Monday through Friday, 9am-4:45pm (Skip Dates 9/7, 28; 10/12; 11/26, 27; 12/24, 25, 31, and; 1/1, 18, 2010)

EVENINGS: Mondays & Wednesdays, 5-7pm September 14, 16, 21, 23.

SATURDAYS: September 26 & October 3.

WEB-DOWNLOAD www.qcc.cuny.edu/ContEd

Visit our website and download the registration form in the Bulletin. Then just fax or mail-in per above!

PAYMENTS

No partial payments accepted. Cash payments must be in person for exact amount.

PERSONAL CHECKS

Only accepted ten days prior to class start date.

PURCHASE ORDER & VOUCHERS

For Employee Training. Organizations enrolling staff for training and development purposes will be invoiced if a purchase order number is quoted. Not available online.

SPECIAL DISCOUNTED PRICING**10% at initial time of registration for:**

- Early Registration: September 9th for all classes including

Note: Only one discount applicable per registrant. All discounts will be taken on tuition only. Discount programs exclude 50+ Club members. Certain programs are exempt from discounts. Excludes on-line courses. Not applicable for web-based registration: must call the Continuing Education office @ 718.631.6343 for discounts.

LOCATION

Office of Continuing Education, Room L-118P
Queensborough Community College
222-05 56th Ave, Bayside, NY

Telephone: 718.631.6343

Fax: 718.281.5538

DIRECTIONS TO THE COLLEGE

The campus is easily accessible by car from all parts of Queens and Long Island. It is just a few blocks north of the Springfield Boulevard exit on the Long Island Expressway, and immediately south of the Northern Boulevard exit on the Cross Island Parkway.

Subway and Bus Routes to Queensborough:

From Flushing: Take Main Street Flushing Line (No. 7) to Main Street Flushing Station. Take Q27* bus to Springfield Blvd. and 56th Ave. Walk east to campus.

From Jamaica: Take F train to 169th St. and Hillside Ave., then the Q30 bus via Horace Harding Blvd. to Springfield Blvd. Walk north to 56th Ave. and turn right to campus. You can also take the E, J, or Z trains to Sutphin/Archer station, then the Q30 bus from there.

From the Bronx: Take the Q44 bus to Main Street, Flushing. Transfer to the Q27* bus and proceed to Springfield Blvd. and 56th Ave.

From Nassau County: The N-20, N-21 bus line from Nassau County stops at the corner of Northern Blvd. and 223rd St. (Cloverdale Blvd.). The bus makes stops in the towns of Glen Cove, Roslyn, Manhasset and Great Neck.

Via City Bus from Queens high schools:

- From Francis Lewis H.S., take Q30 to Springfield Blvd.
- From Bayside H.S., take Q31 to 48th Ave. and transfer to Q27*.
- From Van Buren H.S., take Q27* along Springfield Blvd.
- From John Bowne H.S., take Q88 to 73rd Ave. and Springfield Blvd., and transfer to Q27*.

* The Q27 bus stops on the campus on weekdays only (Mon. - Fri.)

QCC CONTINUING EDUCATION REGISTRATION FORM

First Name: Male Female

Last Name: _____

Birth Date: _____

Address: _____

Zip: _____

State: _____

City: _____

E-mail: _____

Day Phone: () _____

Evening Phone: () _____

COURSE	Session Letter(s)	Title	Tuition
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		Registration Fee	\$ 15.00*

Make checks payable to: Queensborough Community College
and Mail to: Office of Continuing Education, Room I-118P
 Queensborough Community College, Bayside, NY 11364-1497

* Payable one time per semester. \$25 Late Registration Fee within 3 Full Business Days of course start date.

PAYMENT METHOD: Cash is processed by the Bursar's Office. To expedite registration, please use other payment methods.

Check Bank Check or Money Order Check # _____
 VISA MasterCard AMEX Discover Card # _____ Exp. Date: _____

Please include extra numbers found on back of card

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COMMUNITY COLLEGE

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