



Paralegal Studies Certificate Program

Approved by the American Bar Association



HOFSTRA
UNIVERSITY®

CONTINUING EDUCATION



Is the legal profession for you?

Hofstra Continuing Education's Paralegal Studies Certificate Program prepares you for employment in the legal field. In addition, the program allows you to explore your interest in law school.

Complete your paralegal career education in seven months as a day student or nine months as an evening student.

Paralegals work with attorneys and other law professionals—job responsibilities can include interviewing clients and witnesses, drafting and processing legal documents, and conducting legal research.

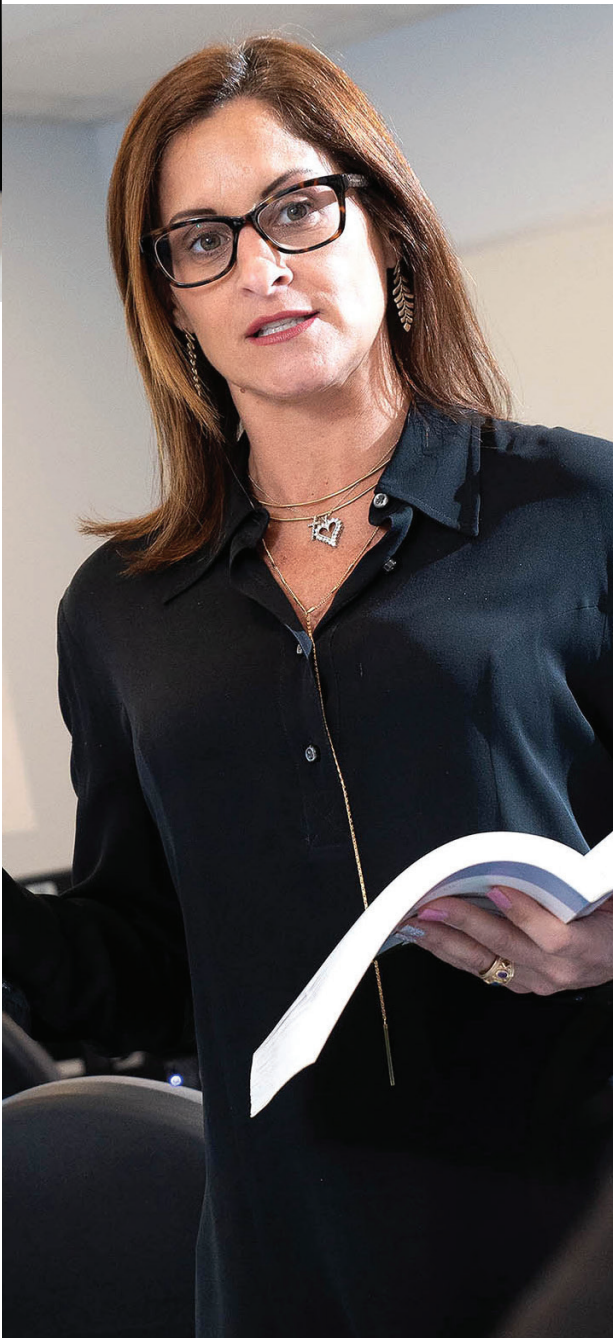
A variety of businesses hires paralegals, from law firms to insurance companies, banks to government, to not-for-profit agencies. The program also prepares students for law school and for careers in related professions. Some students work as paralegals while attending law school, gaining valuable contacts and experience while studying.

Want to increase your legal knowledge?

Hofstra Continuing Education (CE) offers several courses that are independent of the Paralegal Studies Certificate Program. Whether you are in real estate or sales, we have classes designed for you—and we offer a corporate discount.

Why Hofstra CE?

Hofstra CE's Paralegal Studies Certificate Program prepares students for the field, which will add 21,200 positions in law firms, corporations, banks, insurance companies, government agencies, and courts by 2024, according to the Bureau of Labor Statistics.



We offer:

- **An accomplished faculty**
The 306-hour program is approved by the American Bar Association. A caring faculty of legal professionals, who understand the current trends and issues in the field, teach all courses. Our faculty members practice what they teach.
- **Top-notch reputation and resources**
Paralegal students have access to the 593,830-volume print and microform collection from Hofstra School of Law's Deane Law Library. Students in the Legal Research and Writing course also learn how to use LexisNexis Academic and Westlaw—the computer research tools used in every law firm.
- **Flexible course schedule**
Take classes in our day or evening programs. The seven month day program meets Monday - Thursday, 9 a.m. to 1 p.m. The nine-month evening program meets Tuesday and Thursday from 7 to 10 p.m., and Saturday from 9 a.m. to 1 p.m.

- **Real-world experience**

Some students may participate in an optional unpaid internship during the program or immediately after graduation that allows them to apply the skills they learned in school, while gaining experience in the field.

- **Career services**

Students receive in-person instruction on resume writing, interviewing, networking, and conducting an effective job search. The program regularly receives job postings from the legal community that are shared with students and graduates.

- **Affordable**

The program is eligible for Direct Student Loans. For financial aid applications, please call Hofstra Student Financial Services at **516-463-8000** or go to **hofstra.edu/sfs**



Paralegal Studies Certificate Program Curriculum

The 306-hour training breaks down into 13 required courses:*

- Introduction to Law
- Legal Research and Writing
- Civil Litigation
- Contracts
- Real Estate
- Business Organizations
- Bankruptcy
- Family Law
- Criminal Law
- Estates, Trusts, and Wills
- Immigration Law
- Information Technology for Paralegals
- Resume and Interviewing Skills

More information on Hofstra CE's non-credit certificate program, including course descriptions, is available at ce.hofstra.edu/paralegal.

**The program reserves the right to modify course of study, course content and availability of courses as required.*

Admission Requirements

A minimum of 60 college credits or an associate's degree is required. For more information on the application process and the program, contact: Hofstra University Continuing Education at **516-463-6333** or go to ce.hofstra.edu/paralegal.



WHY ENTER PARALEGAL STUDIES?

A Q&A with Paralegal Instructor Virginia A. Clavin-Higgins, principal law clerk to the Hon. Christopher Quinn, acting NYS Supreme Court justice, Village justice, Village of Valley Stream

Q: Why enter a paralegal program?

A: The paralegal field is an expanding one, which makes it a good career choice. Paralegals can be used in many ways by law firms and businesses. Small firms often rely on paralegals not only for legal work, but also for office management. Large firms use paralegals in complex cases in place of associates for litigation, including depositions and trials.

Q: What job options do students of paralegal studies have?

A: Paralegal training helps target an individual's career path. College graduates with degrees in Liberal Arts and Business often graduate without a career goal or plan. Paralegal programs introduce students to not only various fields of practice, but to the role of law in everyday business transactions. The program provides skills needed to address legal consequences for attorneys and business owners. These skills are necessary for success in law office positions as well as in government and in business.

Q: What can students expect to learn in the course work?

A: Students are introduced to the theory of law in society, and are taught legal research and writing skills. They are introduced to various fields of practice, including corporate, criminal, family, real property, and trusts and estates. At Hofstra, paralegal students have access to the Law Library used by the law students, and are also provided with observation opportunities in the local court system. These unique hands-on opportunities assist them in learning how theory is used in a practice.

ATTEND A FREE INFORMATION SESSION

Learn about our program at one of our free career seminars, offered throughout the year at the Hofstra University Oak Street Center, North Campus, with plenty of on-site parking. For more information and for session dates, go to ce.hofstra.edu/paralegal.



"Because of our excellent experience with your program, we will always look to you for our hiring needs."

– Paul Patacca, Esq., Patacca & Associates, P.C.,
Williston Park, NY

"I started working as a paralegal consultant for the MTA-New York City Transit Authority in the Workers' Compensation unit. I just wanted to thank you for everything. I am so happy that I had the pleasure of taking the Hofstra Paralegal Program. It really is a life-altering program, and you should be very proud of it. The program gave me the education through fantastic instructors and the experience through an internship with the Nassau County Attorney's Office, which helped me obtain my current position with the MTA."

– Joseph Cassar, paralegal, MTA-NYC Transit Authority

"What a tremendous crew of Hofstra paralegal students we have interning in our office at the moment: Rene, Joann and Daomine. Do you have candidates who would be interested in interning in the fall or starting late summer? Thank you again."

– Joanne T. Curran, Family Court bureau chief,
Office of the Nassau County Attorney

"The Hofstra Paralegal Program has given me not only the confidence to succeed at a prestigious law firm, but also the knowledge for continued growth in the legal field."

– Ellen Sullivan, paralegal, Sahn Ward Coschignano

"Whatever area of law you pursue, you are well-prepared."

– Tammy Cave, graduate, Hofstra's Paralegal Studies
Certificate Program

"We have found Hofstra students to be well-prepared, focused, and enthusiastic."

– Vincent Gerbino, Esq., partner, Bruno, Gerbino & Soriano, LLP

"Completing the program was the best thing I have ever done. When I graduated from college, I didn't feel I was ready to enter the workforce. This program gave me the confidence I needed to pursue a career in law."

– Stephanie Schwartz, graduate, Hofstra's Paralegal Studies
Certificate Program

"When I decided to pursue a career as a paralegal, I had no legal background to speak of. About five months into the program, I was connected to the partner of a trusts and estates firm in Manhattan and by the end of March I began working as a paralegal in their office. This program prepared me for the workforce in so many different ways, providing me with a solid foundation of legal knowledge, fine-tuning my writing skills to be more applicable to the field of law, and so much more."

– Elizabeth Buckridge, paralegal, Gardner Weiss & Rosenblum

For more information about this program and others, please contact:

**Hofstra University Continuing Education
Paralegal Studies Certificate Program**

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