

# 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.**



The course below will be taught by Teri Coaxum, M.P.A., M.B.A., Deputy State Director for Sen. Charles Schumer.

## Government 101 \$85

Learn who's who and how to navigate local, city and state government and resolve your issues.

BI-SM186 Tues., 6 – 9 p.m.  
Call to join our waiting list. (1 session)

## From Arrest to Arraignment \$85

Learn what happens from arrest to arraignment and how to avoid common pitfalls. Guest speaker from the legal system will be invited. **Call to join our waiting list.**

BI-SM187 Tues., 6 – 9 p.m.  
Date: TBA (1 session)

## Paralegal Essentials \$295 Family Law \$180

LC-PD601 Tues. and Thurs., 6 – 9 p.m.  
Feb. 9 – Mar. 4 (7 sessions)

LC-PD610 Tues. and Thurs., 6 – 9 p.m.  
Jul. 22 – Aug. 5 (5 sessions)

## Legal Research & Writing I \$120 Criminal Law & Procedure \$180

LC-PD602 Tues. and Thurs., 6 – 9 p.m.  
Mar. 9 – 18 (4 sessions)

LC-PD611 Tues. and Thurs., 6 – 9 p.m.  
Aug. 10 – 24 (5 sessions)

## Constitutional Law \$120 Legal Research & Writing II \$200

LC-PD603 Tues. and Thurs., 6 – 9 p.m.  
Mar. 23 – Apr. 6 (4 sessions)

LC-PD613 Tues. and Thurs., 6 – 9 p.m.  
Aug. 26 – Sept. 14 (6 sessions)

## Real Estate & Property \$180

LC-PD604 Tues. and Thurs., 6 – 9 p.m.  
Apr. 8 – Apr. 22 (5 sessions)

*The following courses are electives and are not included in the program cost.*

## Torts & Personal Injury Law \$120

LC-PD605 Tues. and Thurs., 6 – 9 p.m.  
Apr. 27 – May 6 (4 sessions)

## Federal Statutory Issues \$300

LC-PD609 Tues. and Thurs., 6 – 9 p.m.  
Sept. 16 – Oct. 12 (8 sessions)

## Business Law \$325

LC-PD606 Tues. and Thurs., 6 – 9 p.m.  
May 11 – Jun. 3 (8 sessions)

## Law Office Management \$125

LC-PD612 Tues. and Thurs., 6 – 9 p.m.  
Oct. 14 – 26 (4 sessions)

## Litigation Support Skills \$275

LC-PD607 Tues. and Thurs., 6 – 9 p.m.  
Jun. 8 – Jul. 1 (8 sessions)

## Internship Placement \$120

Field placement in a legal office (2 hrs/week)

## Wills, Trusts & Estates \$180

LC-PD608 Tues. and Thurs., 6 – 9 p.m.  
Jul. 6 – 20 (5 sessions)

## Notary Public \$85

See page 7 for course details and dates.

**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](mailto:ace.law@mec.cuny.edu).**

## Planning your future?



Come to our

## OPEN HOUSE

Jan. 20 & 21 (6-8 p.m.)  
1150 Carroll St. Cafeteria

**Register at an Open House and receive 5% OFF your tuition plus the chance to win a free class!**

Find a new career or upgrade your skills.

**Let us help you plan your future today!**

# Legal and Criminal Justice Institute



## Criminal Justice Certificate



**Dr. Divine Pryor,**  
Executive Director,  
Center for  
Nu Leadership on  
Urban Solutions

Offered in partnership between Adult and Continuing Education and the Center for Nu Leadership on Urban Solutions, this program offers a non-traditional, alternative approach to understanding criminal justice and legal issues. It provides a comprehensive assessment of essential issues related to crime and punishment in urban communities, with a specific focus on race, class and gender. As a result, the Certificate supplements traditional criminal justice education by bringing added value to the discipline. Students are required to demonstrate core competencies and proficiencies in each of the courses and are expected to demonstrate the ability to navigate the administrative and regulatory systems for accessing benefits, entitlements and services. Students must demonstrate a high level of proficiency in fulfilling the stated goals and objectives of an effective practitioner while maintaining the integrity of the client, family and community. Students must pass a comprehensive written and oral examination and prepare a case using the case presentation method (CPM) as defined by course instructors. A minimum of a High School diploma or GED is required.

These eleven courses and the examination requirements have been exclusively designed for students, community or faith-based service providers, law enforcement officers, social service workers, educators, government agency personnel, attorneys, and others seeking to: work more effectively with formerly incarcerated people and their families; develop and understanding complex criminal justice policy issues; formulate a strategy for impacting and transforming individuals and communities; protect and enhance public safety.

### The History of Criminal Justice and Law in America

**\$350**

LC-CJ101A Mon. and Wed., 6 - 9 p.m.  
Feb. 1 – Mar. 1 (8 sessions)

### Contemporary Law Enforcement

**\$305**

LC-CJ102A Mon. and Wed., 6 - 9 p.m.  
Mar. 3 – Mar. 29 (8 sessions)

### The Prison Experience

**\$305**

LC-CJ103A Mon. and Wed., 6 - 9 p.m.  
Mar. 31 – Apr. 26 (8 sessions)

### Prison Programs & Release Preparation

**\$305**

LC-CJ104A Mon. and Wed., 6 - 9 p.m.  
Apr. 28 – May 24 (8 sessions)

### Pre-Release, Transitional Services and Family Reunification

**\$305**

LC-CJ105A Mon. and Wed., 6 - 9 p.m.  
May 26 – Jun. 23 (8 sessions)

### Post Prison Resettlement

**\$305**

LC-CJ106A Mon. and Wed., 6 - 9 p.m.  
Jun. 28. - Jul. 26 (8 sessions)

### Law Enforcement in Urban Communities

**\$305**

LC-CJ107A Mon. and Wed., 6 - 9 p.m.  
Jul. 28 - Aug. 23 (8 sessions)

### Economics, Crime & Community Development

**\$305**

LC-CJ108A Mon. and Wed., 6 - 9 p.m.  
Aug. 25 - Sept. 22 (8 sessions)

### Crime Mapping and Analysis

**\$305**

LC-CJ109A Mon. and Wed., 10:00-1:00 p.m.  
Sept. 27 - Oct. 25 (8 sessions)

### Research Methods in Law Enforcement

**\$305**

LC-CJ110A Mon. and Wed., 6 - 9 p.m.  
Oct. 27 - Nov. 22 (8 sessions)

### Introduction to Forensic Science

**\$305**

LC-CJ111A Mon. and Wed., 6 - 9 p.m.  
Nov. 29 - Dec. 22 (8 sessions)

Ask about onsite Criminal Justice training for your employees/clients.

## Criminal Justice Symposium

**3 Saturdays: Feb. 27, Mar. 6 & 13**

Join us for a three Saturday series of specially designed seminars to help professionals in various disciplines work more effectively with formerly incarcerated people and their families.

**Feb. 27: 9:00 a.m. – 5:00 p.m.**

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

**Mar. 6: 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

**Mar. 13: 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. Seminars will run consecutively. **Pre-registration requested by Feb. 19. Group discounts are available upon request.**

**One Day: \$95 | Three Days: \$195**

**TOTAL: (Criminal Justice) \$3,400:** Total cost if paid all at once, including processing fee and certificate fee. Courses may be taken on an individual basis without applying to the Certificate Program.