Paralegal Studies Certificate Program
Approved by the American Bar Association
In as little as six months, you can begin a new career as a professional paralegal — one of the nation’s fastest-growing, high-demand fields!

**Working in the center of America’s legal system**

“Paralegal”, “lawyer’s assistant” and “legal assistant” are titles used interchangeably to describe individuals who work side by side with attorneys and other professionals in the practice of law.

Paralegals are active in nearly every aspect of the law. Working under an attorney’s supervision, their job responsibilities include interviewing clients and witnesses, drafting and processing legal documents, and conducting legal research.

Hofstra’s Paralegal Studies Certificate Program offers complete career preparation. For more information about the program, visit [ce.hofstra.edu/paralegal](http://ce.hofstra.edu/paralegal) or call 516-463-5014.
The employment outlook for paralegals is excellent. The U.S. Department of Labor ranks the paralegal profession among the fastest-growing occupations. Employment opportunities for paralegal professionals are plentiful at law firms, corporate legal departments, banks, insurance companies, brokerage firms, government agencies, and a wide variety of businesses.

“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, New York

Paralegal training can open doors to a wide range of career options. Many paralegals use the professional experience and practical working skills they gain on the job to advance to positions such as paralegal supervisors and legal administrators. Some apply their skills in fields such as banking and human resources. Still others find their paralegal experience paves the way to law school and, ultimately, a career as an attorney. Some students even help defray the cost of law school by working part time as paralegals while attending classes and gaining valuable professional contacts along the way.
Hofstra’s Paralegal Studies Certificate Program is ideal if you are:

- Interested in the legal profession and the challenges it offers.
- Looking for practical skills to enhance your credentials and launch your professional career.
- Seeking additional training for a career change or job promotion.
- Considering law school, but are apprehensive about the time and expense it requires.
- Ready to return to the workforce and have earned at least 60 college credits.

**NOTE: Paralegals may NOT provide legal services directly to the public, except as permitted by law.**

1. **Reputation and resources**
   Hofstra University is the site of the 534,000-volume Deane Law Library, which supports its esteemed Maurice A. Deane School of Law and law-related programs, including the ABA-approved Paralegal Studies Certificate Program.

2. **Convenient day and evening programs**
   Students can complete Hofstra’s Paralegal Studies day program in as little as six months. Classes meet Monday through Thursday, 9 a.m. to 1 p.m. The evening program is designed to accommodate students who wish to continue full-time employment during the course of their studies. About nine months in duration, the program meets for three-hour sessions on Tuesday and Thursday (7-10 p.m.) and on Saturday (9 a.m.-1 p.m.).

3. **Practical instruction by accomplished faculty**
   Attorneys who teach in the Paralegal Studies Certificate Program maintain active practices outside the classroom, enabling them to provide students with the most current trends and issues in law. Our highly respected faculty members practice what they teach.

4. **Opportunities for hands-on, real-world legal experience**
   In addition to a comprehensive curriculum, students have the opportunity to participate in an optional internship program, designed to serve as a practical application of and supplement to classroom training. These unpaid internships offer students the opportunity to apply the skills they’ve learned while gaining valuable experience in a professional working environment.

5. **Career Services**
   Although the Paralegal Studies Certificate Program cannot guarantee employment, a variety of career services are offered to participants and program graduates, including a workshop on how to write a resume and interview, as well as an opportunity to meet with an advisor for resume review. The Paralegal Career Center receives job postings from the legal community on a regular basis.
Paralegal Studies Certificate Program Curriculum

The 306-clock-hour curriculum provides training in practical aspects of the law. It is a noncredit certificate program designed to prepare you for a smooth transition from the classroom to the office, in settings such as law firms, corporate legal departments, banks, insurance companies, and government agencies. Courses are designed to provide students with paralegal skills that are most in demand by employers.

Students complete 10 courses. All courses are offered in both the day and evening programs.

<table>
<thead>
<tr>
<th>Required Courses*</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Law</td>
<td>36</td>
</tr>
<tr>
<td>Legal Research and Writing</td>
<td>30</td>
</tr>
<tr>
<td>Civil Litigation</td>
<td>30</td>
</tr>
<tr>
<td>Contracts</td>
<td>30</td>
</tr>
<tr>
<td>Bankruptcy</td>
<td>30</td>
</tr>
<tr>
<td>Real Estate</td>
<td>30</td>
</tr>
<tr>
<td>Business Organizations</td>
<td>30</td>
</tr>
<tr>
<td>Family Law</td>
<td>30</td>
</tr>
<tr>
<td>Criminal Law</td>
<td>30</td>
</tr>
<tr>
<td>Estates, Trusts and Wills</td>
<td>30</td>
</tr>
</tbody>
</table>

To earn a certificate of completion, students must successfully complete all courses within the program.

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

“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
Course Descriptions

- **Introduction to Law**
  This course introduces students to the American legal system, law office procedure, legal ethics, the laws of torts and contracts, etc. The course also introduces students to the paralegal field.

- **Legal Research and Writing**
  This course explores physical, statutory and case law sources; digests; the key number system; and Shepardizing (enables you to find, read and update case law). You’ll also learn to prepare legal correspondence.

- **Civil Litigation**
  A study of procedural rules and process in the New York and federal courts, from the client interview through the filing of a complaint, motions, discovery, trial preparation and trial, as well as post-trial activities.

- **Contracts**
  A study of the law and practical considerations in the drafting and interpretation of contracts. The law governing sales is also discussed.

- **Bankruptcy**
  A study of the United States Bankruptcy Code; voluntary and involuntary petitions; concerns of debtors and creditors, including treatment of the automatic stay provisions of the code; the formation of debt; secured transactions law; statutory liens and exemptions; and collection of debt.

- **Real Estate**
  A study that includes types of property ownership, legal descriptions, title searches, contracts, deeds, mortgages, liens, and landlord/tenant law.

- **Business Organizations**
  A study that includes sole proprietorships, partnerships and corporations. The application of basic principles of business formation, as well as the tax law affecting business organizations, is explained.

- **Family Law**
  The formation and dissolution of marriages, primarily focusing on divorce and separation, grounds for divorce, spousal maintenance, child support, custody/visitation, property division, and tax consequences.

- **Criminal Law**
  A study that includes fundamental criminal law concepts; the basics of criminal procedure from arrest and bail through trial and appeal, including a review of the omnibus motion; and requisites to secure pre-trial hearings.

- **Estate, Trusts and Wills**
  A study that includes the laws of intestacy, requirements for all types of wills and trusts, probate and intestate administration, and the procedure for each, as well as the tax consequences regarding estates, trusts and wills.

For more information about the program, visit [ce.hofstra.edu/paralegal](http://ce.hofstra.edu/paralegal) or call 516-463-5014.
Internship program
This optional component of the Paralegal Studies Certificate Program is designed to provide students with practical, hands-on experience that supplements classroom training. The intern spends approximately 8-10 hours each week working in a legal environment, for approximately three months. Interns are selected by sponsors, and no compensation is offered.

Library facilities
Students in the Paralegal Studies Certificate Program have access to the Deane Law Library at Hofstra University’s Maurice A. Deane School of Law. The library contains more than 534,000 volumes, including the current annotated statutes of every state, reports of the decisions of the highest court of every state, and every state digest of reported opinions. The Legal Research and Writing course also utilizes the University’s access to online legal research, using LexisNexis Academic and Westlaw.

Employment assistance
Although the Paralegal Studies Certificate Program cannot guarantee employment, every possible effort is made to help graduates attain positions. Students receive instruction on resume writing, developing an effective job search plan, interviewing techniques, and networking. This service is provided at no cost to graduates or prospective employers. Graduates are encouraged and expected to simultaneously conduct their own job searches.

Textbooks and course materials
Textbooks for the Paralegal Studies Certificate Program are available at the Hofstra University Bookstore. Program faculty distribute course materials as well as book lists on the first day of class.
"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

Program Mission

The goal of the Hofstra Paralegal Studies Certificate Program is to train highly motivated individuals who meet requisite qualifications to work in the public and private sector legal communities, while at all times placing emphasis on the ethical mandates of the paralegal profession. Program administrators and faculty mentor each certificate candidate in accordance with their individual needs, goals and aspirations. Mentoring includes assistance and support through voluntary internship opportunities, guidance regarding career and educational prospects, and special instruction in unique and emerging areas of law. It is the further goal of the program to expose each candidate to the specific substantive and procedural aspects of New York law, so as to adequately prepare the successful graduate for service to and advancement of the profession in the New York metropolitan area.

Graduation

Students who successfully complete all program requirements receive a Certificate of Completion. The certificate signifies that the recipient has successfully met the requirements of the Paralegal Studies Certificate Program and is qualified to assume responsibilities as a paralegal and become an integral member of the legal community.
Program candidates must have successfully completed at least 60 credits from an accredited college or university to be eligible for admission.

To apply, please:
- Complete the program application, including a 100- to 200-word professional intent and rationale statement.
- Submit the nonrefundable $50 application fee.
- Provide an official college transcript reflecting a minimum of 60 earned college credits.

All materials should be sent to:
Hofstra University Continuing Education
Paralegal Studies Certificate Program
Oak Street Center
255 Hofstra University
Hempstead, NY 11549-2550

Completed applications are reviewed regularly by the admissions committee. Applicants are notified promptly of the decision.

For current fees, program schedules, or an application, please visit ce.hofstra.edu/paralegal or call 516-463-5014.

Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University’s educational programs and activities, including admissions, scholarship and loan programs, and athletic and other school-administered programs. For more information, visit hofstra.edu/oeo.
“Whatever area of law you pursue, you are well-prepared.”

– Tammy Cave
Paralegal Studies Certificate Program Graduate

“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. The program gave me the confidence I needed to pursue a career in law.”

– Stephanie Schwartz
Paralegal Studies Certificate Program Graduate
Paralegal Studies Certificate Program
Approved by the American Bar Association

For more information about this program and other Continuing Education programs, please contact:

Hofstra University Continuing Education
Oak Street Center
255 Hofstra University, Hempstead, NY 11549-2500
Phone: 516-463-5014
Website: ce.hofstra.edu