



**TOURO COLLEGE**  
*Graduate School of Business*  
**Division of Graduate Studies**



Michael Williams, Ph.D., *Dean*  
*Graduate School of Business*

**PARALEGAL STUDIES PROGRAM 2009**  
*In Today's Economy – A Career With A Future!*

***A Respected Profession with a Future***

Paralegal professionals are key members of today's legal community. They partner with attorneys and clients, delivering legal services and managing processes critical to effective client engagement. Paralegal professionals are regularly employed in industries including: law, insurance, real estate, banking, finance, and with government agencies.

***Job Outlook***

According to the U.S. Bureau of Labor Statistics "Employment for paralegals and legal assistants is projected to grow much more than average for all occupations through 2014."

***How long does it take to become a Paralegal?***

As little as one year, depending on enrollment and course availability.

***Program Requirements***

Entering students must submit:

- high school diploma or GED
- official transcripts from all relevant education institutions
- writing sample
- completed application with a \$50 application fee

*NOTE: Proof of immunization as required under NYS Health law prior to registration. For immunization forms and further information, visit the Touro College website at [www.touro.edu/immune](http://www.touro.edu/immune)*

***Program Courses***

***Required***

- *Introduction to Law and Ethics*
- *Introduction to Paralegal Studies*
- *Legal Research*

***Electives (Partial List)***

- ✓ Real Property Law
- ✓ Criminal Law
- ✓ Contracts
- ✓ Paralegal Internship
- ✓ Family Law
- ✓ Wills, Trusts and Estates

*The 10-course program must be successfully completed to earn the Paralegal Certificate.*

Touro College is an equal opportunity institution.

***Program Enrollment Options***

Two courses will be offered during the spring 2009 semester.

***OPTION 1***

- *Introduction to Law and Ethics*
- *Introduction to Paralegal Studies*

Tuesdays and Thursdays – 6:00 p.m. – 9:00 p.m. for 10 weeks

***OPTION 2***

- *Introduction to Law and Ethics*
- *Introduction to Paralegal Studies*
- *Legal Research*

Sundays – 9:00 a.m. – 5:00 p.m.

Each course is four weeks, taught consecutively over 15 weeks with one week break between courses.

***Tuition and Fees***

Total program cost: \$5,000

Application fee: \$50

*The Touro College Board of Trustees reserves the right to change the tuition and fee schedule without prior written notice.*

***Financial Aid and Tuition Reduction Grants***

Available to eligible applicants.

***2009 Special Discount!***

Enroll and pay tuition 30 days *in advance* of the first course, *Introduction to Law and Ethics*, and receive a 10% tuition discount plus the purchase of your books for this course!

***Create Your Future Today!***

Classes begin April 2009 at our convenient downtown financial district location, 65 Broadway, Manhattan.

To enroll or find out more about Touro College's Paralegal Studies Program contact Program Director Gerry Speal or Professor Dick Williams at 1-212-742-8770, or visit us at [www.touro.edu](http://www.touro.edu)

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