Career and Professional Development

If you are considering a career move or are ready to advance within your field, we offer learning opportunities through career and professional development. Our experienced faculty and industry specialists will help direct you on your chosen path to accomplish your goals. We are committed to life-long learning and will serve as a resource guide to your success.

CTF05 Paralegal I Online - $400
Tue Thur | May 5 – July 2 | 6:30-10pm
This course is an introduction to the practical aspects of being a paralegal, including filing, legal proofreading, legal draftsmanship, legal research, and other office skills. There is a mandatory office skills. Notary Public session on Tuesday, May 12 and is included in the above tuition cost.

CTF060 - Paralegal II Online - $325
Mon Wed | May 4 – July 1 | 6:30-10pm
This course deals with the computer and the essential part it plays in paralegal training. Topics include: computer legal research, legal keyboarding, and understanding language and terms used by attorneys in order to be a well-trained and successful paralegal. Prerequisite: CTF05
Materials fee: $75
The materials fee provides students with an individual password for access to the Westlaw Legal Library, which offers a wide range of federal and state law resources. In addition, students will be provided with the analytical materials to become familiar with the aspects of legal research, law reviews, federal treatises, jurisdictional treatises, practice guides, jury instructions, litigation forms and analytical materials from all 50 states.

VTP36 - Preparation for Notary Public Online - $75
Tue | May 12 | 6:45-9:45 pm
This one-session course prepares you for the Notary Public Examination, provides an overview of the tasks undertaken by a Notary Public, and offers guidance in positioning yourself to provide this service on a fee-for-service basis.

CTF50 - Accounting Fundamentals Online - $325
Mon Wed | May 4- July 1 | 6:30-10pm
You will learn the recording process, complete the entire accounting cycle from analyzing and recording activities through closing procedures, and use the accountant’s worksheet for the preparation of financial statements for service businesses.

CTF52 - Tax Preparer Online - $325
Mon Wed | May 4-July 1 | 6:30-10pm
Learn how to prepare individual federal income taxes, including 1040EZ, 1040A, and 1040 long form, tax credits, child and dependent care credit, credit for the elderly, IRAs, pension income, and NY State/NY City tax items with the use of Turbo Tax™ software.