

Paralegal Program

Program Duration: 9 months

Course Sequence	Suggested Study Schedule
Paralegal	Week 1 - 19
Business Law	Week 20 – 21
Business Math	Week 22 – 23
Office Procedures Level 1	Week 24 – 25
Office Procedures Level 2	Week 26 – 27
Legal Transcription	Week 28 – 36

- The above schedule is provided as a generic guideline to help students manage their study pace efficiently towards on time completion.
- Students who are able to finish courses in a faster pace are allowed and encouraged to do so for earlier completion.
- We recommend students to follow the course sequence in the order listed above.