Paralegal Program

Program Duration: 9 months

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| **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.