

PARALEGAL STUDIES PROGRAM



The Borough of Manhattan Community College's Paralegal Studies program is of unsurpassed quality. This 17 week, 276-hour intense program provides a well-rounded course in Paralegal Studies for those seeking entry-level positions as well as those with experience.

Attorneys know certificate program students are trained in one thing: Paralegal skills! After all - that's what the Attorney wants; a well-trained paralegal. **If you want to succeed in the paralegal profession, join BMCC's Paralegal Studies (Certificate) Program in our Continuing Education department.**

Faculty:

Our faculty includes full-time practicing Attorneys and a Judge. They are passionate educators committed to nurturing our success and ushering in the legal professionals of tomorrow.

Cohort 1

Tuesdays and Thursdays from 6pm-9pm
\$2,800/34 Sessions

Start Dates:

4/2/13 to 8/13/13

Requirements:

Applicants must meet the minimum requirements:

- High School Diploma/GED or Higher
- TABE (Reading) Test
- Must be at least 18 years old

* Number of weeks to launch your Paralegal Career.

17

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CU NY
The City University of New York

SCHOOL'S ALMOST OUT,

BY ANNA SANDERS
Special to amNewYork

With graduation coming soon, the Class of 2013 is starting the sometimes painful process of job hunting. Though unemployment in the city is over 9% according to the state Department of Labor, the savvy seeker can target certain occupations that have a plethora of openings.

"There are a number of different industries where New York City is the hub of all activity," explained Nicole Williams, the career expert for LinkedIn. "You really do have a lot of options."

And those options span multiple industries. The healthcare, hospitality, retail, accounting and technology industries have the most favorable job pros-

Industries looking for college grads include health and tech

pects in the city for long and short-term career planners, according to state Department of Labor statistics. "It's gone from jobs in manufacturing to jobs in personal services industries," said James Brown, a labor market analyst at the Department of Labor.

Because of aging baby boomers, healthcare has shown one of the largest industry growths, spurring an increase in tech as well. Doctors and hospitals tend to use newer technology to treat the aging population.

While the health industry is exploding, the recovering economy is also improving the job market.

More New Yorkers and

tourists are willing to spend money, so hospitality has also seen some short-term growth, Brown added.

Though New York University's career center hosts a diverse group of industries, most recruiters are concentrated in consulting, accounting, healthcare and "anything tech-related," said Trudy Steinfeld, assistant vice president at the Wasserman Career Development Center at NYU.

Steinfeld has also seen increased interest in the hospitality industry and the number of companies looking for social media managers.

"A lot of firms are trying to figure that out," she said. At St. John's University,



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BUT WHO'S HIRING?

TOP 10 INDUSTRIES IN NYC 2010

- | | | |
|--|---|---|
| 1. Construction of buildings | 4. Professional and technical services | 8. Nursing and residential care facilities |
| 2. Food and beverage stores | 5. Administrative and support services | 9. Social assistance |
| 3. Securities and commodities contracts | 6. Educational services | 10. Accommodation (hospitality) |
- (ALL DATA: NYS DEPARTMENT OF LABOR)

the “Big Four” accounting firms — PricewaterhouseCoopers, Deloitte, Ernst & Young and KPMG — “are very much present on campus for events,” said Elisa Zervos, the career and internship adviser for the College of Professional Studies. Pharmacies have also recruited heavily at the school and opportunities in education have grown, too.

It’s important to be conscious of who’s hiring, but that isn’t the only thing to focus on in a job search. Strong writing and office technology and communications skills are also hot commodities in today’s job market.

“I always hear, ‘We need people to write, who can get an overload of information that we get on a daily basis and make sense of it,’” Zervos said.

Applicants should also apply for jobs that interest them.

“It’s one part what are you passionate about and one part who’s hiring,” Williams said.

FASTEST-GROWING OCCUPATIONS IN NYC FROM 2010-2020

- 1.** Personal care aides
- 2.** Home health aides
- 3.** Meeting, convention, and event planners
- 4.** Veterinary technologists and technicians
- 5.** Physical therapist aides
- 6.** Health educators
- 7.** Interpreters and translators
- 8.** Software developers, systems software
- 9.** Helpers/carpenters
- 10.** Pharmacy technicians



Tech is one field where job opportunities are growing.

JOBS WITH THE HIGHEST ANNUAL AVERAGE OPENINGS



- 1.** Personal care aides
- 2.** Home health aides
- 3.** Cashiers
- 4.** Retail salespersons
- 5.** Waiters and waitresses
- 6.** Childcare workers
- 7.** Customer service representatives
- 8.** Registered nurses
- 9.** Janitors and cleaners, except maids and housekeeping
- 10.** Accountants and auditors

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