



Paralegal

Associate in Applied Science Degree

Program **PARLGL.AAS**
CIP 220302

The Paralegal program prepares students for various positions as paralegals. Employment is obtained primarily in private law offices with additional opportunities in government agencies, private corporations, banks, title companies, and insurance companies. The program is approved by the American Bar Association.

PROGRAM OUTCOMES

- Understand the role of the paralegal;
- Demonstrate practical skills in a wide range of substantive legal areas including wills and probate, family law, real estate, civil litigation and commercial law.

The specialized paralegal courses are offered in the evening; the remainder of the program is available through daytime and/or evening attendance and may be pursued either full-time or part-time. All legal specialty courses are taught by attorneys. The college maintains an extensive collection of volumes related to New Jersey and federal law and offers instruction in computer-based legal research.

This program of study is career oriented and not designed specifically for students who plan to transfer to a four-year institution or attend law school. The Paralegal program is not for training lawyers or legal administrators. Paralegals (as nonlawyers) are prohibited from engaging in the practice of law or giving legal advice, setting legal fees, or representing clients in court.

Students must take a minimum of 12 credits of legal specialty courses through traditional, on-campus instruction.

Admission to the program requires a high school diploma or its equivalent.

A.A.S. Curriculum

Code	Course (lecture/lab hours)	Credits
FIRST SEMESTER		
CSW 100	College Success and Personal Wellness (2/0)†	2
ENG 101	English Composition I (3/0)	3
IST 101	Computer Concepts with Applications (2/2)	3
LEG 129	Role of the Paralegal (3/0)	3
LEG 130	Civil Litigation I (3/0)	3
MAT —	Mathematics elective ¹	3
SECOND SEMESTER		
BUS 107	Business Law I (3/0)	3
CMN 112	Public Speaking (3/0)	3
	OR	3
CMN 111	Speech: Human Communication (3/0)	3
ENG 102	English Composition II (3/0)	3
LEG 132	Civil Litigation II (3/0)	3
LEG 143	Family Law (3/0)	3
THIRD SEMESTER		
CRJ 202	Criminal Law (3/0)	3
LEG 133	Legal Research and Writing (3/0)	3
LEG 208	Wills and Probate (3/0)	3
LEG 232	Civil Litigation III (2/2)	3
— —	Science elective ²	3
— —	General Education elective ³	3
FOURTH SEMESTER		
BUS 108	Business Law II (3/0)	3
LEG 201	Commercial Law (3/0)	3
LEG 212	Field Experience/Paralegal (1/0/210 work hours)	3
OST 219	Word Processing Concepts and Applications (2/2) ⁴	3
	OR	3
— —	General Education elective ⁵	3
— —	Diversity and Global Perspective elective	3
		65

NOTE: Electives should be selected in consultation with the program coordinator in order to assure maximum transfer of credits. Students require a minimum of 18 hours of ABA recognized general education electives.

¹ MAT 120 or 125 recommended. Select in consultation with an academic advisor.

² BIO 114 is the recommended elective for those students who plan to transfer to a four-year institution. Those planning to transfer should determine if a lab science is required before choosing the Science elective.

³ Select course from either Social Science or Humanities general education categories.

⁴ Students who cannot type at a rate of at least 35 words per minute must enroll in OST 111, which is a prerequisite for OST 219.

⁵ Select course from the following general education categories: Social Science, Humanities (except DAN 101 or PHO 110), Historical Perspective, Diversity and Global Perspective (except BUS 230).

†Some exemptions apply. Consult academic advisor for details.