

PARALEGAL STUDIES - Certificate of Proficiency

Effective Catalog Year 2017-2018

This curriculum prepares students for the position of paralegal/legal assistant. Students will study law and acquire practical legal skills that are necessary for entry-level employment in a law office. Persons currently working in a law office or in a related environment can upgrade their skills and increase their general and specific knowledge of law. All of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business - Paralegal Studies Option.

____ENGL 151	English I	3 cr.
____ENGL 152	English II	3 cr.
____LAAW 101	Introduction to Law and Legal Assisting	3 cr.
____LAAW 104	Introduction to Litigation	3 cr.
____LAAW 201	Legal Research and Writing for Paralegals	3 cr.
____LAAW 203	Law Office Management	3 cr.
____BUSN 251	Business Law I	3 cr.
____	Paralegal Certificate Course Selection*	3 cr.
____	Paralegal Certificate Course Selection*	3 cr.
____BUSN 252	Business Law II	3 cr.
____CSIT 123	Integrated Office Systems	<u>3 cr.</u>
Total Credits		33 cr.

*Paralegal Certificate Course Selections:

ACCT 161	Principles of Accounting I	3 cr.
BUSN 210	Business Communications	3 cr.
BUSN 267	Real Estate Law	3 cr.
BUSN 271	Principles of Management	3 cr.
CRIM 254	Constitutional Law and Rules of Evidence	3 cr.
CRIM 255	Criminal Law and Procedure	3 cr.
INTR 290	Internship	3 cr.
LAAW 105	Health Care Law	3 cr.
LAAW 106	Mediation and Conflict Resolution	3 cr.
LAAW 204	Estate Administration	3 cr.
LAAW 206	New Jersey Family Law	3 cr.
POLI 161	American Federal Government	3 cr.
PSYC 172	General Psychology	3 cr.

Board of Trustees Approval Date: June 18, 2007
 Board of Trustees Approval Date: January 25, 2010
 Board of Trustees Approval Date: August 27, 2012
 Board of Trustees Approval Date: December 2, 2013