

Business – Paralegal Studies Option

A.A.S. Degree Program – Catalog Year 2016-2017

The Associate in Applied Science in Business - Paralegal Studies Option is designed to provide a foundation for the legal assistant (paralegal) career. Students engage in courses which emphasize both the theory of law and paralegal skill and which are taught by practicing attorneys who have years of legal experience.

Faculty Contacts/Program Chairs

Christopher Bottomley x2996 GATE 305

Transfer Information

Associate of Applied Science (AAS) degrees are intended to prepare students for immediate entry into the workforce. The NJ Statewide Transfer Agreement does not guarantee the transfer of credit/coursework when a student earns an AAS degree and continues on to a four-year institution to complete a bachelor's degree. Students are encouraged to work closely with Business Faculty and Advising Transfer Services. Students who are planning to transfer to a four-year institution in NJ can explore the "Plan Academic Program (RTP)" feature on NJ Transfer www.njtransfer.org.

Career Information

The Associate of Applied Science Degrees are designed to provide students with the knowledge and skills necessary to start employment upon graduation. Several of the A.A.S. degrees provide the opportunity for the student to gain work experience by offering internship credit. These degrees are usually 'technical' in nature and prepare the student for certification and licensing exams necessary to work in their field of choice. Students are strongly encouraged to consult with Faculty and Career Services as they begin to explore career options.

Fundamental Coursework

BUSN 251, 252, 210, 267

ECON 151-152

LAAW 101, 104, 201, 203, 204

Students are encouraged to keep track of degree requirements by using the "My Progress" screen on Student Planning. Student Planning can be accessed via logging into Ocean Connect.

Curriculum

First Semester

ENGL 151	English I	3 cr.
LAAW 101	Introduction to Law & Legal Assisting	3 cr.
BUSN 251	Business Law I	3 cr.
	Mathematics Gen Ed Requirement	3 cr.
ECON 151	Macroeconomic Principles	<u>3 cr.</u>
		15 cr.

Second Semester

ENGL 152	English II	3 cr.
LAAW 104	Introduction to Litigation	3 cr.
BUSN 252	Business Law II	3 cr.
LAAW 201	Legal Research & Writing for Paralegals	3 cr.
COMM 154	Fundamentals of Public Speaking	<u>3 cr.</u>
		15 cr.

Third Semester

LAAW 204	Estate Administration	3 cr.
_____	LAAW 105, or LAAW 106, or LAAW 206 <u>or</u> INTR 290 (Internship-LAAW)	3 cr.
BUSN 210	Business Communications	3 cr.
_____	Paralegal Course Selection (from list)	3 cr.
_____	Paralegal Course Selection (from list)	3 cr.
_____	Paralegal Course Selection (from list)	<u>3 cr.</u>
		18 cr.

Fourth Semester

BUSN 267	Real Estate Law	3 cr.
_____	Lab Science Gen Ed Requirement	4 cr.
CSIT 123	Integrated Office Software	3 cr.
LAAW 203	Law Office Management	3 cr.
_____	Paralegal Course Selection (from list)	<u>3 cr.</u>
		16 cr.

TOTAL CREDITS 64

Courses satisfying General Education Requirements must be selected from the list of Approved General Education Courses

Paralegal Course Selections

LAAW 105	Health Care & Elder Law	3 cr.
LAAW 203	Law Office Management	3 cr.
LAAW 206	New Jersey Family Law	3 cr.
CRIM 254	Constitutional Law and Rules of Evidence	3 cr.
CRIM 255	Criminal Law and Procedure	3 cr.
POL 161	American Federal Government	3 cr.
ACCT 161	Principles of Accounting I	3 cr.
BUSN 271	Principles of Management	3 cr.
INTR 290	Internship-LAAW	3 cr.
LAAW 106	Mediation and Conflict Resolution	3 cr.