

Paralegal Studies Program A.A.S. Degree

The Paralegal Studies Program is approved by the American Bar Association, Standing Committee on Legal Assistants, 541 North Fairbanks Court, Chicago, IL 60611, (312) 988-5522, and is also an institutional member of the American Association for Paralegal Education (AAPE), and maintains a chapter of the Lambda Epsilon Chi (LEX) Honor Society. The purpose of this program is to train paralegals/legal assistants. It is not intended to be a program for training lawyers or legal administrators. A paralegal/legal assistant may not engage in the practice of law by accepting cases, giving legal advice, appearing in court, setting fees, etc. Engaging in the unauthorized practice of law is a criminal offense in the State of New Jersey. The New Jersey State Bar Association defines a paralegal/ legal assistant as “an individual qualified through education, training or work experience who is retained by a lawyer, law office, governmental agency or other entity to perform, under the direction and supervision of a lawyer, specifically delegated substantive legal work, which for the most part requires sufficient knowledge of legal concepts and which, absent the paralegal or legal assistant, would be performed by a lawyer.” The Code of Ethics and Professional Responsibility of the National Association of Legal Assistants, Inc., in its Preamble, provides that it is the responsibility of every paralegal/legal assistant to adhere strictly to the accepted standards of legal ethics and to live by general principles of proper conduct. The performance of duties of the paralegal/legal assistant is governed by specific canons of ethics in order that justice will be served and the goals of the profession attained. This program, while not designed for transfer, may transfer in part or in its entirety to four-year schools.

Graduates of this program will be able to:

- Draft legal documents
- Exhibit technology skills
- Perform computerized legal research
- Utilize legal software programs
- Utilize word processing to draft legal documents
- Demonstrate ethical/professional responsibility

Requirements

General Education - 20 credits as described on p. 51. Criminal Justice (CRJU) courses and MUSI 115, COMP 129 may not be used to satisfy the 20-credit general education requirement.

Career Studies - 16 credits as follows:
(Credit hours listed with each course)

PLGL 105 Introduction to Law 3
and Litigation

PLGL 106 Legal Research and Writing 4

PLGL 145 Professional Standards in Ethics 3
for Legal Assistants

PLGL 205** Litigation Assistance Procedures 3

PLGL 210 Computer Applications in Law 3

Career Studies –12 credits from among the
following:

PLGL 125* Real Property Transactions 3

PLGL 135* Family Law 3

PLGL 215** Criminal Procedure 3

PLGL 225 Wills, Estates and Probate 3

PLGL 226* Corporate Law Procedure 3

PLGL 227** Introduction to Bankruptcy 1

PLGL 228** Introduction to Workers' 1
Compensation

PLGL 237** Elder Law 3

PLGL 245** Introduction to Social 1

Security Disability

PLGL 299 Paralegal Internship 3

Career Studies - 9 credits from courses
remaining above, or from the following:

BUSI 221 Business Law I 3

BUSI 222** Business Law II 3

OADM 105 Introduction to Computer 1
Keyboarding

OADM 106 ABC's of PC's 1

PLGL 126* Constitutional Law 3

PLGL 136 Administrative Law 3

PLGL 206** Torts 3

PLGL 207 Moot Court 4

PLGL 235 Entertainment Law I 3

PLGL 295 Special Project - 1-4

Paralegal Studies

Elective 3

*Offered Fall Term only

**Offered Spring Term only

Suggested Sequence - Paralegal Studies Program

A.A.S. Degree

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Basic Skills requirements and prerequisites and presumes a Fall Term start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs. See your counselor for other options and to monitor your progress.

Course Code Credits Course Code Credits

SEMESTER 1 SEMESTER 2

PLGL 105 3 Career Studies 6

Career Studies 3 PLGL 106 4
ENGL 121 3 SPCH 115 3
Social Science 3 Humanities 3
PLGL 145 3 16
15

SEMESTER 3 SEMESTER 4
PLGL 210 3 PLGL 205** 3
Career Studies 6 Career Studies 6
Mathematics or Science or General Education 3
Technological or Info Literacy 3-4 Elective 3
General Education(1) 3 15
15-16

Total Credits for Degree 61-62

**Offered Spring Term only

(1) One course is recommended from the Cultural & Global Awareness knowledge area.

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