

**Degree Offered**

Associate in Science  
Paralegal Studies

**Curriculum Code: 280****Program Information**

This program offers a combination of general education and paralegal courses that prepares graduates to meet the growing demand for trained paralegals in law offices, casinos, real estate offices, probation departments, prosecutors' offices, insurance companies and private businesses. The Paralegal Studies program is approved by the American Bar Association.

**What is a paralegal?** According to the American Bar Association: assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity who performs specifically delegated substantive legal work for which a lawyer is responsible. A paralegal may not practice law, give legal advice or represent clients in a court of law. A paralegal may not provide legal services directly to the public except as permitted by law.

**When You Graduate**

AS programs are primarily designed for students who plan to transfer as juniors at four-year colleges and universities. CCC graduates have obtained bachelor's degrees and beyond from every college in New Jersey and scores of colleges and universities throughout America. Cumberland has transfer agreements with a number of four-year colleges and universities.

As a graduate of a fully accredited community college, your coursework will be received with full credit transfer at most state colleges, public and private universities across the country. The NJ Lampitt bill passed in 2008 by the NJ State legislature assures seamless transfer of credits toward junior standing at NJ state colleges and universities.

**Earn a BA, MA at CCC**

Once you graduate from Cumberland County College, you can earn a bachelor's and even a master's degree at the on-campus Shirlee and Bernard Brown University Center. CCC's University Center houses bachelor's and master's degree programs offered by Fairleigh Dickinson University, Georgian Court University, Montclair State University, Rowan University and Wilmington University.

***www.cccnj.edu***

# Paralegal Studies

**Program Requirements (34 credits) Credits**

<input type="checkbox"/>	AC 103	Accounting Principles I	4
<input type="checkbox"/>	BU 109	Business Law I	3
<input type="checkbox"/>	PL 101	Introduction to the Legal System	3
<input type="checkbox"/>	PL 104	Introduction to Legal Research & Writing	3
<input type="checkbox"/>	PL 105	Civil Litigation	3
<input type="checkbox"/>	PL 203	Mechanics of Property Transaction	3
<input type="checkbox"/>	PL 205	Principles of Family Law	3
<input type="checkbox"/>	PL 206	Administration of Estates	3
<input type="checkbox"/>	PL 208	Legal Office Management	3
<input type="checkbox"/>	PL 210	Practicum	3
<input type="checkbox"/>	PL 221	Advanced Legal Research & Writing	3

**General Education Requirements (30/32 credits)**

<input type="checkbox"/>	CS 101	Introduction to Microcomputers <b>or</b>	
	CS 102	Applications on the Microcomputer	3
<input type="checkbox"/>	EN 101	English Composition I	3
<input type="checkbox"/>	EN 102	English Composition II	3
<input type="checkbox"/>	PS 201	American Federal Government <b>or</b>	
	PS 203	State & Local Government	3
<input type="checkbox"/>	Mathematics Elective <b>or</b>	Science Elective	3/4
<input type="checkbox"/>	Mathematics Elective <b>or</b>	Science Elective	3/4
<input type="checkbox"/>	Social Science Elective		3
<input type="checkbox"/>	Humanities Elective		3
<input type="checkbox"/>	Humanities Elective		3
<input type="checkbox"/>	Diversity Elective		3

**Total Credits 64/66**

**Upon completion of this program, students should be able to:**

- Identify an ethical dilemma that might face a paralegal in the workplace and use all resources including statutes, court opinions and ethical rules to resolve the dilemma.
- Demonstrate knowledge of the structure and function of the American legal system.
- Locate and apply the appropriate federal or state rules of the court that govern a specific issue.
- Identify a legal issue in a fact pattern and perform print and electronic research to resolve the issue and prepare a legal memorandum.
- Prepare for interview of a client, witness or expert, including consideration of culture and accommodation issues; conduct the interview; obtain all necessary releases and memorialize the interview in an appropriate format.
- Demonstrate an understanding of the organization and operation of law offices and other venues in which paralegals are employed.