

# Paralegal Certificate Program

*Division of Social Sciences — Curriculum Code: 3208  
Will Earn Upon Program Completion: Paralegal Certificate*

## ***Why become a Paralegal?***

Law firms, corporations, government agencies, title companies, insurance companies, state and federal courts, and other entities are increasingly seeking qualified paralegals to assist with a wide variety of legal tasks. Duties of paralegals typically include conducting interviews, investigations, and legal research, preparing legal documents and memoranda, assisting with clients, and being involved in the daily operations of the law office.

## ***If I become a Paralegal, can I transfer to an upper-division college or university?***

Students who enroll in the certificate program must already have at least an associate degree in any discipline. While the program is designed to prepare students for entry-level legal positions, the courses will transfer to four-year institutions based on existing transfer and articulation agreements with area institutions. Consult your faculty advisor for more information.

## ***Are there any requirements I must satisfy before I start taking courses in my major?***

This program is open to those individuals who already possess at least an associate degree in any discipline.

## ***How long will it take for me to complete this certificate?***

You can complete the certificate program in one year by taking 2-3 courses in each of the fall, spring, and summer semesters.

## ***Where should I direct specific questions about this program?***

Contact the Division at (973) 877-3250.

## ***Upon completion of this program, graduates will be able to:***

- ◆ Explain the role of a Paralegal in today's legal system;
- ◆ Demonstrate a working knowledge of the American legal system;
- ◆ Demonstrate a working knowledge of the principles of legal ethics;
- ◆ Demonstrate a working knowledge of the substantive principles of law;
- ◆ Explain legal principles in both oral and written form;
- ◆ Demonstrate the ability to access, locate, and research the law by both traditional and electronic methods; and
- ◆ Demonstrate an understanding of the litigation process.

Note: The Paralegal Certificate prepares students to work under the supervision of an attorney. A paralegal may not engage in the unauthorized practice of law. Only attorneys can provide legal services directly to the public.

# Paralegal Certificate Program

<p><b>GENERAL EDUCATION REQUIREMENTS:</b> None</p> <p><b>MAJOR COURSE REQUIREMENTS: (21 credits)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">PLS</td><td style="width: 10%;">101</td><td style="width: 70%;">Intro. to Law for Paralegals</td><td style="width: 10%; text-align: right;">3</td></tr> <tr><td>PLS</td><td>102</td><td>Legal Research &amp; Writing</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>105</td><td>Torts</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>107</td><td>Contracts</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>202</td><td>Advanced Legal Research &amp; Writing</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>205</td><td>Administrative Law</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>206</td><td>Litigation Procedures</td><td style="text-align: right;">3</td></tr> </table> <p><b>ADDITIONAL COURSE REQUIREMENTS:</b></p> <p>To enter this certificate program, you must possess at least an Associate Degree in any discipline and be able to demonstrate that you have met the general education requirements of Essex County College.</p> <p><b>Total Credits Required for Certificate</b> <span style="float: right;"><b>21</b></span></p>	PLS	101	Intro. to Law for Paralegals	3	PLS	102	Legal Research & Writing	3	PLS	105	Torts	3	PLS	107	Contracts	3	PLS	202	Advanced Legal Research & Writing	3	PLS	205	Administrative Law	3	PLS	206	Litigation Procedures	3	<p><b>RECOMMENDED SEQUENCE OF COURSES:*</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">PLS</td><td style="width: 10%;">101</td><td style="width: 70%;">Intro. to Law for Paralegals</td><td style="width: 10%; text-align: right;">3</td></tr> <tr><td>PLS</td><td>105</td><td>Torts</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>107</td><td>Contracts</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>206</td><td>Litigation Procedures</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>102</td><td>Legal Research &amp; Writing</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>202</td><td>Advanced Legal Research &amp; Writing</td><td style="text-align: right;">3</td></tr> <tr><td>PLS</td><td>205</td><td>Administrative Law</td><td style="text-align: right;">3</td></tr> </table>	PLS	101	Intro. to Law for Paralegals	3	PLS	105	Torts	3	PLS	107	Contracts	3	PLS	206	Litigation Procedures	3	PLS	102	Legal Research & Writing	3	PLS	202	Advanced Legal Research & Writing	3	PLS	205	Administrative Law	3
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**\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.