



# Middlesex County College

## Paralegal Studies Certificate Program



The Certificate Program in Paralegal Studies is designed for the person who already has a college degree - Associates\*, Bachelors or higher. The Program is approved by the American Bar Association and the College is a member of the American Association for Paralegal Education.

### Required Courses

<u>Course Code</u>	<u>Course Title</u>	<u>Credits</u>
ENG 121	English I <sup>1</sup>	3
ENG 122	English II <sup>1</sup>	3
PLS/LET 100	Introduction to the Paralegal Professional	2
PLS/LET 101	Legal Research <sup>2</sup>	3
PLS/LET 113	Legal Writing <sup>3</sup>	2
PLS/LET 104	Property Transactions <sup>4,6</sup>	4
PLS/LET 108	Torts <sup>4,6</sup>	3
PLS/LET 111	Contracts and the Uniform Commercial Code <sup>4,6</sup>	3
PLS/LET 112	Business Organizations and Government Regulations <sup>4,5,6</sup>	3
PLS/LET 121	Advanced Legal Research <sup>4</sup>	2
PLS/LET 280	Senior Seminar for Paralegals <sup>7</sup>	3
PLS 123-IS	Advanced Legal Writing <sup>4</sup>	2
Total		33**

Electives - You may, but are not required to, select one or more of the following electives.

PLS/LET 105	Family Law <sup>4,6</sup>	3
PLS/LET 106	Wills and Estate Administration <sup>4,6</sup>	3
PLS/LET 107	Law Office Management <sup>4,6</sup>	3
PLS/LET 109	Criminal Law and Procedure <sup>4,6</sup>	3
PLS/LET 110	Litigation Procedure <sup>4,6</sup>	4
PLS/LET 208	Paralegal Field Experience <sup>8</sup>	3

\*Holders of A.S. and A.A.S. degrees must show that they have taken 18 credits of general education courses. Holder of A.A. degrees are presumed to have satisfied the general education requirement.

\*\*For students who are granted transfer credits, this total will be reduced.

<sup>1</sup>This course may be satisfied by acceptable transfer credits or by Credit by Examination or CLEP credits.

<sup>2</sup>Prerequisites or corequisites - ENG 121 (or waiver) and PLS/LET 100

<sup>3</sup>Prerequisites or corequisites - ENG 121 (or waiver), PLS/LET 100 and PLS/LET 101

<sup>4</sup>Prerequisites - PLS/LET 100, PLS/LET 101, PLS/LET 113

<sup>5</sup>Prerequisites - PLS/LET 111

<sup>6</sup>Prerequisite or corequisite - PLS/LET 121

<sup>7</sup>Prerequisites - PLS/LET 100, PLS/LET 101, PLS/LET 104, PLS/LET 108, PLS/LET 110, PLS/LET 111, PLS/LET 112, PLS/LET 113, and PLS/LET 121

<sup>8</sup>Prerequisites - PLS/LET 100, PLS/LET 101, PLS/LET 110, PLS/LET 113, PLS/LET 121 plus PLS/LET 104 or PLS/LET 108 or PLS/LET 109 plus permission of the department chairperson.

NOTE: Not all PLS/LET courses are offered every semester, both day and evening. Please call the department chairperson at 732-906-2576 to discuss course offerings for future semesters.

Revised: FA05

**Paralegal Studies**  
**Certificate of Achievement Program**

**Course Descriptions**

**PLS 100 Introduction to the Paralegal Profession**  
2 credits

An introduction to the functions and duties of the paralegal. Students explore the regulation paralegals, ethics, privileges and ABA considerations. Students are introduced to the court system and law office routine.

**PLS 101 Legal Research**  
3 credits

An exploration of the American and New Jersey legal and court systems. Students use the law library including encyclopedias, case reporters, digests and practice manuals. Updating sources are utilized. Students are introduced to computer assisted research through the use of WESTLAW.

**PLS 104 Property Transactions**  
4 credits

Substantive law, forms and procedures used in real and personal property transactions including the Real Estate Settlement Procedures Act.

**PLS 105 Family Law**  
3 credits

An introduction to the substantive and procedural aspects of family law in such areas as divorce, adoption, support and separation agreements, including domestic relations court procedures.

**PLS 106 Wills and Estate Administration**  
3 credits

An in depth look at the substantive law and procedures with respect to wills, estates, trusts, probate, and federal and state taxes.

**PLS 107 Law Office Management**  
3 credits

An examination of the basics of law office management including accounting procedures, scheduling, filing, office systems and many other areas.

**PLS 108 Torts**  
3 credits

A study of the principles of tort law, their application in typical situations in law practice and the role of the legal assistant in a tort claim or defense.

**PLS 109 Criminal Law and Procedure**  
3 credits

Introduction to the elements of crime and the criminal procedure system. Students explore the events before and after trial and an analysis of the impact of the Constitution on crimes and criminal procedure.

**PLS 110 Litigation Procedure**  
4 credits

An examination of the rules governing courts and basic litigation procedures including client interviews, complaints, interrogatories, discovery, trials and appeals, etc.

**PLS 111 Contracts and the Uniform Commercial Code**

3 credits

Detailed study of the substantive law of contracts, sales law and commercial paper. The Uniform Commercial Code is covered as well as common law principles. Legal principles are applied to theoretical problems as well as to current New Jersey cases.

**PLS 112 Business Organizations and Government Regulations**  
3 credits

Detailed study of the substantive law of agency, employment, business organizations, security devices, and bankruptcy,. The Uniform Commercial Code is covered as well as common law principles.

**PLS 113 Legal Writing**  
2 credits

A writing course focusing on the tasks commonly encountered by paralegals. Topics covered include correspondence, opinion letters, various forms of briefs and memoranda. Emphasis will be placed on clarity and precision in the use of language.

**PLS 121 Advanced Legal Research**  
2 credits

A continuation of the study of legal research using online resources, with emphasis on Westlaw and the Internet.

**PLS 123 Advanced Legal Writing**  
2 credits

An independent study writing course focusing on the preparation of Legal Memoranda as well as citation form. Emphasis will be placed on clarity and precision in the use of language.

**PLS 208 Paralegal Field Experience**  
3 credits

A work experience whereby students are employed in law-related positions to gain some of the practical experience necessary for success as paralegals. Supervision of these departmentally approved positions is provided by the College through on-the-job visits and progress review sessions. Students are required to establish learning objectives related to their positions, attend a weekly, one hour seminar on campus and work a minimum of 180 hours during the semester.

**PLS 280 Senior Seminar for Paralegals**  
3 credits

An integration of theoretical concepts and practical application of legal research, litigation, property, torts and business law through case analysis and the completion of assigned projects.

**ENG 121 English Composition I**

**ENG 122 English Composition II**

**Middlesex County College**  
(732) 548-6000

**Paralegal Studies Program**  
(732) 906-2576