As a student in Brookdale’s Paralegal Studies Program, you will:

Under the supervision of an attorney:
- Perform legal research and writing
- Gather information electronically
- Assist in discovery and draft pleadings
- Manage trial preparation and litigation support
- Analyze and organize records
- Incorporate entities and maintain records
- Draft contracts and real estate documents
- Manage estates and guardianships
- Process Workers’ Compensation claims
- Perform Intellectual Properties procedures
- Compute Bankruptcy schedules
- Draft correspondence and memoranda
- Respond to client needs

Program Goals
- Educate paralegals/legal assistants to perform delegated substantive legal work effectively under direction and supervision of an attorney in law offices, governmental agencies and other entities.
- Serve day and evening students and full and part-time students comparably.
- Stay abreast of changes in the delivery of legal services
- Respond to the needs of the legal community for well qualified legal assistants.

“The Paralegal Studies Program offers a wide variety of courses to whet the appetite of any aspiring paralegal.”
- Anita Dedalis
  BCC Paralegal Program Graduate

Definition of a Paralegal
A paralegal/legal assistant is 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 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.

– N. J. State Bar Association
Paralegal Studies
60 Credit A.A.S. Degree Program
American Bar Association approved

The Paralegal Studies Program prepares students for immediate job placement as a paralegal working under the supervision of a lawyer in a law office, government, corporate or other private sector legal setting.

This degree program is transferable to Rutgers University’s Liberal Studies Bachelor’s Degree Program offered by the NJ Coastal Communiversity or to other select Bachelor’s Degree programs.

The purpose of this program is to train paralegals/legal assistants. 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 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.

The Paralegal Studies Program offers both day and evening programs, full and part time enrollment, personal attention and small classes.

The College has a state-of-the-art library and technology facilities as well as career placement services and transfer opportunities. If you need any special services, assistance, or accommodations to participate in this program, please contact the Brookdale Adaptive Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY).

ASSOCIATE IN APPLIED SCIENCE IN PARALEGAL STUDIES

DEGREE REQUIREMENTS

General Education - 20 credits
the distribution of which must include at least six credits in Communications (C), and at least three credits from each of Humanities (H), Math or Science (M) or (S), and Social Sciences (SS).

Career Studies – 16 credits as follows:
PLGL 105 Introduction to Law and Litigation 3
PLGL 106 Legal Research and Writing 4
PLGL 145 Professional Standards in Ethics for Legal Assistants 3
PLGL 205 Litigation Assistance Procedures 3
PLGL 210 Computer Applications in Law 3

Career Studies – 12 credits from the following:
PLGL 125 Real Property Transactions 3
PLGL 135 Family Law 3
PLGL 237 Elder 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’ Compensation 1
PLGL 245 Introduction to Social Security Disability 1
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
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 - Paralegal Studies 1-4

Electives 3

Program Objectives
• Apply principles for humanities, social sciences, business, math and science to paralegal practice.
• Practice within the rules of professional conduct governing lawyers and legal assistants in the delivery of legal services.
• Demonstrate ethical decision-making.
• Draft legal documents in selected areas of law.
• Apply substantive knowledge in selected areas of law, including: contract, tort, real property, criminal, and family law.
• Perform legal and factual research using both traditional and technological tools including CD-ROM, Westlaw, and the Internet.
• Apply knowledge of federal and state court systems.
• Implement legal computer software programs for functions such as preparing legal forms and other documents, record-keeping and billing.
• Implement critical thinking skills
• Implement organizational skills in the legal setting, including: categorizing, organizing, documents, calendering, and the prioritization of work.
• Incorporate principles of diversity, multiculturalism and equal opportunity into paralegal practice.
• Demonstrate professional development.
• Work collaboratively with the local paralegal associations.
• Communicate and interact effectively with colleagues, lawyers, and third parties.