



## 2023-2024 Academic Year

# Paralegal

## Certificate of Proficiency

**Business, Technology, and  
Professional Studies Division**

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The **Paralegal** Certificate of Proficiency program, designed for students seeking a flexible and affordable path to earn an ABA-approved credential, generally includes only practical legal specialty courses and is relatively short in duration.

Proof of a prior associate or bachelor's degree is required prior to admission and students must demonstrate at least 18 credits of approved general education coursework in that degree.

This certificate program is approved by the American Bar Association (ABA).

### PROGRAM OUTCOMES

- Understand the roles and responsibilities of legal professionals in a variety of legal employment settings;
- Identify and implement standards of legal ethics and professionalism;
- Demonstrate practical skills in a range of substantive legal areas;
- Engage in effective written and verbal professional communication;
- Develop appropriate methods for embarking on a legal career.

As part of this post-degree certificate program, each student must complete 18 credits of designated legal specialty courses which include 9 credits (three courses) of core legal specialty courses which must be attained through synchronous instruction. The remaining courses are offered online, on campus, daytime and/or evening.

Legal specialty courses are designed to provide students with instruction in practical skills for entry-level positions.

In the United States, paralegals may not provide legal services directly to the public or engage in the practice of law, except as permitted by law. Courses in the program do not include training for jurisdiction-specific legal instruction and do not qualify as the instruction of law nor do they prepare students to practice law or to represent clients. In New Jersey, only an attorney who is admitted to the state bar may practice law.

### SEE ALSO:

[Legal Studies and Professional Ethics](#) degree program

# CERTIFICATE CURRICULUM

2023-2024 Academic Year

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CIP 220302

Credit-bearing certificate programs can serve as gateways to earning an associate degree. Students are encouraged to consult the program coordinator, an academic advisor or Success Coach to explore such opportunities.

Code	Course (lecture/lab hours)	Credits
<a href="#">BUS 107</a>	Business Law I (3/0)	3
<a href="#">BUS 108</a>	Legal Environment of Business (3/0)	3
<a href="#">LEG 129</a>	Role of the Paralegal (3/0)	3
<a href="#">LEG 130</a>	Civil Litigation I (3/0)	3
<a href="#">LEG 132</a>	Civil Litigation II (3/0)	3
<a href="#">LEG 133</a>	Legal Research and Writing (3/0)	3
<a href="#">LEG 255</a>	Ethics and Professionalism (3/0)	3
<a href="#">LEG 256</a>	Career Development for Law and Justice Professionals (1/0)	1
<a href="#">LEG 258</a>	Research and Project Management: Legal, Business, and Justice Applications (3/0)	3
— —	Program elective	3

- Select from BUS 101, 102, 111, 230, 240; CRJ 101, 102, 103, 104, 105, 202, 206, 211, 212; LEG 143.

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**NOTE - Prior Degree Requirement:** This certificate program is available only to students who possess an associate or bachelor's degree prior to enrollment. Students must complete ENG 101 and six (6) additional [general education](#) courses at MCCC if not completed with prior degree.

**NOTE - Course Transfer Limitations:** Students may transfer up to six (6) credits of qualified non-legal specialty courses (including BUS 107, BUS 108, CRJ 202, and LEG 256) into this certificate program from other institutions, pending review and approval. LEG 129, 130, 132, 133, 143, 255, and 258 are legal specialty courses per the ABA definition of practical curriculum courses and do not qualify for transfer.

**NOTE - Program Modality Requirements:** Per ABA Guidelines, LEG 130, 132, and 133 must be completed via live remote or on-campus instruction in order for students to fulfill the required nine (9) credits of live instruction via remote learning modality. The college offers live remote instruction for legal specialty courses in Fall and Spring semesters. All other program courses may be completed online if desired.