

# *Department of Justice Studies*

## PARALEGAL STUDIES MINOR & POST-BACCALAUREATE CERTIFICATE PROGRAM

Approved by the [American Bar Association](#)

Montclair State University  
Dickson Hall, Room 348  
1 Normal Avenue  
Montclair, New Jersey 07043  
tel: 973 655 4152  
fax: 973 655 4186

Effective FALL 2007



The Paralegal Studies Program offers the student a balanced and varied background in theoretical and practical aspects of law which are necessary for work as a legal assistant. Paralegals — sometimes referred to as legal assistants or legal analysts — work under the supervision of an attorney, in a variety of areas ranging from real estate, litigation and family law to patent, trademark and estate practice. The program develops intellectual and analytical skills, educates students for direct employment opportunities in the legal assistant field, and provides additional career possibilities in combination with a student's major.

The Montclair State University Paralegal Studies Program is the first and only program at a New Jersey state college or university to receive American Bar Association approval. A Certificate of Completion is awarded to all students who meet program standards, fulfill the 24 credit hours required in the Program, and complete a Bachelor's Degree. For undergraduate students, this is an academic minor or a concentration within the Justice Studies major. For Post Baccalaureate students, it is a certificate program.

By advisement, students may select optional areas of emphasis. These are informal groupings of courses clustered in accordance with student interests and career goals. A student is not required to take them and they are not formally recorded on transcripts. In Paralegal Studies, optional areas of emphasis are Hispanic Perspectives, Legal Information and Technology, and Patent, Trademark, and Copyright Law.

**Paralegal Studies Minor &  
Post-Baccalaureate Certificate Program**

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**GROUP I. Required Courses: 6 Credits**

**PALG 210** Law and Litigation

**PALG 312** Research and Writing for Paralegals

**Group II. Choice of 4 Courses from the Following: 12 Credits**

**A. Students MUST include at least one course from this group:**

**PALG 304** Real Estate Law

**PALG 306** Contract Law for Paralegals

**PALG 322** Wills, Trusts, and Probate Law

**PALG 330** Family Law

**PALG 336** Corporations and Partnerships

**B. Students may include up to three courses from this group:**

**PALG 301** Criminal Law & Procedure

**PALG 305** Immigration Law

**PALG 308** Negotiation, Mediation and Arbitration

**PALG 310** Fundamentals of Patent, Trademark and Copyright Law

**PALG 317** Evidence

**PALG 318** Computer Assisted Legal Research

**PALG 320** Bankruptcy Law

**PALG 331** Administrative Law

**PALG 332** Personal Injury Law

**PALG 339** Computer Applications in the Legal Environment

**PALG 378** Employment Law

**PALG 390** Independent Study in Paralegal Studies

**PALG 398** Selected Topics in Paralegal Studies

**PALG 411** Advanced Patent, Trademark and Copyright Law

**PALG 412** Consumer Law

**PALG 413** Elder Law

**PALG 420** Advanced Civil Litigation

**PALG 437** Entertainment Law

**PALG 438** Trademark Law

**PALG 441** Advanced Computer Systems in the Legal Environment

**PALG 450** Law Office Management and Technology

**C. Students may include one law-related course from this group:**

**PALG 316** Skills for Bilingual Legal Personnel **(Fluency in Spanish required)**

**JUST 351** Juries and Justice

**JUST 360** Rights, Liberties, and American Justice

**POLS 321** Law in Society: Criminal Law **(instead of PALG 301)**

**Group III. Students MUST complete one from the Following: 3 Credits**

**PALG 497** Paralegal Seminar and Internship **(3 credits) OR**

**PALG 498** Co-op.Ed.: Paralegal Studies **(4 or 8 cr.)**

**Minor in Paralegal Studies:**

**21 TOTAL CREDIT HOURS**