

### WHAT YOU WILL LEARN

The Criminal Justice-Legal Assistant program provides students with a solid background in the legal system. Students study legal topics within the criminal, civil and family court systems. The program provides students with a strong foundation in different types of law, how cases are investigated and prepared, negotiated and taken to court.

The CCM Certificate of Achievement is designed for students who seek to have a career as a paralegal or legal assistant. The curriculum provides students with a foundation in the law, litigation procedures and places a strong emphasis on legal ethics. Students are specifically trained to work with attorneys in preparation of legal cases and law office management.

Some of our students join us right after high school, while others begin at CCM after taking a few years off or planning a career change. Graduates gain extensive knowledge in research, legal writing, preparing a case and litigation procedures and can put these skills to immediate use in their legal system career.



### WHY LEGAL STUDIES AT CCM?

There are over two million attorneys in the United States and over 98,000 in New Jersey. Our state ranks sixth out of 51 judicial jurisdictions in the country. Morris County is home to the third highest number of attorneys in the state—over 3,000 attorneys in our county! This provides numerous employment opportunities for students during their studies and then after earning their certificate.

For information on CCM's Criminal Justice—Justice Studies Career Services, visit: <https://www.ccm.edu/student-support-services/career-services/students/>

The program is available on campus and online allowing students to study while still employed or caring for family members.

### CURRICULUM

Business Law I	BUS 213	3
Criminal Law and Procedure	CJC 221	3
Ethics in the Law	CJC 230	3
Fundamentals of Law	CJC 118	3
Litigation Procedures	CJC 220	3
Jurisprudence: The Philosophy of Law OR	CJC 120	3
Public Safety Internship/Co-op	CJC 228	3

### TOTAL

18

*Note: You must see a faculty advisor to plan your sequence of courses. For the most up-to-date listing of courses, see the Curriculum Checklist for this program on the CCM website at [www.ccm.edu/checksheets](http://www.ccm.edu/checksheets).*

Curriculum Checklist: [www.ccm.edu/checksheets](http://www.ccm.edu/checksheets)

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### CAREER OPPORTUNITIES

The average base salary for a paralegal in New Jersey is \$55,813, according to Indeed.com. The average salary for a legal assistant in New Jersey is \$56,111, according to Salary.com.

- Case Manager
- Claims Examiner
- Clerk of the Court
- Court Investigator
- Court Staff Member
- Equal Opportunity Compliance Investigator
- Foreclosure Processor
- Human Relations Specialist
- Legal Assistant / Paralegal
- Legal Research Specialist
- Legislative Analyst

### CONTACT INFORMATION

**Criminal Justice/  
Fire Science Department**  
Sheffield Hall, Room 203

**Professor Catherine Broderick, JD**  
Advisor, Justice Studies/Legal  
Studies Advisor  
973-328-5633

