

COUNTY COLLEGE OF MORRIS

CRIMINAL JUSTICE LEGAL ASSISTANT Certificate of Achievement

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/career-services/>

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

CURRICULUM - 0510

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



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, Esq.
Legal Studies Academic Advisor
973-328-5633



For more information, scan the QR code.

214 Center Grove Road, Randolph, NJ 07869
973-328-5000 • www.ccm.edu



Revised 08/24