## COUNTY COLLEGE OF MORRIS CURRICULUM CHECK SHEET

Requirements for Graduation Certificate of Achievement #0510 LEGAL ASSISTANT Certificate of Achievement

| Name:                   |  |
|-------------------------|--|
| ID                      |  |
| Total Transfer Credits_ |  |

## FALL 2021

|   |         |    |    |    | _ FALL 2021   |  |
|---|---------|----|----|----|---|--|
| COURSE  | CODE    | CR | GR | TR | NOTES:  |  |
|   |         |    |    |    | This is an unofficial document and  |  |
|   |         |    |    |    | should be used for academic   |  |
| Business Law I  | BUS 213 | 3  |    |    | planning purposes only. The Legal Assistant Certificate of  |  |
|   |         |    |    |    | Achievement is designed to provide  |  |
| Criminal Law and Procedure  | CJS 221 | 3  |    |    | students with the foundation needed to  |  |
|   |         |    |    |    | perform substantive legal work. This  |  |
| Ethics in the Law   | CJS 230 | 3  |    |    | certificate of achievement focuses on developing strong specific analytical   |  |
|   | CTC 110 | 2  |    |    | skills, while stressing the importance of   |  |
| Fundamentals of Law   | CJS 118 | 3  |    |    | strong research and writing skills  |  |
| T'd d D 1   | CIC 220 | 2  |    |    | throughout each of its classes. Students  |  |
| Litigation Procedures  Jurisprudence: The Philosophy of Law <b>OR</b> | CJS 220 | 3  |    |    | will have the opportunity to learn  |  |
|   | CJS 120 | 3  |    |    | various foundational legal topics and<br>how to apply this knowledge of law,<br>legal precedent, procedural courtroom |  |
|   | CJS 120 | 3  |    |    |   |  |
| Public Safety Internship/Co-op  | CJS 228 |    |    |    | requirements, as well as the ethical  |  |
| Tubic safety internsing/Co-op   | CJS 226 |    |    |    | standards that are required for working   |  |
|   | TOTAL   | 18 |    |    | with clients and handling legal issues.   |  |
|   | TOTAL   | 10 |    |    | Students may be able to transfer the 18   |  |
|   |         |    |    |    | credit certificate toward CCM's A.S. in   |  |
|   |         |    |    |    | Criminal Justice, Justice Studies option  |  |
|   |         |    |    |    | 1.0   |  |
|   |         |    |    |    | After completing this certificate of achievement, students should reach out   |  |
|   |         |    |    |    | to their CCM advisors regarding the   |  |
|   |         |    |    |    | National Association of Legal   |  |
|   |         |    |    |    | Assistants (NALA) certification exam.   |  |
|   |         |    |    |    |   |  |
|   |         |    |    |    | If you need the name of your  |  |
|   |         |    |    |    | academic advisor, contact the   |  |
|   |         |    |    |    | Criminal Justice Department's   |  |
|   |         |    |    |    | Administrative Assistant at 973-328-  |  |
|   |         |    |    |    | 5760, SH 203.   |  |
|   |         |    |    |    |   |  |
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