



Rowan College
at
BURLINGTON COUNTY

COLLEGE CATALOG

FALL 2021 THROUGH SUMMER 2022



**ADDENDUM
JANUARY 2022**



Associate of Applied Science, (AAS.LEX)

Approved by the American Bar Association

This program is intended to prepare individuals for employment as a paralegal, also referred to as a legal assistant. A paralegal is a person, qualified by education, training or work experience, who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity, and who performs specifically delegated substantive legal work for which a lawyer is responsible.

This program prepares students to perform the functions of a paralegal which typically include communicating with clients, drafting legal documents, performing research, and case management. Paralegals may not engage in the practice of law.

This rigorous program combines an in-depth study of legal concepts and the application of those concepts with a strong background in general education. This combination prepares students to work in diversified legal environments.

Students who plan to complete a baccalaureate program should consult with the program director early in the enrollment process regarding transfer opportunities or with the receiving institution regarding the transfer of credits.

Graduates of this program should be able to:

- Demonstrate an understanding of legal terminology;
- Conduct client interviews and collect relevant information for the preparation of a case;
- Demonstrate an understanding of the distinctions between the judicial systems at the local, state and national levels;
- Locate, research and cite sources of law;
- Draft documents typically required of working paralegals;
- Develop high standards of legal ethics and professional conduct.

In order to ensure the quality and integrity of the program, transfer credit for any legal specialty (LEX designated) course will only be accepted from institutions approved by the American Bar Association. In this regard, a limit of 15 credits of legal specialty courses will be accepted.

The course entitled Paralegal Skills and Practices and the course entitled Paralegal Internship are excluded from transfer in all cases.

In any instance wherein the transfer of a course from an American Bar Association approved institution has a course title or description that is not an obvious match to a corresponding course at Rowan College at Burlington County, the Coordinator of the Paralegal Program will determine the acceptance of the transfer course.

No credit is currently awarded for legal specialty courses other than by transfer or attendance.

Students are required to take at least 10 semester credits or equivalent of legal specialty courses through traditional classroom instruction.

The Rowan College at Burlington County Paralegal Program is approved by: American Bar Association Standing Committee on Paralegals, 321 N. Clark, Chicago, IL 60654-7598, (800) 285-2221, (312) 988-5618, Fax: (312) 988-5483, www.americanbar.org, www.abaparalegals.org

General Education Courses †	Credits
Written & Oral Communications	6
Mathematics (MTH 107 or higher required)	3
Natural Science	4
Social Science	3
Arts & Humanities	3
Additional General Education Requirements (CIS 161 required)	3
Total	22

† See General Education Requirements on page 52.

Program Courses	Credits
BUA 205 Business Law I	3
LEX 110 Introduction to Paralegal Studies	3
LEX 111 New Jersey Legal Systems	3
LEX 112 Legal Writing	3
LEX 113 Legal Research and Library Use	3
LEX 122 Family Law	3
LEX 123 Bankruptcy Law	3
LEX 124 Real Property	3
LEX 125 Comparative Business Entities	3
LEX 212 Civil Litigation Practice	3
LEX 214 Administration of Decedents' Estates	3
LEX 235 Paralegal Internship	2

Select a minimum of 3 credits from the following:

ACC 110 Principles of Accounting I	3	
BUA 208 Labor-Management Relations	3	
CIS 207 Introduction to Computer Forensics	3	
CRJ 111 Criminal Law	3	
CRJ 203 Legal Rights of the Convicted	3	3
CRJ 217 Juvenile Delinquency	3	
ETC 105 Entertainment Law	3	
HIT 103 Legal Aspects of Health Information	3	
POL 215 Constitutional Law	3	
Total	38	

Total Required for Degree 60