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# Legal Studies

## Associate in Applied Science Degree (A.A.S.)

### Course Requirements

**MAJOR COURSES** Qtr. hrs. credit

**BUS231 Business Law I** 4

Provides students with detailed knowledge of the laws relating to contracts, commerce, property, sales, negotiable instruments, and employment. Students develop an awareness of business situations requiring legal counsel and a familiarization with the overall structure of the legal system.

**LAW100 Introduction to Law and the American Legal System** 4

Students will be introduced to the United States legal system. The structure and administration of the state and federal courts are examined as well as the function of the trial and appellate courts. The sources of law will be discussed, and procedural and substantive law distinguished. Students will be introduced to the legal principles of torts, contracts, criminal, civil, and property law.

**LAW200 Legal Ethics and Professional Values** 4

The course will introduce students to the defining ethical issues that lawyers and the legal community face in various practice settings. Topics will include access to justice; issues in the attorney-client relationship, such as competence, confidentiality, and conflict of interest; and ethics in particular context, such as criminal practice, government, and corporate law.

Prerequisite: LAW100 or BUS231 or JUS100

**LAW210 Legal Research** 4

Students will locate and identify primary and secondary sources of law using traditional and computer-assisted research techniques, including Lexis, Westlaw, and the Internet. Students will use the databases to formulate searches, retrieve and display documents, and validate findings.

Prerequisite: LAW100 or BUS231 or JUS100

**LAW220 Writing for Legal Professionals** 4

Students will structure and draft legal case briefs, opinion letters, and memoranda of law in a logical, clear, concise manner. The course will stress proper grammar, organization, legal citation, and ethical considerations in legal writing. The students will learn appropriate writing style and tone, adapting the style/tone based on purpose of document and audience. The students will learn the use of outlines and charts in preparing to write legal documents.

Prerequisites: LAW210, ENG106

**LAW230 Civil Litigation** 4

Students will be introduced to the rules governing the civil

litigation process in both the state and federal civil courts. Topics will include all aspects of civil litigation, including preparation of pleadings, discovery methods, motion practice, trial documents, and the appellate process.

Prerequisite: LAW100 or BUS231

**LAW293 Legal Studies Internship** 4

Allows students to work in a position related to their course of study. Students integrate the skills and knowledge learned through their academic experiences and participate in focused online discussions and special online projects.

Prerequisite: BUS226

Legal Studies Elective\* 4

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**BUSINESS COURSES**

**ACC110 Fundamentals of Accounting for Managers** 4

Covers basic financial accounting elements, definitions, and statements. Students learn how to read and understand financial statements and how to use them in making financial business decisions.

**BUS100 Business Organization and Management** 4

Explores the nature and scope of business, examines its component parts, and describes how businesses are organized and managed. Students will learn about the various internal and external forces that comprise our business and economic system.

**BUS226 Career Management Seminar** 2

Explores career development opportunities and strategies. Stresses entry-level job requirements and upward career paths. Covers resume writing skills, interviewing techniques, and the importance of professionalism. Continues the student's orientation to Berkeley College's computer framework, which includes content collection and compiling a professional ePortfolio.

**CIS115 Computer Applications** 4

An introduction to computer technology with an emphasis on applications. Students learn how to use software packages, such as Microsoft Windows, Word, PowerPoint, and Excel. Includes an orientation to Berkeley College's computer framework, which includes Blackboard, content collection, and portfolio development.

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**LIBERAL ARTS COURSES**

**ENG105 Expository Writing** 4

An introduction to expository writing through a comprehensive survey of forms of composition. Students are taught to use words with precision, and strengthen their understanding and application of grammatical and rhetorical principles. Students are encouraged to appreciate and incorporate the principles of academic and professional writing.

**ENG106 Writing Through Literature** 4

Strengthens the writing, reading, and interpretive abilities introduced in ENG105. Encourages students to develop an appreciation and understanding of various works of literature, and utilize literature to enhance critical thinking and writing.

**ENG115 Public Speaking** 4

Designed to help students improve oral communication skills. Emphasis is placed on identifying good and poor speech habits, techniques for improving speech, oral interpretation, effective speech planning and delivery, and interpersonal communication.

Prerequisite: ENG106

**GEC123 Introduction to Applied Psychology** 4

A required course for first-quarter students that examines basic psychological concepts which can be helpful in adjusting to the college experience. Some of the subtopics covered include stress management, academic challenges, communication skills, time management, healthy relationships, positive thinking, conflict management, and balancing home/college/work.

**MAT211 College Algebra** 4

Introduces students to solving problems by using geometric and algebraic approaches and appropriate technology. Topics include the Cartesian coordinate system, linear equations, absolute value, rational and exponential functions, systems of linear equations, and linear inequalities.

Prerequisite: CSK099 or placement

Humanities Elective 4

Mathematics/Science Elective 4

Social Science Elective 4

General Education Core Humanities Elective 4

General Education Core Mathematics/Science Elective 4

FREE ELECTIVES 4

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**90 QUARTER CREDIT HOURS REQUIRED FOR GRADUATION**

In the final quarter most on-site courses are offered only during the late afternoon and early evening so as not to interfere with internships.

Students must achieve a grade of C or better in both ENG105 and ENG106 to remain in the program.

\*JUS220 can be used as a Legal Studies Elective.

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**SAMPLE PROGRAM SEQUENCE**

- 1 **A.A.S., Legal Studies New Jersey Program Statistics**
- 1 **A.A.S., Legal Studies New York Program Statistics**