

**PARALEGAL STUDIES**

**Business Division, Room T102, (847) 543-2041**

**PARALEGAL STUDIES  
(Associate in Applied Science) Plan 22PA**

The Paralegal Studies program prepares students to perform substantive and procedural legal work under the supervision of an attorney. Paralegals work in many different areas of law within the public and private sectors, and assist attorneys in the delivery of efficient and cost-effective legal services. The purpose of the program is to prepare students for successful, productive employment and contributions to the legal and business fields. The program provides the foundation for students to think critically and ethically in performing specifically delegated substantive legal work for which a lawyer is responsible. This program is approved by the American Bar Association.

Paralegal Studies Program Policy on Auditing PLS Courses: Auditing PLS courses is only permitted by students who meet course prerequisites and who are currently employed as paralegals in the field of law that is the topic of the course requested to audit. Students seeking to audit a PLS course must obtain consent of the department chair.

To complete an AAS, students must meet the General Requirements on page 99. All course prerequisites must be met.

|   |           |
|---|-----------|
| <b>First Semester</b> .....                     | <b>15</b> |
| CIT 119 Introduction to Office Software .....   | 3         |
| ENG 121 English Composition I .....             | 3         |
| PHI 122 Logic <i>or</i>                         |           |
| PHI 125 Introduction to Ethics .....            | 3         |
| PLS 110 Introduction to Paralegal Studies ..... | 3         |
| PSC 121 American National Politics .....        | 3         |
| <b>Second Semester</b> .....                    | <b>12</b> |
| CMM 128 Interviewing Practices .....            | 3         |
| ENG 126 Advanced Composition <i>or</i>          |           |
| ENG 266 Professional Communication .....        | 3         |
| PLS 112 Legal Research and Writing .....        | 3         |
| PLS 210 Tort Law+ .....                         | 3         |
| <b>Third Semester</b> .....                     | <b>12</b> |
| PLS 114 Litigation .....                        | 3         |
| PLS 116 Contract Law+ .....                     | 3         |
| PLS Elective .....                              | 3         |
| PSY 121 Introduction to Psychology <i>or</i>    |           |
| SOC 121 Introduction to Sociology.....          | 3         |
| <b>Fourth Semester</b> .....                    | <b>12</b> |
| MTH 114 Applied Mathematics I <i>or</i>         |           |
| MTH Elective (114 or higher) .....              | 3         |
| PLS 118 Real Property Law+ .....                | 3         |
| PLS Electives .....                             | 6         |

|   |           |
|---|-----------|
| <b>Fifth Semester</b> .....             | <b>12</b> |
| PLS Electives .....                     | 12        |
| <b>Total Hours for AAS Degree</b> ..... | <b>63</b> |

**Paralegal Studies Electives**

**Select 21 hours from the list below:**

|   |     |
|---|-----|
| BUS 221 Business Law I .....                                  | 3   |
| CIT 155 Introduction to Computer Forensics.....               | 3   |
| PLS 211 Drafting Legal Documents .....                        | 3   |
| PLS 212 Business Law II/Corporate<br>and Securities Law ..... | 3   |
| PLS 213 Employment and Labor Law .....                        | 3   |
| PLS 214 Administrative Agency Law.....                        | 3   |
| PLS 215 Immigration Law .....                                 | 3   |
| PLS 216 Intellectual Property Law .....                       | 3   |
| PLS 218 Bankruptcy Law .....                                  | 3   |
| PLS 230 Family Law.....                                       | 3   |
| PLS 231 Health Care Law.....                                  | 3   |
| PLS 232 Probate Law .....                                     | 3   |
| PLS 233 Criminal Litigation.....                              | 3   |
| PLS 234 Elder Law .....                                       | 3   |
| PLS 235 Law Office Technology .....                           | 3   |
| PLS 250 Internship in Paralegal Studies++ .....               | 3   |
| PLS 299 Topics in Paralegal Studies .....                     | 1-6 |

Consult the schedule for semesters and times of PLS course offerings.

- + PLS 116, PLS 118, PLS 210 may be taken in any order.
- ++ PLS 250 should be reserved for the final semester prior to graduation.

**PARALEGAL STUDIES  
(Certificate) Plan 22PB**

The Paralegal Studies certificate prepares students to perform substantive and procedural legal work under the supervision of an attorney. Paralegals work in many different areas of law within the public and private sectors, and assist attorneys in the delivery of efficient and cost-effective legal services. The required certificate courses focus on the specific knowledge and skills needed by paralegals in general areas. The elective courses enable students to gain additional knowledge in the legal specialty areas of greatest interest to them. The certificate program is available only to students who already have an Associate's or Bachelor's degree. This program is approved by the American Bar Association.

|   |    |
|---|----|
| PLS 110 Introduction to Paralegal Studies ..... | 3  |
| PLS 112 Legal Research and Writing I.....       | 3  |
| PLS 114 Litigation .....                        | 3  |
| Electives+ .....                                | 12 |

|  |           |
|--|-----------|
| <b>Total Hours for Certificate</b> ..... | <b>21</b> |
|--|-----------|

## Associate in Applied Science and Career Certificates

### Paralegal Studies Certificate Electives

x Select 12+ hours from the list below:

|     |     |   |     |
|-----|-----|---|-----|
| BUS | 221 | Business Law I .....                                  | 3   |
| CIT | 155 | Introduction to Computer Forensics.....               | 3   |
| PLS | 116 | Contract Law .....                                    | 3   |
| PLS | 118 | Real Property Law .....                               | 3   |
| PLS | 210 | Tort Law .....  | 3   |
| PLS | 211 | Drafting Legal Documents .....                        | 3   |
| PLS | 212 | Business Law II/Corporate<br>and Securities Law ..... | 3   |
| PLS | 213 | Employment and Labor Law .....                        | 3   |
| PLS | 214 | Administrative Agency Law.....                        | 3   |
| PLS | 215 | Immigration Law .....                                 | 3   |
| PLS | 216 | Intellectual Property .....                           | 3   |
| PLS | 218 | Bankruptcy Law .....                                  | 3   |
| PLS | 230 | Family Law.....                                       | 3   |
| PLS | 231 | Health Care Law.....                                  | 3   |
| PLS | 232 | Probate .....   | 3   |
| PLS | 233 | Criminal Litigation.....                              | 3   |
| PLS | 234 | Elder Law .....                                       | 3   |
| PLS | 235 | Law Office Technology .....                           | 3   |
| PLS | 250 | Internship in Paralegal Studies.....                  | 3   |
| PLS | 299 | Topics in Paralegal Studies .....                     | 1-6 |

x Nine hours must have the PLS designation, and only one non-PLS course may apply towards the certificate.

NOTE: To earn this certificate, students must have completed one of the following degrees - Bachelor's degree, Associate in Arts degree, Associate in Science degree or Associate in Applied Science degree\* - **in addition** to the specialty courses required for the certificate.

\* Students who have earned an AAS degree must demonstrate that their general education courses meet the guidelines of the American Bar Association (ABA). The ABA requires that students who hold an AAS degree and wish to complete a Paralegal Studies certificate program have a minimum of 18 semester credit hours in general education courses in a minimum of three disciplines. These disciplines are Social and Behavioral Sciences, Natural Science, English Composition and Literature, Foreign Language, Mathematics, Humanities, and Fine Arts. If you have an AAS degree and do not have courses from at least three disciplines as indicated, you will need to take those that you do not have in addition to the 21 credit hours for the certificate.

A screening form must be submitted to the Office of Admissions and Records. To download a screening form for the Paralegal certificate program go to [http://clcpages.clcillinois.edu/depts/adr/Paralegal\\_Screening\\_Form.pdf](http://clcpages.clcillinois.edu/depts/adr/Paralegal_Screening_Form.pdf).

For more information on recommended courses or program specific advising, contact the following faculty member or the Business Division at (847) 543-2041:

Gayle Miller