

Paralegal Studies

College of Lake County Grayslake · Vernon Hills · Waukegan · Online

Program Overview

Business Division
Room T102, (847) 543-2041

PARALEGAL STUDIES (Associate in Applied Science) Plan 22PA

The A.A.S. is a two year degree that is specifically tailored for those paralegal students who have not yet earned a college degree.

First Semester 15

- CIT 119 Introduction to Office Software . . . 3
- ENG 121 English Composition I 3
- PHI 122 Logic or
- PHI 125 Introduction to Ethics 3
- PLS 110 Introduction to Paralegal Studies . . . 3
- PSC 121 American National Politics 3

Second Semester 12

- CMM 128 Interviewing Practices 3
- ENG 126 Advanced Composition **or**
- ENG 266 Professional Communication 3
- PLS 112 Legal Research and Writing 3
- PLS 210 Tort Law+ 3

Third Semester 12

- PLS 114 Litigation 3
- PLS 116 Contract Law+ 3
- PLS Elective 3
- PSY 121 Introduction to Psychology **or**
- SOC 121 Introduction to Sociology 3

Fourth Semester 12

- MTH 114 Applied Mathematics I or
- MTH Elective (114 or higher) 3
- PLS 118 Real Property Law+ 3
- PLS Electives 6

Fifth Semester 12

- PLS Electives 12

Total Hours for A.A.S. Degree* 63

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
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 certificate is available to those students who have already completed a college degree. It consists entirely of paralegal specialty courses. Take one or two courses per semester, and complete the certificate in four or five semesters. Attend full time, and complete the certificate in three semesters.

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

Total Hours for Certificate * 21

Paralegal Studies Certificate Electives

Select 12** hours from the previous list in addition to the list below:

- PLS 116 Contract Law 3
- PLS 118 Real Property Law 3
- PLS 210 Tort Law 3

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

Effective for 2011-12 Catalog Year

Typical Jobs *

Paralegals assist in the efficient delivery of legal services, under the supervision of an attorney.

- Legal Assistant
- Paralegal
- Judicial Assistant
- Probate Paralegal
- Real Estate Paralegal

Salary Range *

Paralegals in Lake County
\$39,000-\$104,000

Job Outlook **

It is estimated that the need for paralegals will increase by 20.44 percent in Lake County from 2008-2018. The Chicago metropolitan area employs thousands of paralegals. Growth in the Chicago metropolitan area is projected to increase 25 percent by the year 2016.

Employers

Private law firms are the single largest employer of paralegals. Paralegals also work in other private sector organizations, such as corporate legal departments, insurance companies, hospitals and banks.

Numerous opportunities are available in the public sector, such as offices of public defenders and community legal services programs.

*According to the Illinois Paralegal Association 2009 Survey of Salaries and Benefits for paralegals working full time in Lake and DuPage Counties.

** State of Illinois, Department of Employment Security, Economic and Analysis Division Employment Projections for 2008-2018.



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Program Notes

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.

Certificate Program Screening Form

For the Paralegal certificate program, a screening form must be submitted to the Office of Admissions and Records. Download a form at www.clcillinois.edu/programs/pls.

How to Register

Visit www.clcillinois.edu/credit/register for steps on how to register.

Typical Responsibilities of Paralegals

- Interview clients and witnesses
- Conduct investigations
- Perform legal research
- Draft correspondence and legal documents
- Organize, review and coordinate documents for discovery
- Assist at trials and hearings
- Summarize depositions, testimony and contracts
- Attend will readings, real estate closings, or depositions with the attorney
- Review and maintain corporate records

Why Choose CLC?

High Quality Courses

Paralegal Studies courses have been developed with the assistance of attorneys, paralegals and paralegal educators.

Knowledgeable and Experienced Faculty

Paralegal Studies classes are taught by faculty who have Juris Doctor degrees and work experience as paralegals or as supervisors of paralegals.

Opportunity to Obtain Real-World Experience

The Paralegal Studies curriculum includes the opportunity for an internship that enables students to apply their classroom learning to the legal environment.

Approved by the American Bar Association

This program has been approved by the American Bar Association (ABA), making it Lake County's only ABA-approved paralegal program.

Typical Paralegal Student

More than 70 percent of CLC's paralegal students enroll part time; they are adult learners, attending classes in the evening while managing jobs, family obligations or other obligations during the day. Most have had some college experience prior to enrolling at CLC, and many have advanced degrees.

Student life

The Paralegal Studies program offers dynamic opportunities for socializing, networking and career enhancement through the student club, POPS (Pupils of Paralegal Studies). This club hosts guest speakers, social networking receptions and workshops each semester that provide great opportunities for students to bond and make life-long connections with their classmates, instructors, local attorneys and judges. All of the PLS instructors are local attorneys who bring "real life" into the classroom every day and are a great resource for our students.

As a result of our close relationship with the local bar association, CLC paralegal students are eligible to join the Lake County Bar Association at minimal cost and participate in all the terrific programs offered there.

Contact Info

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Grayslake, IL 60030

Gayle Miller, J.D.

Department Chair

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gmiller@clcillinois.edu

Student Experience

"The instructors are very knowledgeable and they bring a lot of practical experience to the classroom. Since the instructors are attorneys they definitely have a working knowledge of what to look for in a paralegal."

-Anna Higgins

Paralegal Studies Student

"Paralegals need to be both detail-oriented and have good people skills. Clients depend on the work that paralegals do to help them get through some of the most stressful times of their lives—buying/selling a home, bankruptcy, divorce, litigation, etc., and I feel like the work I'll be doing will be helping people."

-Debbie Long

Paralegal Studies Student

"PLS 250 Internship/Paralegal Studies provided me with hands-on paralegal experience and references to put on my resume."

-Joanna Tomczyk

Paralegal Studies Student

