

Paralegal (Associate of Applied Science)

Paralegal program is designed to prepare students for a career as a paralegal working under the supervision of an attorney in law firms, corporations, and public sector organizations. This program educates and trains students in areas of procedural law emphasizing the paralegal role in litigation, mediation and arbitration; this program provides students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties. Through this program, students will be confident and capable in becoming successful paralegals in the paralegal field.

Course #	Course Title	Lecture	Lab	Externship	Credit
PLG101	Legal Contract	40			4
PLG104	Torts	40			4
PLG109	Criminal Law	40			4
PLG114	Constitutional Law	40			4
PLG155	Family law/Divorce	40			4
PLG159	Real Property	40			4
PLG163	Corporation/Partnership	40			4
PLG166	Wills & Trusts	40			4
PLG201	Civil Procedure	40			4
PLG205	Evidence	40			4
PLG208	Bankruptcy	40			4
PLG209	Immigration	40			4
PLG211	Legal Research and Legal Writing	40			4
PLG213	Professional Responsibility & Ethics	40			4
PLG214	Drafting Contracts and Agreements	40			4
PLG235	Criminal Procedure	40			4
PLG250	Remedies	40			4
BIO102	Introduction to Biology	40			4
BPS102	Business and Professional Speech	40			4
CPS101	Computer Science I	40			4
CRT101	Critical Thinking	40			4
ENG101	Composition I	40			4
MAT101	Algebra	40			4
PSY101	Introduction to Psychology	40			4
	Required Hours and Credits	920			92

- PLG101 Contract** - An introduction to the nature, functions, and processes of exchange, contract, and contract law. The course focuses on the predominant rules and principles governing contract and related obligation, including the substantive reasons underlying the rules and principles.

- **PLG104 Torts** - An introduction to the principles of civil liability in the tort field: intentional wrongs, negligence, and strict liability. Attention is also given to the processes by which tort disputes are handled in our legal system.
- **PLG109 Criminal Law** - An introductory study of the criminal law, including theories of punishment, analysis of the elements of criminal liability and available defenses, and consideration of specific crimes as defined by statute and the common law.
- **PLG114 Constitutional Law** - A study of basic American constitutional law, including structural aspects of the Constitution and certain of its rights provisions.
- **PLG155 Family Law/Divorce** - This course deals with the laws governing family relationships, specifically the Illinois Marriage and Dissolution of Marriage Act and related statutes. It focuses on such practical aspects as investigation, preparation of pleadings and other documents, court procedures, settlement agreements, and post-decree modifications. A brief overview of adoption and paternity proceedings is also presented.
- **PLG159 Real Property** - This is a course in basic property law. It covers acquisitions of rights in property, estates in land, concurrent ownership, landlord/tenant relations, and regulation of land use.
- **PLG163 Corporation & Partnership** - Provides a basic understanding of the characteristics of corporations, partnerships, and agency relationships, as well as an introduction to the procedures and advantages of incorporation.
- **PLG166 Wills & Trusts** - This course introduces basic principles of estate and trust administration. The emphasis is on the everyday practical aspects of administration of estates and trusts for the paralegal. Probate proceedings in Illinois will be covered, including the preparation of probate court pleadings, inventories, collection and valuation of assets, distribution of assets to beneficiaries, and accountings. An overview of tax considerations will be provided. If time allows, guardianships for disabled adults will be discussed.
- **PLG201 Civil Procedure** - An introduction to civil litigation, from commencement of an action through disposition on appeal, studied in the context of the federal procedural system. Also, a detailed consideration of federalism and ascertainment of applicable law; jurisdiction, process, and venue; and former adjudication.
- **PLG205 Evidence** - This course examines the rules that govern the admission and exclusion of evidence in civil and criminal trials and other proceedings. It will focus on general and specific relevance rules, the rule against hearsay and its exceptions, the role that the Confrontation Clause of the Sixth Amendment plays in criminal cases, rules dictating admission of lay and

expert opinion testimony, and permissible methods of direct and cross-examination of witnesses. The course will explore how evidence rules dictate both pre-trial and trial strategy. The course will use the Federal Rules of Evidence and court decisions interpreting the federal and state rules of evidence. Students will be expected to attend and be prepared for classes.

- **PLG208 Bankruptcy** - Study of the Federal Bankruptcy Code and the laws regulating bankruptcy and creditors' rights. Examination covers the various types of petitions that can be filed by individuals and business entities. Procedures for the paralegal to follow in preparing and filing these petitions are reviewed.
- **PLG209 Immigration** - This course provides an overview of U.S. immigration law with an emphasis on the paralegal's role. We will examine the legal framework of immigration law, the history of immigration law in the United States, and current policy considerations. Topics include preparation of visa applications, the admission and removal of immigrants and non-immigrants, citizenship and naturalization, and humanitarian relief. The course focuses on the development of fundamental paralegal skills, including document organization and preparation, working with clients, litigation assistance, legal research, and handling ethical dilemmas.
- **PLG211 Legal Research and Writing** - This course introduces students to the fundamentals of legal research and focuses on locating, analyzing and updating case law. Students practice using various reference books in the law library as well as the online services.
- **PLG213 Professional Responsibility & Ethics** - This course focus on fundamental understanding of the professional codes of conduct and laws dealing with the ethical obligations of members of the legal profession. This course covers the basic principles governing the ethical practice of law for both lawyers and paralegals. In addition, it provides students with the necessary tools for identifying and resolving ethical problems, and gives practical tips to implement in everyday practice.
- **PLG214 Drafting Contracts and Agreements** - This course teaches how to draft various legal contracts and agreements. This course also teaches a general contract law and addresses to create binding contractual obligations such as mutual agreements, consideration, and termination.
- **PLG235 Criminal procedure** - This course will primarily focus on the adjudication phase of the criminal process including: (1) the right to counsel, including the right to the effective assistance of counsel and conflict-free counsel; (2) the admissibility of incriminating statements and eyewitness identifications; (3) the law of guilty pleas; (4) jury composition and selection; and (5) fair trial procedures including rights afforded by the Confrontation, Double Jeopardy and Due Process Clauses.

- **PLG250 Remedies** - This course is an introduction to the law of remedies. Priority is given to damages, injunctions, and declaratory judgments and these three kinds of remedies are considered in both ordinary civil litigation and institutional civil rights litigation. The course also briefly introduces the concepts of restitution, punitive damages, contempt, and attorneys' fees. The course is practically significant-good litigators need to know how and when to seek each remedy. But the law of remedies is more than tactics. It implicates the core organizing principles of a legal system, such as access to justice, the role of courts, and the interrelationship of rights and remedies.

General Education Requirements

In addition to the designated courses outlined for each specific field, students seeking an Associate Degree must complete additional general education courses. The six following courses are four credits each, totaling in 24 credits of general education requirements.

- **BIO102 Introduction to Biology** - This course introduces major concepts of cell biology, including cell physiology and structure, molecular biology, genetics, and evolution. Course is a prerequisite for professional health-science programs.
- **BPS102 Business and Professional Speech** - This course focuses on student's awareness, knowledge and recall, comprehension and understanding, and information used in new and different situations. During the course, student will learn 1) Analysis – examination and categorization of pieces of information, 2) Synthesis – combination of information to create something new, and 3) Evaluation – value judgment supported by reasoning.
- **CPS101 Computer Science I** - It studies fundamental computer concepts and methods of object-oriented program development and design. The course also covers language systems and semantics, structured program verification, different language paradigms, and documentation techniques. Students use a structured, high-level object-oriented programming language and learn to use both text-oriented and windows-based user interfaces.
- **CRT101 Critical Thinking** - This course enables the student to identify logical fallacies in selected readings including things written by their classmates and by themselves, demonstrate the capacity for self-critique through the writing of a paper in which they identify alternative assumptions that would lead to different conclusions, and assess the advantages and disadvantages of alternative formulations of any argument. It also teaches to identify and analyze a recent ethical lapse that occurred in a business organization, the nature of the lapse, and provide a possible explanation for the lapse and alternative solutions to prevent similar lapses.
- **ENG101 College Composition** - Through the course, students will learn to write a professional-quality resume, memo, and letter, identify, analyze, and emulate some basic features of a

professional report/article typical for their major field. This course also teaches follow the guidelines and do appropriate research to submit a basic grant proposal, use writing to reflect upon the significance of business, technological, and industrial activity for local and global economies, local and global cultures, human health, and the environment, and articulate their response to ethical issues raised by professional practices.

- **MAT101 Algebra** - This course concentrates on making students understand the study skills for success in mathematics and using a calculator, able to set and other basic concepts, and understand the properties of and operations with real numbers.
- **PSY101 Introduction to Psychology** - This course summarizes accountable terminal objectives, explain and give names associated with the major psychology theories, and biological and environmental factors play a role in shaping behavior and development. Students will learn to distinguish between and apply principles of classical conditioning, operant conditioning, and cognitive learning, name and describe stage theories of development relative to physical, cognitive, and psychosocial issues and correctly identify the theorist associated with each, and define abnormal behavior and support the definition, provide examples of situations where counseling or treatment could be advised or necessary.