

**COLLEGE OF DUPAGE
PARALEGAL STUDIES PROGRAM
AAS Degree
CURRICULUM AND SUGGESTED COURSE SEQUENCE**

The associate degree program consists of 64-67 credit hours, including a combination of general education classes, legal specialty core courses, program electives, and additional course work designed to develop professional, vocational, and technical skills. Other than classes requiring the indicated prerequisites, the classes can be taken in any order the student desires. The following is a suggested sequence of courses showing semester credits and designation as general education (GE), legal specialty (LS), program elective (E), or course intended to develop of office, professional, or technical skills class (OPTS).

First Semester

●English 1101 (GE) – English Composition I	3
Math 1218 (GE) General Education Mathematics or	
Math 1100 Business Math (requires additional class: Psychology 1100 or Sociology 1100)	3-6
OFTI 1200 (OPTS) – MS Office for the Professional Staff	3
●PLGL 1100 (OPTS) – Introduction to Paralegal Studies	3
Political Science 1101 (GE)	<u>3</u>
	15-18

Second Semester

Philosophy 1110 or Philosophy 1114-Business Ethics (GE)	3
●PLGL 1150 (OPTS) – Drafting Legal Documents	3
Program Elective (LS) (E)	3
Science Course – four credit lab science (GE)	4
◆Speech 1100 (GE)	<u>3</u>
	16

Third Semester

OFTI 2600 (OPTS) – Professional Development	3
◆PLGL 1200 (LS) – Civil Litigation	3
PLGL 1250 (LS) – Legal Ethics and Law Office Organizations	3
#+◆ PLGL 1500 (LS) – Introduction to Legal Research and Writing	3
PLGL 2500 (LS) – Personal Injury, Tort and Insurance Law	3
Program Elective (LS) (E)	<u>3</u>
	18

Fourth Semester

§PLGL 2100-(LS) – Advanced Legal Research and Writing	3
^PLGL 2425 (LS) – Law Office Technology	3
*▲PLGL 2600 (LS) – Paralegal Practicum ³ (See Note below)	3
Two Program Electives (LS) (E)	<u>6</u>
	15

³ *Note regarding Paralegal Practicum PLGL 2600: Although the Paralegal Practicum is offered every semester (Fall, Spring, and Summer), it is recommended that the practicum be taken during the 16-week Fall or Spring semester, instead of the 8-week Summer semester, to maximize the experience of working in a law office as a paralegal intern.*

Program Electives (Four required; all showing PLGL designation are legal specialty classes)

PLGL 2150 – Bankruptcy Law
PLGL 2200 – Criminal Law and Procedure
PLGL 2225 – Contract Law
PLGL 2250 – Corporations and Other Business Organization
PLGL 2275 – Environmental Law
PLGL 2280 – Elder Law
PLGL 2300 – Estate Planning and Probate Law
PLGL 2350 – Family Law
PLGL 2380 – Immigration Law
PLGL 2400 – Intellectual Property Law
PLGL 2410 – Labor and Employment Law
PLGL 2450 – Real Property Law
CRIMJ 1151 – Constitutional Law
CRIMJ 1153 – Rules of Evidence

● Courses must be taken before application can be made for program admittance.

◆ Courses must be taken before enrolling in paralegal practicum.

Legal Research and Writing Classes are not typically offered in the summer semester.

+ Prerequisite PLGL 1150

* Prerequisites PLGL 1200, PLGL 1250 and PLGL 1500

§ Prerequisite PLGL 1500

^ Prerequisite OFTI 1200

▲ PLGL 2600 requires instructor consent, obtained by submitting a completed application form to the instructor (available at

https://www.cod.edu/academics/programs/paralegal/pdf/paralegal_practicum_app_form.pdf) at least ten weeks before the beginning of the semester in which the student wants to enroll.

Recommended but not required:

Most law offices seek paralegals with a high level of office technology and computer skills. For this reason, the following two courses are recommended but not required:

OFTI 1210 – Word Processing I

OFTI 1215 – Advanced Word Processing/Desktop Publishing

ADMISSION REQUIREMENTS

Once admitted into the college, prospective paralegal program students can apply for admission into the Paralegal Studies AAS degree program after taking the following three prerequisite courses:

English 1101 – ENGLI 1101
Introduction to Paralegal Studies – PLGL 1100
Drafting Legal Documents – PLGL 1150

English 1101 and PLGL 1101 must be completed with a grade of “C” or higher, and the three classes combined must be completed with a gradepoint of 2.66 or better, before program acceptance can be granted.

To apply to the program, students complete a program application (available online at https://www.cod.edu/academics/programs/paralegal/pdf/aas_application.pdf) including a written “Statement of Goals”, and submit a resume, three professional or personal letters of reference (not from family members), and a copy of either a degree audit from COD or transcripts evidencing completion of prerequisites. The applicant shall provide all application materials the Program Coordinator for evaluation, except for reference letters, which shall be submitted directly to the Coordinator from the reference providers. Upon submission of these materials, the applicant shall contact to Program Coordinator to schedule a meeting to review application materials. The applicant will receive a letter confirming program acceptance after the application materials have been evaluated and found to be satisfactory.

Admission into the Paralegal Program is granted on an ongoing basis and can take place any time during the student’s course of study. Students may continue to enroll in paralegal classes each semester prior to being admitted into the program, except that students seeking admission into PLGL 2600, the paralegal practicum, must have been accepted into the program in order to enroll in the class.

For more information, please contact Sally N. Fairbank, Paralegal Program Chair, email: Fairbank@cod.edu or Anika Collins, Program Advisor, who can be contacted through the Counseling and Advising Office at (630) 942-2259, or email: Collinsa555@cod.edu.