

COLLEGE OF DUPAGE
PARALEGAL STUDIES PROGRAM
Paralegal Certificate
CURRICULUM AND SUGGESTED COURSE SEQUENCE

The certificate program is available to students who have earned a college degree from a **regionally accredited institution**, either an associate degree (A.A. or A.S.) or higher or equivalent.¹ Students with an associate in applied science degree (A.A.S.) may also be admitted provided that the general education and other coursework completed is equivalent to that required by College of DuPage’s A.A.S. degree program in Paralegal Studies.²

The certificate consists of 36 credit hours (12 classes) consisting of a combination of 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 legal specialty (LS), program elective (E), or development of office, professional, or technical skills class (OPTS).

Other than classes requiring the indicated prerequisites, the classes can be taken in any order the student desires. Below is a suggested course sequence for the Fall 2014 semester and thereafter.

Suggested sequence of courses:

First Semester

●PLGL 1100 (OPTS) – Introduction to Paralegal Studies	3
●PLGL 1150 (OPTS) – Drafting Legal Documents	3
◆#PLGL 1200 (LS) – Civil Litigation	3
OFTI 1200 (OPTS) – MS for Professional Staff	<u>3</u>
	12

Second Semester

◆+#PLGL 1500 (LS) - Introduction to Legal Research & Writing	3
PLGL 1250 (LS) – Legal Ethics and Law Office Organizations	3
PLGL 2500 (LS) – Personal Injury, Tort and Insurance law	3
Program Elective (LS) (E)	<u>3</u>
	12

Third Semester

§PLGL 2100 (LS) – Advanced Legal Research and Writing	3
#^PLGL 2425 (LS) – Law Office Technology	3
* ▲ PLGL 2600 (LS) – Paralegal Practicum ³ (<i>See Note below</i>)	3
Program Elective (LS) (E)	<u>3</u>
	12

¹ Other degrees will be evaluated for equivalency.

² Students with an A.A.S. degree whose coursework is not equivalent to coursework required by College of DuPage’s A.A.S. degree program in Paralegal Studies will need to take additional coursework that corresponds to the coursework required by the college’s A.A.S. degree in Paralegal Studies, in addition to the credit hours required for the certificate.

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 (2 required)

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 2380 – Immigration Law
PLGL 2350 – Family Law
PLGL 2400 – Intellectual Property Law
PLGL 2410 – Labor and Employment Law
PLGL 2450 – Real Property Law

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

◆ Courses must be taken before enrolling in Practicum.

Class is not 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 three courses are recommended but not required:

OFTI 1210 – Word Processing I

OFTI 1215 – Advanced Word Processing/Desktop Publishing

CIS 1150 – Introduction to Computer Information Systems

PROGRAM ADMISSION REQUIREMENTS

Effective Fall 2014, students are required to have earned a college degree from an accredited college or university. See footnotes ¹ and ² on page one of this document for further clarification. Effective Fall 2014, students who earned a college degree outside the U.S. need to obtain an IBT TOEFL score of 79 or higher. Students who do not achieve this score should contact the Program Coordinator, Sally Fairbank or Program Support Specialist, Bev Carlson for required coursework.

To be accepted into the Program, students must provide official college transcripts to the Records Office indicating they have earned a qualifying college degree. In addition, they must complete the following courses:

Introduction to Paralegal Studies PLGL 1100
Drafting Legal Documents PLGL 1150

PLGL 1100 must be completed with a grade of “C” or better, and these two classes combined must be completed with a grade point of 2.5 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/certificate_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 previous degree earned and completion of prerequisites. The applicant shall provide all application materials to 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 the 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.