Paralegal Studies | Associate in Applied Science
Field of Study Code: PLGL.AAS

Catalog Description:
The Paralegal program prepares its graduates to perform substantive legal work under the supervision of an attorney. Although paralegals cannot provide legal services directly to the public, except as permitted by law, paralegals assist attorneys in a variety of legal environments by performing tasks such as drafting legal documents, performing legal research, maintaining corporate records and minutes books, interviewing witnesses and clients, and assisting in trial preparation. There is a separate admission process requiring students to be accepted into the program after completing initial prerequisites. To apply for admission, students complete a program application and submit it to the Program Coordinator. The Paralegal Studies degree requires a minimum of 64 credits in program requirements and program electives in the courses listed below.

Program Requirements ................................................. 48 to 51
PLGL 1100* Introduction to Paralegal Studies .......... 3
PLGL 1150* Drafting Legal Documents ..................... 3
PLGL 1200* Civil Litigation ......................................... 3
PLGL 1250* Legal Ethics and Law Office Organizations ........................................ 3
PLGL 1500* Intro Legal Research and Writing ............. 3
PLGL 2100* Advanced Legal Research and Writing .......... 3
PLGL 2425* Law Office Technology ................................ 3
PLGL 2500* Personal Injury, Tort and Insurance Law .... 3
PLGL 2600* Paralegal Practicum ................................... 3
ENG 1101* English Composition I ................................. 3
MATH 1218* General Education Mathematics ............... 3
OR
MATH 1100* Business Mathematics .......................... 3
AND
PSYCH 1100* General Psychology ............................... 3
OR
SOCIO 1100* Introduction to Social Science ................. 3
PHILO 1110* Ethics ......................................................... 3
OR
PHILO 1114* Business Ethics ........................................ 3
POL 1101* American Politics ....................................... 3
OFTI 1200* MS Office for Professional Staff ............... 3
OFTI 2600* Professional Development ....................... 3
SPEEC 1100* Fundamentals of Speech Communication .... 3

Program Electives .......................................................... 12
Select 12 credits from any 1000- and 2000-level Paralegal Studies courses; the Criminal Justice courses listed below can also be used. (In addition to the courses listed above.)
CRIMJ 1151 Constitutional Law .................................. 3
CRIMJ 1153 Rules of Evidence ..................................... 3

* - course has a prerequisite

Suggested Course Sequence
(Full-Time Enrollment)

Please note: A student’s readiness to perform college-level coursework is based on the student’s placement test and/or ACT scores. Below 1000 level coursework may be required prior to the student taking courses in the suggested sequences.

First Semester (12 to 15 credits)
- Engli 1101 (3)
- PLGL 1100 (3)
- Math 1218 (3) or Math 1100 (3) and Psych 1100 or Socio 1100 (3)
- OFTI 1200 (3)

Second Semester (16 credits)
- Pol 1101 (3)
- PLGL 1150 (3)
- Physical & Life Science Requirement (4)
- Program Elective (3)
- SPEEC 1100 (3)

Third Semester (18 credits)
- PLGL 1200 (3)
- PLGL 1250 (3)
- PLGL 1500 (3)
- PLGL 2500 (3)
- PHILO 1110 or PHILO 1114 (3)
- Program Elective (3)

Fourth Semester (18 credits)
- PLGL 2100 (3)
- PLGL 2425 (3)
- PLGL 2600 (3)
- OFTI 2600 (3)
- Program Elective (3)
- Program Elective (3)

For more information:
If you are considering this program as an area of study, please contact the Business & Applied Technology Division office at 630-942-2592.

Program web site:
http://www.cod.edu/academics/programs/paralegal/
Each candidate for an Associate in Applied Science (A.A.S.) degree shall satisfactorily complete a minimum of 18 credits in General Education. (In addition to the courses listed below.)

For the Paralegal Studies degree, some General Education courses are already listed under program requirements. Therefore, students need four additional credits besides those listed under program requirements.

Under the specified General Education headings below, the following courses are required:

**Communication:** 6 credits  
*Written:* (3 credits) English 1101 or 1105  
*(English 1101 in program requirements fulfills this requirement)*  
*Oral:* (3 credits) Speech 1100, 1120 or 1150  
*(Speech 1100 in program requirements fulfills this requirement)*

**Physical and Life Sciences:** 3 to 5 credits  
At least one course with a laboratory component

**Mathematics:** 3 to 5 credits  
Select a minimum of 3 credits (1000 level or above).  
Select Mathematics 1102, 1104 or 1120 only where required in the degree program. Only one from the following three courses may count toward overall degree requirement credit: Mathematics 1635, Psychology 2280 or Sociology 2205. Only one of the following courses may count toward overall degree credit: Mathematics 1428 or Mathematics 1431.  
*(Mathematics 1100 or Mathematics 1218 in program requirements fulfills this requirement)*

**Humanities and Fine Arts:** 3 credits  
*(Philosophy 1110 or Philosophy 1114 in program requirements fulfills this requirement)*

**Social and Behavioral Sciences:** 3 credits  
*(Political Science 1101 in program requirements fulfills this requirement)*

Complete at least 2 credits from the list of courses in the Global/Multicultural Studies or Contemporary Life Skills Category.  
*(Ofti 1200 in program requirements fulfills this requirement)*

| TOTAL CREDITS FOR AAS DEGREE | 64 to 67 |

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Career Information  PLGL.AAS

Job Title(s): Paralegals and Legal Assistants
Law Clerk, Legal Clerk, Real Estate Paralegal, Summer Law Associate, Legal Analyst, Paralegal Specialist, Certified Paralegal, Immigration Paralegal

For salary and wage information, please visit: www.onetonline.org

If you would like information regarding internships, resume development, interviewing and job search skills, please contact the Career Services Center

Phone: 630-942-2230
www.cod.edu/careerservices  Twitter: @codcareercenter

Related Occupations:
Title Examiners, Abstractors, and Searchers  Tax Preparers
Billing, Cost, and Rate Clerks  Legal Secretaries
Eligibility Interviewers, Government Programs  Executive Secretaries and Executive Administrative Assistants
Tax Examiners and Collectors, and Revenue Agents  Bookkeeping, Accounting, and Auditing Clerks