

# PARALEGAL (PARALEG)

## Paralegal (PARALEG) 147

### Intro to Paralegal Studies

This course is the first of the required courses in the Paralegal AAS program/plan 304. It provides an overview of the American legal system. It explores essential knowledge in the paralegal field, including the basic skills, concepts, and reasoning processes for success in a paralegal career. This course explores basic paralegal roles and responsibilities and specific limitations as they relate to the legal system and the law office environment. Writing assignments, as appropriate to the discipline, are part of the course.

*Eligibility for ENGLISH 101 based on prior coursework or appropriate score on Placement Test; or Consent of Department Chair*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

## Paralegal (PARALEG) 148

### Civil Litigation

This course is one of the requirements of the Paralegal AAS program/plan 304. It introduces the student to procedural concepts of the civil litigation process in state and federal courts with an emphasis on Illinois and federal civil codes. It examines the role of the paralegal from the initial phases of the pre-trial investigation and discovery through the appeals process while emphasizing legal theory and practical skills. This is a writing intensive course. Writing assignments, as appropriate to the discipline, are part of the course.

*Eligibility for ENGLISH 101 based on prior coursework or appropriate score on Placement Test; or Consent of Department Chair*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

## Paralegal (PARALEG) 149

### Family Law

This course is one of the requirements of the Paralegal AAS program/plan 304. It is an overview of the basic principles of family law and domestic relations, with an emphasis on Illinois law. It examines the areas of marital contracts, divorce, annulment, issues affecting children, and other legal matters relating to domestic relations. It also covers client interviews, the drafting of necessary pleadings and supporting documents, and the performance of basic research relating to family law and domestic relations as well as the role of the paralegal in family law. Writing assignments, as appropriate to the discipline, are part of the course.

*Eligibility for ENGLISH 101 based on prior coursework or appropriate score on Placement Test; or Consent of Department Chair*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

## Paralegal (PARALEG) 150

### Legal Research and Writing I

This course provides an overview of the fundamentals of legal research and writing. It covers the use of primary and secondary source materials to research legal questions. It examines different types of legal documents and provides training in legal analysis. The course also includes principles and techniques of legal writing and their application to legal correspondence and documents as well as the role of the paralegal in legal research and writing. This is a writing intensive course. Writing assignments, as appropriate to the discipline, are part of the course.

*Completion of PARALEG 147, PARALEG 148 and ENGLISH 101 with a grade of "C" or better, or consent of the Department Chairperson.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

## Paralegal (PARALEG) 219

### Real Estate Law for the Paralegal

This course is one of the requirements of the Paralegal AAS program. It introduces the fundamentals of real estate law, with the emphasis on Illinois law, and provides a basic understanding of the elements of the real estate industry. The course covers real property law, categories of ownership, legal descriptions, contracts, financial aspects, and special issues in real estate law. It examines the real estate transaction from the beginning of the process to the closing. It emphasizes the drafting of legal descriptions of property, preparing closing documentation and performing a title search. It also examines the role of the paralegal in a law office, financial institution, or title company. Writing assignments, as appropriate to the discipline, are part of the course.

*Completion of ENGLISH 101, PARALEG 147 and PARALEG 148 with a grade of C or better or consent of program director.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

## Paralegal (PARALEG) 220

### Criminal Law for the Paralegal

This course explores the Illinois and federal court systems as well as defines the categories of crime and the types of legal defenses. It introduces the concepts involved in criminal proceedings and explores the stages of criminal litigation from the arrest through post-trial procedures. It enables the student to understand all procedural aspects of criminal cases and the role of the paralegal in aiding an attorney in trial preparation, the trial itself, and post-trial procedures and appeals. This is a writing intensive course. Writing assignments, as appropriate to the discipline, are part of the course.

*Eligibility for ENGLISH 101 based on prior coursework or appropriate score on Placement Test; or Consent of Department Chair*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

### **Paralegal (PARALEG) 222**

#### **Contract Law for the Paralegal**

This course provides the student with an in-depth analysis of the law pertaining to contract formation, resolution of contract disputes and the impact of the Uniform Commercial Code on traditional contract theory. Writing assignments, as appropriate to the discipline, are part of the course.

*Eligibility for ENGLISH 101 based on prior coursework or appropriate score on Placement Test; or Consent of Department Chair*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

### **Paralegal (PARALEG) 223**

#### **Tort Law**

This course is one of the requirements of the Paralegal AAS program/plan 304. It examines the fundamental elements of tort law and the principles of tort litigation. It introduces the different categories of torts and focuses on the role of the paralegal in tort litigation from the point of view of both the plaintiff and the defendant. Writing assignments, as appropriate to the discipline, are part of the course.

*Eligibility for ENGLISH 101 based on prior coursework or appropriate score on Placement Test; or Consent of Department Chair*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

### **Paralegal (PARALEG) 224**

#### **Wills, Trusts and Probate**

This course covers both the theoretical and practical knowledge needed in the estate planning and probate processes. It covers wills, trusts, and estate administration. The course emphasizes the role of the paralegal in the drafting of estate planning documents and carrying out probate procedures. Emphasis is placed on applicable Illinois law and Federal tax laws. Writing assignments, as appropriate to the discipline, are part of the course.

*Completion of ENGLISH 101, PARALEG 147 and PARALEG 148 with a grade of C or better or consent of program director.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

### **Paralegal (PARALEG) 225**

#### **Legal Research and Writing**

This course is one of the requirements of the Paralegal AAS program. It provides an overview of the fundamentals of legal research and writing. This course covers the use of primary and secondary source materials to research legal questions. It examines different types of legal documents and provides training in legal analysis. The course also includes principles and techniques of legal writing and their application to legal correspondence and documents as well as the role of the paralegal in legal research and writing. This is a writing intensive course. Writing assignments, as appropriate to the discipline, are part of the course.

*Completion of ENGLISH 102, PARALEG 147, 148, 149, 223 and PARALEG 238 with a grade of C or better or consent of program director.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

### **Paralegal (PARALEG) 226**

#### **Internship for the Paralegal**

This course is designed to enable students to combine classroom training with practical paralegal work experience through supervised on-the-job training in a public or private legal setting. Periodic discussions of experiences, concerns, and topical questions enhance the student learning. Students are required to keep records of their internship hours and tasks. A minimum number of hours of on-site time are required for this course. Internship placement must be approved by the Program Coordinator. Writing assignments, as appropriate to the discipline, are part of the course.

*Consent of Department Chairperson.*

3 Lecture Hours. 3 Credit Hours.

**Offered At:** HW, WR

### **Paralegal (PARALEG) 227**

#### **Elder Law**

This course is an overview of legal issues that are increasingly relevant as the older population increases. It covers a variety of legal documents and the many legal situations which affect the elderly. It also covers topics such as asset management, estate planning, health care, personal planning and protection, resources of both public and private agencies and organizations, and the court systems. It examines the role of the paralegal in interacting with elderly clients as well as in using the various resources available in elder law. Writing assignments, as appropriate to the discipline, are part of the course.

*Completion of ENGLISH 101, PARALEG 147 and PARALEG 148 with a grade of C or better or consent of program director.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

### **Paralegal (PARALEG) 228**

#### **Environmental Law for the Paralegal**

This course examines the fundamental concepts of environmental law. It emphasizes both state and federal laws and regulations enacted to preserve and protect the environment. It covers the specific areas of air quality control, water quality control, toxic substance control, waste management, and hazardous releases. It also covers energy policy, natural resources, international environmental law, and current environmental issues. It focuses on the role of the paralegal in environmental law. Writing assignments, as appropriate to the discipline, are part of the course.

*Completion of ENGLISH 101, PARALEG 147 and PARALEG 148 with a grade of C or better or consent of program director.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

### **Paralegal (PARALEG) 229**

#### **Immigration Law**

This course provides an overview of the federal immigration system and the concepts and procedures of immigration law for the paralegal. It examines immigration law and regulations as well as practical applications in immigration law including the naturalization process, visa procedures, and the right and obligations of aliens in the United States. Writing assignments, as appropriate to the discipline, are part of the course.

*Completion of ENGLISH 101, PARALEG 147 and PARALEG 148 with a grade of C or better or consent of program director.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

**Paralegal (PARALEG) 238**

**Legal Ethics for the Paralegal**

This course provides the student with an overview of ethical considerations arising in the paralegal profession. This course discusses the regulation and discipline of attorneys and paralegals, issues related to confidentiality and conflicts of interest, unauthorized practice of law and other ethical issues that pertain particularly to paralegals. Students will discuss general ethical considerations and will work directly with the Illinois Rules of Professional Conduct. Writing assignments, as appropriate to the discipline, are part of the course.

*Eligibility for ENGLISH 101 based on prior coursework or appropriate score on Placement Test; or Consent of Department Chair*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

**Paralegal (PARALEG) 239**

**Business Organizations & Agency Law**

This course is an elective in the Paralegal AAS program/plan 304. It provides the student with an overview of the formation and operation of business enterprises, exposes the student to types of business organizations and to the law surrounding principal/agent relationships. Student will learn about sole proprietorships, general and limited partnerships, limited liability companies and corporations. The role of a corporate paralegal is covered as it relates to the benefits and disadvantages of each type of entity as well as the formation, dissolution and recordkeeping for each of these entities. Writing assignments, as appropriate to the discipline, are part of the course.

*Completion of ENGLISH 101, PARALEG 147 and PARALEG 148 with a grade of C or better or consent of program director.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR

**Paralegal (PARALEG) 240**

**Computers in the Law Office**

This course is an elective in the Paralegal AAS program/plan 304 and can be taken in lieu of the internship requirement. A general introduction to the use of computer software programs in the modern law office. Office organization, legal terminology, fees and billing procedures, e-filing, scheduling and calendaring, preparation and maintenance of case files, preparation of law office forms, and an introduction and survey of a variety of legal specific software and legal web resources are involved in this course. Students will develop a greater appreciation for computers by learning how computers can help paralegals complete tasks and assignments. This course includes hands on computer exercise using professional software programs and web resources used in the law office by paralegals. Writing assignments, as appropriate to the discipline, are part of the course.

*Completion of ENGLISH 101, PARALEG 147 and PARALEG 148 with a grade of C or better or consent of program director.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** HW, WR