



**Paralegal Studies Major  
Associate of Science Degree**

**Paralegal Studies Mission Statement:**

The mission of the Paralegal Studies Associate of Science degree program is to prepare students with the knowledge and skills needed to be successful as paralegals who are prepared to meet the needs of the legal community. Graduates of the program possess knowledge of basic legal terminology and procedures, document drafting, professional ethics and client interactions and are proficient in utilizing research technology.

**Paralegal Studies Vision Statement:**

The vision of the program is to provide a superior academic program, encourage the pursuit of lifelong learning, and promote responsible citizenship.

**Paralegal Studies Disclaimer:** Paralegals may not practice law or otherwise provide legal services directly to the public except as permitted by law.

**Paralegal Studies Goals:**

Building on its heritage as the oldest paralegal program in Illinois, the MacCormac College Paralegal Studies Program will continue to pursue academic excellence in its classes, expand internship opportunities for students, and engage our students in greater participation in school and outside activities. The fundamental goals are to:

- Demonstrate awareness of ethical issues that may arise in the legal environment.
- Use legal terminology to communicate with prospective clients, offices and the courts.
- Draft and understand the meaning of various legal documents.
- Research complex legal issues from legal caselaw, statutory law, regulatory law and other sources, using traditional source material and the latest legal research technology.
- Apply legal reasoning and critical analysis to the identification and interpretation of legal issues.
- Work with a legal team in preparation for trials, motions and administrative hearings.

**Paralegal Studies Learning Outcomes:**

- Use legal terminology to communicate with prospective clients, offices, and the courts
- Draft and understand the meaning of a variety of legal documents
- Research complex legal issues stemming from legal cases using traditional sources and the latest law research technology
- Apply legal reasoning and critical analysis to the identification and interpretation of legal issues.
- Work with legal team in preparation for trials, motions and administrative hearings
- Demonstrate awareness of ethical problems that may occur in the legal environment

# Paralegal Studies

## Associate of Science

### PARALEGAL STUDIES COURSES

LAW-1100	Introduction to Paralegal Studies	3.0
LAW-1200	Legal Research and Writing I	3.0
LAW-1250	Legal Research & Writing II	3.0
LAW-1800	Torts Law	3.0
LAW-2830	Civil Litigation and Procedures	3.0
LAW-2850	Criminal Law and Procedures	3.0
LAW-2640	Real Estate Law	3.0
LAW-2670	Family Law	3.0
LAW-2810	Estates and Trusts	3.0
LAW-2900	Paralegal Studies Required Elective: E-DISCOVERY	3.0

### GENERAL EDUCATION COURSES

COL-1010	First Year Experience	1.0
CIS-1150	Introduction to Computers	3.0
COL-2750	Professional Experience	3.0
ENG-1010	College Composition I	3.0
ENG-1020	College Composition II	3.0
PHIL-2050	Introduction to Ethics	3.0
PSY-1010	Introduction to Psychology	3.0
SOC-2010	Introduction to Sociology	3.0
SPE-2110	Speech Communication	3.0
BIO-1010	Humans and the Environment	4.0
	OR	
EAR-1010	Introduction to Earth Science	
ECON-2210	Macroeconomics	3.0
	OR	
ECON-2220	Microeconomics	3.0

**DEGREE CREDIT HOURS REQUIRED** 62.0

### WHAT IS PARALEGAL STUDIES?

Paralegal studies degree programs are designed to give students the information and hands-on training they need to be able to join the workforce as paralegals right after graduation. At MacCormac College, our paralegal studies degree program includes coursework and practical education that allows students to develop their critical thinking, legal research, legal writing, active listening and other skills that paralegals need to use every day.

### What Can You Do With This Degree?

- Private companies, partnerships and corporations
- Real estate offices
- Legal aid societies
- Federal, state and local government offices
- Law firms of all sizes, including solo practitioners

### Qualification for Becoming a Certified Paralegal in Illinois

Professional certification for paralegals is the result of passing a voluntary examination administered by the National Association of Legal Assistants (NALA) or National Federation of Paralegal Associations (NFPA). To be eligible to take the voluntary exam, students must:

- Fill out an application for examination on the NALA or NFPA website.
- Have completed a paralegal program that is approved by the American Bar Association or an associate degree program.