

PARALEGAL STUDIES

Program Overview

Opportunities in the Paralegal field are plentiful. Experienced, formally trained Paralegal Studies graduates with strong research, writing and computer skills have the best job prospects according to the U. S. Bureau of Labor Statistics.

The Paralegal Studies program prepares students to perform substantive and procedural legal work under the supervision of a lawyer or judge in law firms, corporations, legal aid offices or government agencies. The program may also serve as a foundation for students who may later pursue baccalaureate or professional degrees in Paralegal Studies or Law.

MCC offers both a Paralegal Studies Certificate and an Associate in Applied Science in Paralegal Studies degree. The AAS in Paralegal Studies is designed for individuals who have not yet earned a college degree. The Paralegal Studies Certificate is reserved for those who have earned a college degree with 18 credit hours of general education coursework.

Admissions Requirements

The entrance requirements for the AAS in Paralegal Studies and the Paralegal Studies Certificate include the following:

- Scoring at or above the 80th percentile on the Watson-Glaser Critical thinking Appraisal
- Intermediate mathematical, reading and writing skills as identified by specific scores obtained on the ACT, COMPASS or other equivalent tests.

To enter the Paralegal Studies Certificate program, students must also show the following:

- Completion of an associate degree or bachelor's degree from a regionally accredited institution
- Completion of 18 credit hours, or equivalent, of general education coursework.

If any general education, support courses, associate's degree or bachelor's degree were taken at another institution, an official transcript from that college must be submitted to the Admissions office with a request for it to be reviewed for the Paralegal Studies Program.

For more information, visit: www.mchenry.edu/paralegal

The primary purpose of an Associate in Applied Science degree is to prepare students for employment. The AAS degree is not designed specifically for transfer; however, there are opportunities to apply some coursework or the whole degree to a bachelor's degree program. For more information, see an academic advisor and the department chair.

Requirements for the Associate in Applied Science (AAS) in Paralegal Studies

Curriculum: OCC 208	Credit Hours		
General Education Core			
Communications 3 courses	9	(3) ENG 151 Composition I (3) ENG 152 Composition II (3) SPE 151 Intro to Speech	
Humanities & Fine Arts, Social & Behavioral Sciences Select 3 courses from Humanities & Fine Arts and Social & Behavioral Sciences	9	Humanities & Fine Arts (3) PHI 251 Intro to Ethics	Social & Behavioral Sciences (3) PLT 151 United States Government (3) PLT 155 State & Local Government
Mathematics, Physical or Life Sciences, Technology Select 1 course from Mathematics, Physical or Life Sciences, or Technology	3	Mathematics MAT (100 level or above) Physical or Life Sciences <i>Select from the following prefixes or course numbers:</i> BIO CHM EAS (4) GEG 107 Physical Geography (3) GEG 123 Energy Resources (3) GEG 220 The Global Environment	Physical or Life Sciences cont'd. GEL (3) HFE 250 Nutrition for Wellness (4) HRT 103 Intro to Plant Science (4) HRT 105 Intro to Soil Science PHY Technology (3) GRA 100 Adobe Design Suite (3) PRG 105 Programming Logic (3) WEB 105 Web Fundamentals

Program Core	39-42	(3) CDM 110 Computer Literacy for Windows (3) CJS 115 Criminal Law (3) PAR 101 Intro to Paralegal Studies (3) PAR 102 Legal Research and Writing (3) PAR 103 Civil Litigation and Discovery (3) PAR 110 Law Office Technology	(3) PAR 120 Torts and Insurance Law (3) PAR 121 Contract Law (3) PAR 122 Real Property Law (3) PAR 123 Family Law (3) PAR 124 Intellectual Property Law or (3) BUS 241 Legal Environment of Business (3) PAR 125 Estate Planning and Probate Law (3-6) PAR 255 Paralegal Studies Internship
Total Degree Credits	60-63		

Other AAS Graduation Requirements:

- 2.0 minimum cumulative GPA at MCC upon completion of program
- 15 semester hours of program-specific coursework taken at MCC.
- Completion of graduation application
- Completion of end-of-program assessment as directed by this department

For more information, contact the department chair: (815) 479-7511.

Requirements for the Paralegal Certificate

Paralegal Studies Certificate OCC 210	Credit Hours	Courses
Program Core	18	(3) PAR 101 Introduction to Paralegal Studies (3) PAR 102 Legal Research and Writing (3) PAR 103 Civil Litigation and Discovery (3) PAR 110 Law Office Technology (3) PAR 122 Real Property Law (3) PAR 123 Family Law
Program Electives	9	(3) BUS 241 Legal Environment of Business (3) CJS 115 Criminal Law (3) PAR 120 Torts and Insurance Law (3) PAR 121 Contract Law (3) PAR 124 Intellectual Property Law (3) PAR 125 Estate Planning and Probate Law (3) PAR 255 Paralegal Internship
Total Certificate Credits	27	

For more information, visit: www.mchenry.edu/paralegalcertificate

Other Certificate Requirements:

- 2.0 minimum GPA at MCC upon completion of program
- A minimum of 14 hours of Paralegal Studies courses must be completed at McHenry County College to receive the certificate.
- Completion of graduation application
- Completion of end-of-program assessment as directed by this department.

For more information contact the department chair: (815) 455-8996 or (815) 479-7728.