

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 AAS in Paralegal Studies and the Paralegal Studies Certificate courses require:

- 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 15 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	Minimum Credit Hours	Courses
Written Communication	3	ENG 151 or ENG 152 recommended <i>Please see page 65 for AAS Degree course options</i>
Oral Communication	3	SPE 151 recommended <i>Please see page 65 for AAS Degree course options</i>
Arts Humanities Social Science Behavioral Science	3	PHI 251 recommended <i>Please see page 65 for AAS Degree course options</i>
Mathematics Physical Science Life Science	3	<i>Please see page 65 for AAS Degree course options</i>
Arts Humanities Social Science Behavioral Science Mathematics Physical Science Life Science	3	PLT 151 or PLT 155 recommended <i>Please see page 65 for AAS Degree course options</i>
Total General Education	15	

Program Core	27	(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 125 Estate Planning and Probate Law
Electives	18	(3) CDM 110 Computer Literacy for Windows (3) CJS 115 Criminal Law (3) PAR 124 Intellectual Property Law (3) BUS 241 Business Law (3-6) PAR 255 Paralegal Studies Internship	(3-18) General Elective *Any 1.1 Articulated MCC Course
Total Minimum Degree Credits	60		

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 Business Law (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) 479-7511.