

PARALEGAL STUDIES MAJOR
Associate of Science Degree

Employed by law firms, corporations, financial institutions, and government agencies, paralegals work under the supervision of attorneys and may be responsible for preparing pleadings, interviewing clients, researching legal problems, drafting documents, and assisting attorneys. In 1973, MacCormac became the first college in Illinois to offer a Paralegal Studies Major. Paralegal skills include: preparing simple wills and trusts; assisting with federal tax returns; contacting clients for information; preparing documents for real estate closings, domestic relations, probate and corporate matters; preparing complaints, answers, interrogatories, and other litigation-related documents.

Paralegals may not practice law or otherwise provide legal advice or services directly to the public except as permitted by law. Students transferring credits into the program must ensure that a minimum of ten (10) legal specialty coursework credits are delivered in traditional format.

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. 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 Learning Outcomes

Paralegal Studies Graduates will be able to:

- Use legal terminology to communicate with prospective clients, offices, and the court
- Effectively communicate with other legal professionals and the public
- 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
- Demonstrate awareness of ethical problems that occur in the legal environment

Required Major Courses (36 Cr. Hrs.)		Cr. Hrs.
LAW1100	Introduction to Paralegal Studies	3
LAW1800	Torts Law	3
LAW2640	Real Estate Law	3
LAW2670	Family Law	3
LAW2700	Law Office Management & Computer Systems	3
LAW2720	Legal Research & Writing I	3
LAW2740	Legal Research & Writing II	3
LAW2810	Estates and Trusts	3
LAW2830	Civil Litigation and Procedures	3
LAW2850	Criminal Law and Procedures	3
LAW2900	Paralegal Studies Required Elective	3
Other Required Courses for the Major (3 Cr. Hrs.)		
ACCT1050	Financial Accounting Principles I	3
OT2750	Professional Experience	3
Required General Education Courses (22 Cr. Hrs.)		
CIS1150	Introduction to Computing	3
ENG1010	College Composition I	3
ENG 1020	College Composition II	3
SPE2110	Speech Communication	3
Choose One		
ECON2210	Macroeconomics	3
ECON2220	Microeconomics	3
Choose One		
BIO1010	Humans and the Environment	4
EAR1010	Introduction to Earth Science	4
Choose One		
PSY1010	Introduction to Psychology	3
SOC2010	Introduction to Sociology	3
PHIL2020	Introduction to Ethics	3
Total Credits for Paralegal Studies Degree		61

*The MacCormac College
Paralegal Studies Program
is NOT approved by the
American Bar
Association (ABA)*