

# PARALEGAL, ASSOCIATE IN APPLIED SCIENCE



College(s): HW, WR

Program Code: 0304

The Associate in Applied Science degree in Paralegal prepares students with the skills to become highly trained paralegals to meet the needs of corporations, law firms and offices, and other sectors where law-related work is performed. Program completion can lead to employment in any area where law-related work is conducted. Paralegals may not provide legal services directly to the public, except as permitted by law.

The program is approved by the American Bar Association.

To learn more about the Paralegal program at each college, including transfer policies, students can visit the Paralegal program website for their college.

- Harold Washington College (<https://www.ccc.edu/colleges/washington/departments/Pages/Paralegal.aspx>)
- Wilbur Wright College (<https://www.ccc.edu/colleges/wright/departments/Pages/Paralegal.aspx>)

## Program Requirements

Code	Title	Hours
<b>General Education Coursework</b>		
ENGLISH 101	Composition	3
ENGLISH 102	Composition	3
SPEECH 101	Fundamentals of Speech Communication	3
Courses from at least three of the following disciplines <sup>1</sup>		15
Mathematics		
Fine Arts and Humanities		
Social and Behavioral Sciences		
Physical Sciences and Life Sciences		
<b>Required Program Core</b>		

PARALEG 147	Intro to Paralegal Studies	3
PARALEG 148	Civil Litigation	3
PARALEG 149	Family Law	3
PARALEG 219	Real Estate Law for the Paralegal	3
PARALEG 222	Contract Law for the Paralegal	3
PARALEG 223	Tort Law	3
PARALEG 225	Legal Research and Writing	3
PARALEG 238	Legal Ethics for the Paralegal	3
<b>Program Electives <sup>2</sup></b>		<b>12</b>
PARALEG 150	Legal Research and Writing I	
PARALEG 220	Criminal Law for the Paralegal	
PARALEG 224	Wills, Trusts and Probate	
PARALEG 226	Internship for the Paralegal	
PARALEG 227	Elder Law	
PARALEG 228	Environmental Law for the Paralegal	
PARALEG 229	Immigration Law	
PARALEG 239	Business Organizations & Agency Law	
PARALEG 240	Computers in the Law Office	
Additional General Education courses (up to 6 hours) ( <a href="https://catalog.ccc.edu/ge/">https://catalog.ccc.edu/ge/</a> )		

**Total Hours** **60**

<sup>1</sup> At least one course must satisfy the Human Diversity (HD) requirement

<sup>2</sup> Students may select up to two additional general education courses (6 hours) to count toward their program elective requirements

## Pathway

This is an **example course sequence** for students interested in Paralegal. It does not represent a contract, nor does it guarantee course availability. If this pathway is followed as outlined, you will earn an Associate in Applied Science (AAS) Degree. All prescribed courses on this pathway are

required for the degree. Courses may not be substituted. Students should meet with a College Advisor for selection of elective courses.

Choose your courses with your College Advisor.

### Semester-by-Semester Program Plan for Full-Time Students

All plans can be modified to fit the needs of part-time students by adding more semesters.

Semester 1		Hours
ENGLISH 101	Composition <sup>1</sup>	3
PARALEG 147	Intro to Paralegal Studies	3
PARALEG 148	Civil Litigation	3
PARALEG 149	Family Law	3
PARALEG 238	Legal Ethics for the Paralegal	3
<b>Hours</b>		<b>15</b>
<b>Semester 2</b>		
ENGLISH 102	Composition <sup>1</sup>	3
PARALEG 219	Real Estate Law for the Paralegal	3
PARALEG 222	Contract Law for the Paralegal	3
PARALEG 223	Tort Law	3
SPEECH 101	Fundamentals of Speech Communication	2-3
<b>Hours</b>		<b>14-15</b>
<b>Semester 3</b>		
PARALEG 225	Legal Research and Writing	3
General Education Course <sup>1</sup>		3
General Education Course <sup>1</sup>		3
Program Elective (p. 2) <sup>2</sup>		3
Program Elective (p. 2) <sup>2</sup>		3
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
General Education Course <sup>1</sup>		3
General Education Course <sup>1</sup>		3
Program Elective (p. 2) <sup>2</sup>		3
Program Elective (p. 2) <sup>2</sup>		3
Any IAI Approved Human Diversity course <sup>1</sup>		3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>59-60</b>

<sup>1</sup> General Education (<https://catalog.ccc.edu/ge/>) Requirement  
<sup>2</sup> Program Elective (p. 2)

### Program Electives

Code	Title	Hours
PARALEG 150	Legal Research and Writing I	3
PARALEG 220	Criminal Law for the Paralegal	3
PARALEG 224	Wills, Trusts and Probate	3
PARALEG 226	Internship for the Paralegal	3
PARALEG 227	Elder Law	3
PARALEG 228	Environmental Law for the Paralegal	3
PARALEG 229	Immigration Law	3
PARALEG 239	Business Organizations & Agency Law	3
PARALEG 240	Computers in the Law Office	3
Additional General Education courses (up to 6 hours) ( <a href="https://catalog.ccc.edu/ge/">https://catalog.ccc.edu/ge/</a> )		

Choose your courses with your College Advisor.

### Semester-by-Semester Program Plan for Students with a Prior-Earned Degree or General Education Courses Completed

All plans can be modified to fit the needs of part-time students by adding more semesters.

Semester 1		Hours
ENGLISH 101	Composition <sup>1</sup>	3
SPEECH 101	Fundamentals of Speech Communication	3
Any IAI Approved Human Diversity Course <sup>1</sup>		3
General Education Course <sup>1</sup>		3
General Education Course <sup>1</sup>		3
<b>Hours</b>		<b>15</b>
<b>Semester 2</b>		
ENGLISH 102	Composition <sup>1</sup>	3
General Education Course <sup>1</sup>		3
General Education Course <sup>1</sup>		3
General Education Course <sup>1</sup>		3
General Education Course <sup>1</sup>		3
<b>Hours</b>		<b>15</b>
<b>Semester 3</b>		
PARALEG 147	Intro to Paralegal Studies	3
PARALEG 148	Civil Litigation	3
PARALEG 149	Family Law	3
PARALEG 223	Tort Law	3
PARALEG 238	Legal Ethics for the Paralegal	3
<b>Hours</b>		<b>15</b>
<b>Semester 4</b>		
PARALEG 219	Real Estate Law for the Paralegal	3
PARALEG 222	Contract Law for the Paralegal	3
PARALEG 225	Legal Research and Writing	3
Program Elective (p. 2) <sup>2</sup>		3
Program Elective (p. 2) <sup>2</sup>		3
<b>Hours</b>		<b>15</b>
<b>Total Hours</b>		<b>60</b>

<sup>1</sup> General Education (<https://catalog.ccc.edu/ge/>) Requirement  
<sup>2</sup> Program Elective (p. 2)

### PROGRAM ELECTIVES

Code	Title	Hours
PARALEG 150	Legal Research and Writing I	3
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### Careers

This program can prepare students for the jobs listed below. Click on each one to learn more, including average earnings, annual job openings, and how much education people in that field have. For additional

guidance and resources on career options, current City Colleges students and alumni can contact the Career Services Office (<https://www.ccc.edu/departments/Pages/Career-Services.aspx>).

## Paralegals and Legal Assistants

### Job Description

Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

### Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

#### Annual Wages

Entry-Level 10 <sup>th</sup> Percentile	\$49,519
Median 50 <sup>th</sup> Percentile	\$62,126
Senior-Level 90 <sup>th</sup> Percentile	\$106,458

#### Hourly Wages

Entry-Level 10 <sup>th</sup> Percentile	\$24
Median 50 <sup>th</sup> Percentile	\$30
Senior-Level 90 <sup>th</sup> Percentile	\$51

### Annual Job Openings

1127 annual openings in Cook County

### National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	3.42%
A certificate	7.25%
Some college	0.00%
An Associate degree	50.23%
A Bachelor's degree	39.10%
A Master's or Professional degree	0.00%
A Doctoral degree or more	0.00%

39.10% continue their education beyond an associate degree