

# PARALEGAL (PAR)

All PAR courses numbered 100 and above may be applied to the major field and elective requirement for the Associate in Arts and Associate in Science degrees.

## PAR 101 Introduction to Law (3) 3,0

This course introduces students to the skills they need to perform substantive legal work under the direction of a licensed attorney. Students will locate and interpret cases and statutes and learn the basic structure of legal analysis. This course includes legal terminology, core grammar skills, legal citation, ethics, investigation skills, and a thorough discussion of the structure of both the federal and state judicial systems. Students will be introduced to legal technologies, including legal research databases, court databases, and case management software. (1.2) Proficiency Credit Available (2T) Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** Reading: Grade of C or better in RDG 091 or LTC 099, or satisfaction of other placement criteria. Writing: Grade of C or better in ENG 098 or LTC 099 or satisfaction of other placement criteria.

**Semester(s) Offered:** Fall and Spring

## PAR 106 Law Office Technology (3) 3,0

Achieve hands-on familiarity with law office case management software for document management, time tracking, billing, calendaring, practice management, trial management, and presentations. Earn a Legal Technology Certificate from the National Society for Legal Technology as you learn how these software programs are used by attorneys and paralegals. (1.2) Proficiency Credit: Available (2 S) Pass/No Credit: Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** Reading: Grade of C or better in RDG 091 or LTC 099, or satisfaction of other placement criteria. Writing: Grade of C or better in ENG 098 or LTC 099 or satisfaction of other placement criteria.

**Semester(s) Offered:** Fall and Spring

## PAR 108 Family Law (3) 3,0

This course examines Illinois domestic relations law. Students are required to analyze the relevant statutes, identify tax consequences, and draft pleadings for dissolution of marriage and other family law matters. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** PAR 101 or concurrent Enrollment in PAR 101.

**Semester(s) Offered:** Fall

## PAR 201 Civil Litigation (3) 3,0

This course explores civil procedure and pleading, from interviewing a client through post-trial proceedings, including discovery and file management. Students are required to prepare several written assignments. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** PAR 101 or concurrent Enrollment in PAR 101.

**Semester(s) Offered:** Fall and Spring

## PAR 203 Real Property Law (3) 3,0

This course includes study of the law, procedures, and documents related to the sale and lease of real estate. The focus is on functions normally performed by a law office, lender, or title company, rather than the responsibilities of a broker or sales agent. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** PAR 101 or concurrent Enrollment in PAR 101.

**Semester(s) Offered:** Spring

## PAR 204 Legal Research (3) 3,0

This hybrid course requires extensive independent legal research and analysis using federal and multi-state materials. Students will utilize the internet and computerized legal research subscription services supplied by the college. Instruction will focus on locating relevant, current, and authoritative legal sources. Students will use primary sources to analyze fact patterns and reach logical, well-supported conclusions. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$460 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** Prerequisite: PAR 101 or concurrent enrollment in PAR 101.

**Semester(s) Offered:** Fall and Spring

## PAR 205 Wills, Trusts and Probate (3) 3,0

This course teaches students to prepare estate planning documents, handle probate estates, transfer assets without probate, and administer trusts, under the supervision of an attorney. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** PAR 101 or concurrent Enrollment in PAR 101.

**Semester(s) Offered:** Fall

**PAR 206 Legal Writing (3) 3,0**

Students will learn advanced concepts related to legal writing, research, and analysis. Assignments may include client letters, objective memoranda, or drafting transactional documents. The class is designed to teach students to write and edit for the legal profession. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** PAR 101, PAR 201, and PAR 204

**Semester(s) Offered:** Fall and Spring

**PAR 207 Criminal Law Procedure (3) 3,0**

This course focuses on the Illinois criminal law statute and Constitutional rights applicable to criminal prosecutions. Students are introduced to procedures relating to arrest, investigation, and trial, and to the corrections system. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** Reading: Grade of C or better in RDG 091 or LTC 099, or satisfaction of other placement criteria. Writing: Grade of C or better in ENG 098 or LTC 099 or satisfaction of other placement criteria.

**Semester(s) Offered:** Spring

**PAR 223 Business Entity Formation (3) 3,0**

This course focuses on the various business formation structures available under Illinois law. Students will learn about the law of agency and how it relates to business partners and formation structure. Students will research the facts and forms relevant to business entity formation and limited liability maintenance. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** Reading: Grade of C or better in RDG 091 or LTC 099, or satisfaction of other placement criteria. Writing: Grade of C or better in ENG 098 or LTC 099 or satisfaction of other placement criteria.

**Semester(s) Offered:** Varies

**PAR 235 Internship (1-2) 0,0**

Students working in a law-related position may be eligible for internship proficiency credit. Contact the program coordinator for proficiency assistance. Students who do not qualify for proficiency credit must complete a paralegal internship. The college does not place students in internship positions. Students must find an internship position. The process usually takes at least two months. The program coordinator will provide students with an internship search checklist and an official inquiry letter to assist students in locating an internship. Once students have secured an internship, they must provide their internship supervisor's information to the course instructor and enroll in the course for the semester in which they will complete their internship. 80 hours of internship is necessary for the full class credit. Students are responsible for keeping a journal detailing the work they have done. All internship hours must be completed under the supervision of an attorney or legal staff member. There is no class meeting time. However, students must stay in touch with the ECC instructor and complete the assignments and discussion boards in the Learning Management System while enrolled in the course. This course is repeatable 2 times. Most students only need to complete 1 credit hour of internship to complete the paralegal certificate. However, there may be students under an older catalog who need 2 credit hours. (1.2) Proficiency Credit Available (2E) Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$270 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** Prerequisite: PAR 101, PAR 201, PAR 204, and consent of instructor.

**Semester(s) Offered:** Fall, Spring and Summer

**PAR 237 Paralegal Special Topics (3) 3,0**

Application of paralegal principles to specific problems through case studies, simulation, special projects, or problem solving procedures. No topics/problem will be offered more than twice in three years. A special topic may only be taken once. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$405 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** PAR 101 or concurrent Enrollment in PAR 101.

**Semester(s) Offered:** Varies

**PAR 239 Paralegal Capstone (1) 1,0**

This course prepares students for their first paralegal job. Students will create a final portfolio and paralegal resume. The class will focus on preparing students to enter the job force with the knowledge, attitude, and skills required to exceed the expectations of their employers. The course will challenge students to apply their knowledge in client-specific situations that require integrative thinking about legal services and ethics. (1.2) Proficiency Credit Not Available Pass/No Credit Not Available.

**In-District Tuition/Fees:** \$135 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** PAR 101, PAR 201, and PAR 204.

**Semester(s) Offered:** Fall and Spring