

**COLLEGE:** Elgin Community College-Tech Prep PCCS  
**HIGH SCHOOL(S):** District U-46-- Bartlett HS, Elgin HS, Larkin HS  
 South Elgin HS, Streamwood HS

**CLUSTER:** Law, Public Safety, Corrections & Security  
**PATHWAY:** Legal Services  
**PROGRAM:** Paralegal



	GRADE	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	Physical Education	HIGH SCHOOL ACADEMIC & CAREER/TECHNICAL ELECTIVES		
<b>SECONDARY</b>	9	Regular or honors English	Regular or honors Algebra 1 or higher math	Regular or honors Biology		PE/Health	Foreign Language	BU100GE3: Computer Applications and BU200GE3: Advanced Computer Applications (AC: OAT 130)	
	10	Regular or honors English	Regular or honors Geometry or higher math	Regular or honors Chemistry		PE / Drivers Ed.	Foreign Language	Sociology	Intro to Psychology
	11	Regular, honors, or AP English	Regular or honors Algebra 2 or higher math	Regular or honors Physics or AP Science	Standard or Honors U.S. History or American Studies or AP U.S. History	PE		Intro to Law I	
	12	Regular, honors, or AP English, including a writing course	Regular Pre-calculus/Trig, honors Pre-calc, or AP math			PE		Intro to Law II	Honors Psychology & Life

Entering college freshmen must show English, reading, and mathematics competency. College Ready English, reading, and mathematics competency levels at Elgin Community College: Enrolling students must show ACT English subtest score of 20, a reading subtest score of 22, and a mathematics subtest score of 23, or they must receive an appropriate test score on ECC's placement tests.

	ECC Required and Elective Paralegal AAS Degree Courses						Things to Consider	
<b>POSTSECONDARY</b>	Year 1 1st Semester	PAR 101: Intro to Legal Technology	BUS 112: Legal Environment of Business or BUS 113: Business Law	CIS 110: Intro to Computers	ENG 101: English Composition I	Math/Science required course	This Program of Study document provides general college and career course suggestions. Students should work with high school counselors and college staff to make course selections.	Occupations Related to This Program of Study
	Year 1 2nd Semester	PAR 103: Legal Writing	PAR electives 6 credits	POS 150: American Govt National or POS 151: American Govt State Local	ENG 102: English Comp. II	Liberal Education requirement		Paralegals and Legal Assistants Law Clerks Lawyers Judges, Magistrate Judges, and Magistrates
	Summer							
	Year 2 1st Semester	PAR 201: Litigation	PAR electives 5 credits	SPH 101: Fundamentals of Speech	Social/Behavioral Science Requirement			
	Year 2 2nd Semester	PAR 204: Legal Research	PAR electives 6 credits	Liberal Education Requirement- 6 credits				

**CCTI**  
 College and Career Transitions Initiative  
 Funded by the U.S. Dept. of Education (V051B020001)



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**Certificates:** BVS (Basic Vocational Specialist in Paralegal: PAR 101, PAR 103, PAR Electives (6cr), PAR 204, PAR 201, PAR Electives 6; Basic Vocations Specialist in Nurse-Legal Consultant: PAR 101, PAR 103, PAR 201, PAR 204, PAR 221, PAR Elective (see ECC catalog for details)

**Credit-Based Transition Programs:** "AC:" = Articulated Credit (High school courses linked for ECC college credit eligibility.)

**Credit-Based Transition Programs:** Dual Credit (Elgin Community College courses available to high school seniors.)

**Mandatory Assessments, Advising, and Additional Preparation**

## Elgin Community College Catalog:

For further information regarding the Paralegal program at Elgin Community College visit this website:

<http://www.elgin.edu/paralegal>

### ACT WorkKeys Job Skill Statements *Useful in this Career Field*

(Based on WorkKeys Assessments, a product of ACT, Inc. More information available at: [www.act.org/workkeys](http://www.act.org/workkeys).)

<b>Reading for Information</b>	<b>Skills</b>
<p>Policies, procedures, and announcements include all of the information needed to finish a task Information is stated clearly and directly, but the materials have many details Materials also include jargon, technical terms, acronyms, or words that have several meanings Application of information given in the passage to a situation that is not specifically described in the passage There are several considerations to be taken into account in order to choose the correct actions</p>	<p>Figure out the correct meaning of a word based on how the word is used Identify the correct meaning of an acronym that is defined in the document Identify the paraphrased definition of a technical term or jargon that is defined in the document Apply technical terms and jargon and relate them to stated situations Apply straightforward instructions to a new situation that is similar to the one described in the material Apply complex instructions that include conditionals to situations described in the materials</p>
<b>Applied Mathematics</b>	
<p>Information may be presented out of order May include extra, unnecessary information May include a simple chart, diagram, or graph</p>	<p>Solve problems that require one or two operations Multiply negative numbers Calculate averages, simple ratios, simple proportions, or rates using whole numbers and decimals Add commonly known fractions, decimals, or percentages (e.g., 1/2, .75, 25%) Add up to three fractions that share a common denominator Multiply a mixed number by a whole number or decimal Put the information in the right order before performing calculations</p>
<b>Locating Information</b>	
<p>Very complicated and detailed graphs, charts, tables, forms, maps, and diagrams Graphics contain large amounts of information and may have challenging formats One or more graphics are used at a time Connections between graphics may be subtle</p>	<p>Draw conclusions based on one complicated graphic or several related graphics Apply information from one or more complicated graphics to specific situations Use the information to make decisions</p>

### Transfer Options to Illinois Universities:

[http://www.elgin.edu/catalogprograms/Programs.aspx?ProgramCode=UTA&ekmense=c580fa7b\\_12\\_48\\_402\\_2](http://www.elgin.edu/catalogprograms/Programs.aspx?ProgramCode=UTA&ekmense=c580fa7b_12_48_402_2)

### Career Exploration & Job Analysis - O\*Net-online:

<http://online.onetcenter.org/> Type 13-2011.00 to see the summary report for: 13-2011.00 – Paralegals & Legal Assistants

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