COLLEGE: **Elgin Community College-Tech Prep PCCS**
HIGH SCHOOL(S): **District 301 -- Central High School**

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

Elgin Community College

	GRADE	ENGLISH	MATH	SCIENCE	SOCIAL STUDIES	Physical Education	HIGH SCHOOL ACADEMIC & CAREER/TECHNICAL ELECTIVES		
SECONDARY	**9**	Regular or honors English	Regular or honors Algebra 1 or higher math	Biology or Intro to Physical Science	Regular or AP Modern World History	PE/Health	Foreign Language		
	10	Regular or honors English	Regular or honors Geometry or higher math	Regular or honors Biology and Earth Science	Regular or AP U.S. History	PE Health/ Drivers Ed.	Foreign Language	Psychology	Sociology
	11	Regular, honors, or AP English	Regular or honors Algebra 2 or higher math	Regular or honors Chemistry	American Studies	PE		American Judicial System (Civil Law)	American Judicial System (Criminal Law) (AC: CRJ 101)
	12	Regular, honors, or AP English, including a writing course	Regular Pre-calculus/Trig, honors Pre-calc, or AP math	Regular or honors Physics or AP Science	Regular or AP Government	PE	ECC Dual-Credit Courses Fall: BUS 112 and CIS 110 Spring: PAR 101 and POS 150		

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	
POSTSECONDARY	**Year 1 1st Semester**	PAR 101: Intro to Legal Technology	BUS 112: Legal Environment of Bus. (or BUS 113)	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 faculty and college staff to make course selections.***	**Occupations Related to This Program of Study**
	Year 1 2nd Semester	PAR 103: Legal Writing	PAR electives (at least 6 credits)	POS 150: American Gov-National (or POS 151)	ENG 102: English Comp. II	Liberal Education requirement		Paralegals and Legal Assistants Law Clerks Lawyers Judges, Magistrate Judges, and Magistrates
	Year 1 Summer							
	Year 2 1st Semester	PAR 201: Litigation	PAR electives (at least 5 credits)	SPH 101: Fundamentals of Speech	Social/Behavioral Science requirement			
	Year 2 2nd Semester	PAR 204: Legal Research	PAR electives (at least 6 credits)	Liberal Education requirement				

Linque CCTI College and Career Transitions Initiative
Funded by the U.S. Dept. of Education (V051B020001
Programs of Study Illinois Community College Board
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AAS (Associate of Applied Science) Career-Technical Education courses
BVS (Basic Vocational Specialist) certificate: Paralegal, Nurse-Legal Consultant
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.)

Reading for Information	***Skills***
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*	*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*
Applied Mathematics	
Information may be presented out of order *May include extra, unnecessary information* *May include a simple chart, diagram, or graph*	*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*
Locating Information	
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*	*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*

Transfer Options to Illinois Universities:

http://www.elgin.edu/catalogprograms/Programs.aspx?ProgramCode=UTA&ekmensel=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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