

PARALEGAL STUDIES

Associate in Applied Science Degree

The 63 credit-hour program is designed to prepare men and women as technically qualified assistants to a lawyer. Under the supervision of a lawyer, the paralegal may perform such functions as legal research, investigation, detail work with regard to probate matters, preparation of tax forms and returns, searching public and court records, office management, library service, bookkeeping, serving and filing legal documents and preparing legal forms.

FIRST YEAR

First Semester

ENG	101	Composition.....	3
		Humanities elective ¹	3
PLS	101	Introduction to Paralegal Studies.....	3
PSY	101	Introduction to Psychology.....	3
SOC	101 [♦]	Introduction to Sociology.....	3
			<u>15</u>

Second Semester

ENG	103	Technical and Report Writing.....	3
PLS	102	Fundamentals of Legal Research.....	3
PLS	103	Litigation.....	3
PLS	105	Family Law.....	3
PLS	123	Real Property Law.....	3
			<u>15</u>

SECOND YEAR

First Semester

		Mathematics elective ²	3
PLS	201	Tort and Insurance Law.....	3
PLS	205	Contract Law.....	3
PLS	210	Corporate and Securities Law.....	3
PSC	101	American Politics and Government.....	3
			<u>15</u>

Second Semester

CIS	120	Introduction to Business Software Packages.....	3
		Electives ³	12
PLS	208 ⁴	Internship in Paralegal Studies.....	3
			<u>18</u>

¹ Humanities electives must be chosen from the following ABA-approved humanities, listed with the requirements for AAS degrees: ART 105, any FNA, any FRN, any GER, any HST, any HUM, any JPN, any LIT, LNG 105, MUS 103, MUS 104, MUS 120, any PHI but not PHI 160, any SPA, or either SPE 107 or SPE 111.

² Only 100 level or higher mathematics courses are acceptable for the mathematics elective.

³ CRJ 201 or CRJ 202, PLS 200, PLS 202, PLS 206, PLS 212, PLS 220, PLS 221, PLS 222, PLS 223, PLS 224, PLS 230

⁴ Required for individuals without any legal experience. Individuals with legal experience may substitute another PLS course with coordinator approval.

[♦] This course meets the World Cultures and Diversity graduation requirement.

PARALEGAL STUDIES

Paralegal Studies Certificate

This 21 credit-hour certificate program is designed for those individuals who are currently employed or employable in the legal field or those who, because of legal experience, could benefit from these specialty options. The various choices available allow the student to develop special interests and skills.

To receive a certificate in Paralegal Studies, students must have earned an associate in applied science degree which includes general education courses equivalent to those required in Harper College's associate in applied science degree in paralegal studies, an associate in arts degree or a bachelor's degree. Verifications of the degree must be submitted before the certificate will be awarded.

Students who complete the 21 credit-hour certificate are eligible to use our computerized placement service and otherwise work as paralegals for a practicing attorney. Students should be aware that there are legal restrictions on the practice of law by laymen.

Students electing to earn a certificate in paralegal studies are eligible to apply credits earned toward completion of the associate in applied science degree.

Required:

PLS	101	Introduction to Paralegal Studies	3
PLS	102	Fundamentals of Legal Research	3
PLS	103	Litigation	3

Electives: Select at least 12 credit hours from the following courses, providing the combination has the approval of the coordinator or a Student Development faculty member.

CRJ	201 ¹	Criminal Law or	
CRJ	202	Criminal Procedures	3
PLS	105	Family Law	3
PLS	123	Real Property Law	3
PLS	200	Probate	3
PLS	201	Tort and Insurance Law	3
PLS	202	Estate Planning	3
PLS	205	Contract Law	3
PLS	206	Environmental Law	3
PLS	208	Internship in Paralegal Studies	3
PLS	210	Corporate and Securities Law	3
PLS	212	Law Office Systems	3
PLS	220	Community Law	3
PLS	221	Bankruptcy Law	3
PLS	222	Intellectual Property	3
PLS	223	Computer-Assisted Legal Research	3
PLS	224	Commercial Real Estate Law	3
PLS	230	Topics in Paralegal Studies	3

¹ Students may take CRJ 201 or CRJ 202, but not both.

PARAMEDIC

See: Emergency Medical Services

PARAPROFESSIONAL EDUCATOR

Associate in Applied Science Degree

This 62 credit-hour program is designed to promote the development of skills necessary when working with children in Title 1 programs in the K-12 public or private school classrooms. Students must complete the required courses for the program and 18 hours of approved electives.

Required General Education Courses:

ENG	101	Composition.....	3
		Humanities elective	3
MTH	130	Mathematics for Elementary Teaching I	4
PSC	101	American Politics and Governments	3
PSY	101	Introduction to Psychology	3
SPE	101	Fundamentals of Speech Communication	3

Required Core Courses:

DIV	101 [♦]	Exploring Diversity in the U.S.....	3
ECE	102	Child Development I	3
ECE	219	Students with Disabilities in School	3
EDU	201	Introduction to Education.....	3
EDU	202	Pre-Student Teaching Clinical Experience	1
EDU	211	Educational Psychology	3
EDU	230	Introduction to Language Arts in Elementary/Middle School Teaching	3
EDU	250	Introduction to Technology in Education.....	3
LIT	219	Children's Literature	3

Electives: Select 18 credit-hours from the following courses:

ANT	101	Introduction to Anthropology	3
ANT	202	Cultural Anthropology	3
ART	105	Introduction to the Arts or	
ART	130	History of Art I	3
ECE	103	Child Development II	3
ECE	120	Introduction to Special Education for Paraprofessionals	3
ECE	121	Behavioral Management in Special Education Setting	3
ENG	102	Composition.....	3
GEG	101	World/Regional Geography	3
HST	111	The American Experience to 1877	3
HST	112	The American Experience Since 1877.....	3
LNG	105	Introduction to Language and Linguistics	3
MTH	131	Mathematics for Elementary Teaching II	4
PHS	111	Introduction to Physical Science or	
PHS	112	Exploring the Earth and Universe	4
PSY	217	Adolescent Psychology or	
PSY	228	Psychology of Human Development.....	3
SGN	101	American Sign Language.....	4

[♦]This course meets the World Cultures and Diversity graduation requirement.

PARAPROFESSIONAL EDUCATOR

Paraprofessional Educator Certificate

This 32 credit-hour program is designed to promote the skills necessary when working with children in non-title 1 positions in K-12 public or private schools. Individuals can also use the certificate program toward completion of the Paraprofessional Education associate in applied science degree.

Required:

DIV	101	Exploring Diversity in the U.S.....	3
ECE	102	Child Development I	3
ECE	219	Students with Disabilities in School	3
EDU	201	Introduction to Education.....	3
EDU	202	Pre-Student Teaching Clinical Experience	1
EDU	211	Educational Psychology	3
EDU	230	Introduction to Language Arts in Elementary/Middle School Teaching	3
EDU	250	Introduction to Technology in Education.....	3
LIT	219	Children's Literature	3
MTH	130	Mathematics for Elementary Teaching I	4
PSY	101	Introduction to Psychology	3

PARK AND GOLF MAINTENANCE

Associate in Applied Science Degree

Students can prepare for employment with municipal park districts, property management agencies, cemetery/memorial parks, industry/office parks, educational facilities, golf courses and other related careers.

Students earning an associate in applied science degree in Park and Golf Maintenance are required to complete 63 credit hours.

Required General Education Courses:

BIO	120	Botany.....	4
		Communications electives ¹	6
		Mathematics elective ²	3
PED	201 ³	Safety and First Aid	3
Students must select five credit hours from at least two of the following areas:			
		Humanities ⁴ , Natural Sciences or Social Sciences ⁴	5

Required Core Courses:

PKM	100 ⁴	Park and Horticulture Careers.....	1
PKM	140	Grounds Equipment and Shop Operation.....	4
PKM	210 ⁴	Drainage and Irrigation.....	3
PKM	213	Landscape Graphics	3
PKM	220 ⁵	Arboriculture	4
PKM	242 ⁷	Golf Course and Athletic Field Management.....	4
PKM	250	Park Management Seminar (5).....	1
PST	101 ⁴	Woody Plants	4
PST	102 ⁵	Plant Diseases and Pests	4
PST	104	Beginning Floral Design	3
PST	110	Soil Science	4
PST	111	Basic Horticultural Skills	3
PST	212 ⁴	Turfgrass Science.....	4

¹ Students may elect ENG 100, ENG 101 or ENG 102, depending on their test scores and advice of a Student Development faculty member. ENG 130 may be taken as the second English course.

² A competency test, available in the Assessment and Testing Center, may be utilized to meet the mathematics requirement. Students who utilize the competency test to meet the mathematics requirement must complete a three credit-hour PKM or PST elective.

³ May be waived if a comparable certificate is presented.

⁴ Offered during fall semester only.

⁵ Offered during spring semester only.

⁶ See coordinator.

⁷ May be offered every other year.

♦ Students need to choose a course to meet the Humanities or Social Science requirement that also meets the World Cultures and Diversity graduation requirement.