

Paralegal/Legal Assistant Studies

Associate in Applied Science degree

Advanced certificate

Approved by the American Bar Association

Kankakee Community College



Message from the Associate Dean

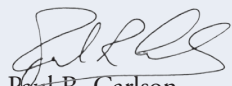
Thank you for your interest in Kankakee Community College.

The KCC Business and Technology Division and its programs offer a superb educational experience, anchored by opportunities for individual growth and development. Our teachers have student learning as their main focus – both during class and after. The Business and Technology faculty members all have advanced degrees and most also have decades of business experience in the topics they teach.

We encourage you to visit our campus if you can. Please feel free to make an appointment with the program coordinator listed on the curriculum page. He/she will show you the first-rate facilities and can answer your questions about all aspects of the program, such as job opportunities and transferring to a four-year college after KCC.

I am confident that KCC is a choice that can make a positive difference far into your future.

Best wishes on completing a successful collegiate experience, and I sincerely hope you will be joining us at KCC in the near future.



Paul R. Carlson
Associate Dean
Business and Technology Division

Paralegal/Legal Assistant Studies

KCC's Paralegal/Legal Assistant Studies programs focus on practical knowledge and are designed to train students as legal professionals who have the writing, thinking and reasoning skills to effectively contribute to a legal organization.

Case studies, research, writing, and other essential skills are emphasized in program coursework.

Important Information for All Paralegal/Legal Assistant Studies Majors:

- In many states, paralegals and legal assistants can carry out any function that lawyers perform with three notable exceptions: setting legal fees, giving legal advice to clients, and representing clients in court proceedings. Paralegals and legal assistants work directly under an attorney's supervision, unless otherwise authorized by statute, court rules or agency regulations permitting paralegals to provide assistance directly to the public.
- The Paralegal/Legal Assistant Studies program includes intensive training in writing and current technology.
- Enrollment in the Advanced Certificate program is limited to those who already possess a bachelor's degree from a four-year college or university. First-time students, or students who already possess some college coursework, are encouraged to enroll in the Associate in Applied Science degree program.
- Students are urged to meet with an academic advisor each semester to review course selections and transfer plans.



Illinois Appellate Court Visit

Kankakee Community College transformed a meeting room into a courtroom to host a three-justice panel of the Third District Appellate Court in September 2010.

The event was part of Illinois Supreme Court Chief Justice Thomas L. Kilbride's Judicial Education Program. The program is designed to introduce civics education and the court system in action to students and the community at large.

KCC was the only community college selected to host court proceedings as part of the program.

It is estimated that 300 KCC students, high school students, and interested citizens attended. The event was the first time court proceedings have been held at an Illinois community college. Three other Illinois colleges also hosted temporary courtrooms.

Two cases – one criminal, one civil – were heard. Third District Presiding Justice William Holdridge and Justices Robert Carter, Mary McDade, and Mary Kay O'Brien heard oral arguments in *West Bend Mutual Insurance v. Norton* and *People v. Porter*.

Two Degree Programs Offered

KCC offers both a two-year associate degree program and an advanced certificate.

The two-year associate degree is for those who plan to immediately enter the workforce or to transfer into a four-year bachelor's degree program. The 36 credit-hour Advanced Certificate program is designed for those who hold a bachelor's degree to complete training in appropriate areas such as writing and relevant computer applications to enhance their college coursework.

The KCC Advantage:

- KCC's Paralegal/Legal Assistant Studies program is approved by the American Bar Association.
- Faculty members include sitting Circuit Court judges, practicing attorneys who are subject matter experts in their fields, and paralegals with advanced degrees and work experience in the field.
- Paralegal classes meet once weekly; smaller class sizes mean more personalized attention.
- Each paralegal student receives a Westlaw online legal research account during the semester.
- Team teaching, where an attorney and a paralegal or an attorney and a judge present the concepts, is a foundation of the program.
- The program has established partnerships with local bar associations to offer students and alumni continuing legal education and training.
- There are five KCC Foundation scholarships designated for participants of the Paralegal/Legal Assistant Studies program (see information under "Financial Assistance" in this booklet).
- KCC offers a chapter of the Lambda Epsilon Chi National Honor Society in Paralegal/Legal Assistant Studies (see the information at right).
- KCC's program is noted for its academic excellence. In 2010, for the fourth straight year, a KCC student was one of only five recipients nationwide of the American Association for Paralegal Education scholarship.
- KCC has established partnership agreements for paralegal graduates with Calumet College of St. Joseph in Indiana, Governors State University in University Park, Illinois State University in Normal, Southern Illinois University Carbondale, and St. Mary-of-the-Woods College in Indiana.
- The required internship at a law firm or other legal organization provides excellent preparation for entering the profession.

Graduates who are now part of today's workforce

(pictured left to right) Victoria Anderson (2010), paralegal at Satter, Bayer, Bertram & Gabor in Pontiac; Beth Bertrand (2006), legal assistant to the State's Attorney of Kankakee County; Mary Lou Christy (2006), paralegal at the office of the Chief Judge of the 21st Judicial Circuit; Adrienne Haley (2004), assistant to the Chief Judge of the 21st Judicial Circuit.



Victoria Anderson



Beth Bertrand



Mary Lou Christy



Adrienne Haley



2011 Graduates Becca Hoffman (left) and Stephen Hctor both served as Phi Theta Kappa Vice Presidents for 2010-11. Both earned Lucille Devine Paralegal Scholarships. In addition, Hoffman was awarded the Patsy A. Lower/LEX Legal Professional Scholarship and was named to the Phi Theta Kappa All-Illinois Academic Team for 2011.

LEX Alumni Mentoring Network

Established in 2006, the Alumni Mentoring Network provides guidance and assistance to students in the first semester of paralegal studies. Alumni visit the introductory-level class during the first month of school to provide new students with tips on notetaking, study skills, and test preparation. Students who feel they need extra mentoring or tutorial support are paired with an alumnus/alumna of the program who has particular experience in the area requiring assistance.

Lambda Epsilon Chi National Honor Society in Paralegal/Legal Assistant Studies

Lambda Epsilon Chi is a national academic honor society for paralegal students. Sponsored by the American Association for Paralegal Education (AAfPE), the society offers students national scholarship opportunities, participation in regional, state and local conferences, and networking opportunities with other legal professionals.

Candidates for membership in Lambda Epsilon Chi must be in good academic standing at KCC and have completed at least two-thirds of their paralegal coursework. Candidates also must have a cumulative GPA of 3.5 or higher and a minimum GPA of 3.75 in paralegal courses. Other membership requirements apply; membership application sessions are regularly conducted as part of the Paralegal Internship course (PLAS 2413).

Paralegal/Legal Assistant Studies Associate in Applied Science Degree

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
*PLAS 1103	3
BSNS 1653	3
*COSC 1352	2
*ENGL 1613	3
*PLSC 1513	3
*SPCH 1553	3
Spring semester	
*PLAS 1123	3
*PLAS 1213	3
BSNS 1603	3
*COSC 1362	2
*ENGL 1623	3
Mathematics course	3
Summer session	
*PLAS 1153	3
*COSC 1372	2
Fall semester	
*PLAS 1133	3
*PLAS 2113	3
*HUMS 1513	3
Paralegal/Legal Assistant electives	6
Spring semester	
*PLAS 2413	3
Paralegal/Legal Assistant electives	6
Mathematics course	3

PROGRAM NOTE

In many states, paralegals and legal assistants can carry out any function that lawyers perform with three notable exceptions: setting legal fees, giving legal advice to clients, and representing clients in court proceedings. Paralegals and legal assistants work directly under an attorney's supervision, unless otherwise authorized by statute, court rules or agency regulations permitting paralegals to provide assistance directly to the public.

ADDITIONAL PROGRAM INFORMATION

A transfer agreement with at least one four-year college or university exists for this A.A.S. program. Students should consult an advisor for more information.

Program contact information

Kris Condon
Program coordinator
815-802-8216 • kcondon@kcc.edu

Paralegal/Legal Assistant Studies

Associate in Applied Science Degree – PLAS.AAS.C08

The Paralegal/Legal Assistant Studies program is designed to train students as legal professionals who have the writing, thinking, and reasoning skills to effectively contribute to a legal organization. Program graduates may find employment opportunities in the judicial system, private law firms, state agencies, legal aid organizations, banks, title insurance companies, corporations and hospitals with corporate legal departments. Program graduates also are generally prepared to enter paralegal baccalaureate programs at selected colleges and universities with junior status.

Paralegal/Legal Assistant Studies Major (16 courses)

Credit hours: 45

Complete all four sub-requirements:

1. Paralegal courses - 21 credit hours
A minimum grade of B is required in PLAS 1103.
* PLAS 1103 - Introduction to Paralegal/Legal Assistant Studies
* PLAS 1123 - Legal Research and Writing I
* PLAS 1133 - Legal Research and Writing II
* PLAS 1153 - Law Office Management
* PLAS 1213 - Civil Litigation
* PLAS 2113 - Legal Technology
* PLAS 2413 - Paralegal Internship
2. Business courses - 6 credit hours
BSNS 1603 - Business Communications
BSNS 1653 - Business Law
3. Computer Science courses - 6 credit hours
* COSC 1352 - Word
* COSC 1362 - Access
* COSC 1372 - Excel
4. Paralegal electives - 12 credit hours
CHOOSE FOUR courses from the following seven options:
* PLAS 2213 - Real Estate Law
* PLAS 2223 - Estates, Trusts, and Wills
* PLAS 2233 - Criminal Litigation
* PLAS 2253 - Corporate Law
* PLAS 2263 - Family Law
* PLAS 2333 - Laws of Evidence
* PLAS 2403 - Special Topics in Paralegal Studies

General Education (7 courses)

Credit hours: 21

A minimum grade of C is required in *ENGL 1613 and *ENGL 1623.

- * ENGL 1613 - English I
- * ENGL 1623 - English II
- * SPCH 1553 - Introductory Speech
- * PLSC 1513 - American Government
- * HUMS 1513 - Introduction to Humanities

In addition, COMPLETE TWO mathematics courses from the general education course list (see catalog).

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 66

*Course has prerequisite.

Advanced Certificate in Paralegal/Legal Assistant Studies – PLAS.CRT.C52

The 36 credit-hour Paralegal/Legal Assistant Studies certificate program is designed for students with a bachelor's degree and appropriate writing and computer experience to enhance their college coursework. Program graduates may find employment opportunities in the judicial system, private law firms, state agencies, legal aid organizations, banks, title insurance companies, corporations and hospitals with corporate legal departments.

Paralegal/Legal Assistant Studies Certificate Major (12 courses)

Credit hours: 36

Complete all three sub-requirements:

1. Business courses - 6 credit hours
 - BSNS 1603 - Business Communications
 - BSNS 1653 - Business Law
2. Paralegal courses - 21 credit hours
 - A minimum grade of B is required in PLAS 1103.
 - * PLAS 1103 - Introduction to Paralegal/Legal Assistant Studies
 - * PLAS 1123 - Legal Research and Writing I
 - * PLAS 1213 - Civil Litigation
 - * PLAS 1153 - Law Office Management
 - * PLAS 1133 - Legal Research and Writing II
 - * PLAS 2113 - Legal Technology
 - * PLAS 2413 - Paralegal Internship
3. Paralegal Electives - 9 credit hours
 - CHOOSE THREE courses from the following seven options:
 - * PLAS 2213 - Real Estate Law
 - * PLAS 2223 - Estates, Trusts, and Wills
 - * PLAS 2233 - Criminal Litigation
 - * PLAS 2253 - Corporate Law
 - * PLAS 2263 - Family Law
 - * PLAS 2333 - Laws of Evidence
 - * PLAS 2403 - Special Topics in Paralegal Studies

MINIMUM CREDIT HOURS REQUIRED FOR COMPLETION - 36
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*Course has prerequisite.

Paralegal/Legal Assistant Studies Advanced Certificate

SUGGESTED COURSE SEQUENCE

Fall semester	Credit hours
* PLAS 1103	3
BSNS 1603	3
BSNS 1653	3
Spring semester	
* PLAS 1123	3
* PLAS 1213	3
Summer session	
* PLAS 1153	3
Fall semester	
* PLAS 1133	3
* PLAS 2113	3
* Elective	3
Spring semester	
* PLAS 2413	3
* Electives	6

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Program contact information

Kris Condon
Program coordinator
815-802-8216 • kcondon@kcc.edu

Program Goals

1. To develop legal professionals' research, writing, and documentation skills, resulting in exceptional and effective assistance to attorneys, judges, and other legal organizations.
2. To develop legal professionals' substantive skills in the areas of civil and criminal law, real estate, estate planning and probate, and family law, resulting in a cost-effective addition to a legal team.
3. To develop legal professionals' technology competencies, resulting in creative, efficient, and innovative uses of technology in case management.
4. To develop legal professionals who conduct themselves as ethically and service-oriented members of the legal profession working under direct attorney supervision.

Program Objectives

1. Students will describe and define the role of the paralegal in the legal profession through mastering legal terminology, reviewing basic legal research and writing techniques, and developing professional ethics.
2. Students will perform legal research in the library and online while stressing the fundamentals of legal analysis and writing, citation checking, and verification of authority.
3. Students will perform routine tasks involved in managing a law office, including managing case files, following ethics rules, and billing for work performed.
4. Students will research, analyze, and apply both federal and state codes, both civil and criminal, to a variety of fact patterns and will further be able to apply and analyze rules of evidence as they apply to those fact patterns.
5. Students will develop and apply their research and analytical skills to technology that is specific to a law office.
6. Students will develop the skills necessary to work on a variety of real property issues under direct attorney supervision, including document drafting and production.
7. Students will develop the skills necessary to work on a variety of corporate law issues under direct attorney supervision, including drafting and producing documents necessary to establish and maintain business organizations.
8. Students will develop the skills necessary to work on a variety of estate planning and probate issues under direct attorney supervision, including document drafting and production necessary to plan for and process probate proceedings.
9. Students will develop the skills necessary to work on a variety of family law issues under direct attorney supervision, including drafting appropriate documentation, managing case files, and conducting case-specific research.
10. Students will apply necessary paralegal skills from all previous courses into a) a real-life setting in a law firm or other legal organization or b) to a comprehensive analysis of a problem or legal research issue.

Legal Careers Day



Legal Careers Day 2011 included guest speakers, program staff, alumni, students and KCC administration.



During Legal Careers Day 2011, students see firsthand how a paralegal assists an attorney both in and out of court.



JoAnne Raymond (center, 2006) was the co-leader of a research discussion during Legal Careers Day 2009.

AAfPE Scholarship Awards

Four KCC students have been awarded the American Association for Paralegal Education (AAfPE) scholarship. They are: Jahan Berns (2007), Dawn Richmond (2008), Karen Marsh (2009) and Blythe Black (2010). In addition to the AAfPE award, Marsh also was a two-time winner of the Patsy A. Lower/LEX Legal Professional Scholarship as well as the Lucille W. Devine Memorial Scholarship.



Jahan Berns



Dawn Richmond



Karen Marsh



Blythe Black

In their own words ...

“I like that I have been trained so that I am able to confidently perform my job.”

–2011 Paralegal/Legal Assistant Alumni satisfaction survey response.

“The wonderful caliber of ethical, intelligent and committed employers with whom I interact each day makes it a joy to go to work daily.”

–2011 Paralegal/Legal Assistant Alumni satisfaction survey response.

“I enjoy utilizing my writing and research skills and being able to assist people facing tough situations.”

–2011 Paralegal/Legal Assistant Alumni satisfaction survey response.

“I love the idea that I am making a difference.”

– 2009 Paralegal/Legal Assistant Alumni satisfaction survey response.

“I spent 31-plus years at a local utility and never really felt like I accomplished something. And when I got into LEX and with the friendship of all the members that are in there now, it just means so much to me. It’s given me so much confidence that I really enjoy doing a lot of things for LEX and the college and the paralegal program.”

– Jamie Greenley, class of 2005

“I found the legal technology, legal research & writing courses, along with both Criminal and Civil litigation, to be the most helpful out of all of my law courses. These classes were an essential part of my education. The knowledge I gained from each course I utilized in my internship as well as afterward.”

– Beth Bertrand, class of 2006

Financial Assistance

Financial Aid – KCC’s financial aid program provides assistance to meet college expenses for both part- and full-time students in associate degree or certificate programs requiring at least 24 semester hours for completion. Students are encouraged to apply early for financial aid. The first step is to complete a Free Application for Federal Student Aid (FAFSA). Forms are available in the Office of Financial Aid at KCC, and online at www.fafsa.gov.

The four major types of assistance available are:

- Scholarships
- State and federal grants
- Loans
- Part-time employment

Tuition Payment Plan – Through FACTS tuition payment plan, tuition and fees are automatically deducted from a designated bank account or credit card. At a student’s request, payments can be spread over several months. Payment plan fees apply. Visit www.kcc.edu/facts for more information.

Scholarships Designated for Paralegal/Legal Assistant Studies Majors

Lucille W. Devine Memorial Scholarship

This \$500 scholarship is awarded annually to four students, enrolled either full- or part-time. It is available to KCC students enrolled in Paralegal/Legal Assistant Studies courses for the semester they receive the award. It may be used for tuition, fees and books. Recipients are recommended by the alumni of Lambda Epsilon Chi.

Patsy A. Lower/LEX Legal Professional Scholarship

This \$500 scholarship is awarded annually to one student, enrolled either full- or part-time. It is awarded to a student who has completed 12 credit hours or more in the Paralegal/Legal Assistant Studies program. It may be used for tuition, fees or books. The scholarship was established by the family and friends of Patsy A. Lower and the alumni of Lambda Epsilon Chi. The recipient is recommended by the alumni of Lambda Epsilon Chi.

Society of Women in Law (SWIL) Paralegal Scholarship

This \$500 scholarship is awarded annually by the Kankakee County Chapter of the Society of Women in Law to a paralegal student who is enrolled either full- or part-time.



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