

The mission of our program is to provide a strong, flexible program for the quality education for the training of occupationally competent paralegals/legal assistants through a curriculum that provides a balance of legal theory, practical skills, and practical experience resulting in highly trained paralegals qualified to work under the supervision of an attorney in a variety of legal and law-related environments. We also seek to promote both the paralegal profession generally as well as the professionalism of paralegals/legal assistants with the result of increasing the ways they can be of service to the legal profession.



Oak Forest Center
16333 South Kilbourn Avenue
Oak Forest, IL 60452

SSC Paralegal/Legal Assistant Program Notes

- ◆ Approved by the American Bar Association
- ◆ Excellent employment opportunities in a fast-growing job market
- ◆ Hands-on experience through internship in a legal or law related setting
- ◆ Associate Degree and Certificate opportunities
- ◆ Part-time and full-time enrollment opportunities
- ◆ Daytime and evening courses with some courses offered through distance learning
- ◆ Financial aid and scholarships available to qualified students
- ◆ Expert, caring faculty with real world professional experience
- ◆ Career Development assistance
- ◆ Childcare facilities and public transportation available at Main Campus

SOUTH SUBURBAN COLLEGE

Weigh More Options.



www.ssc.edu

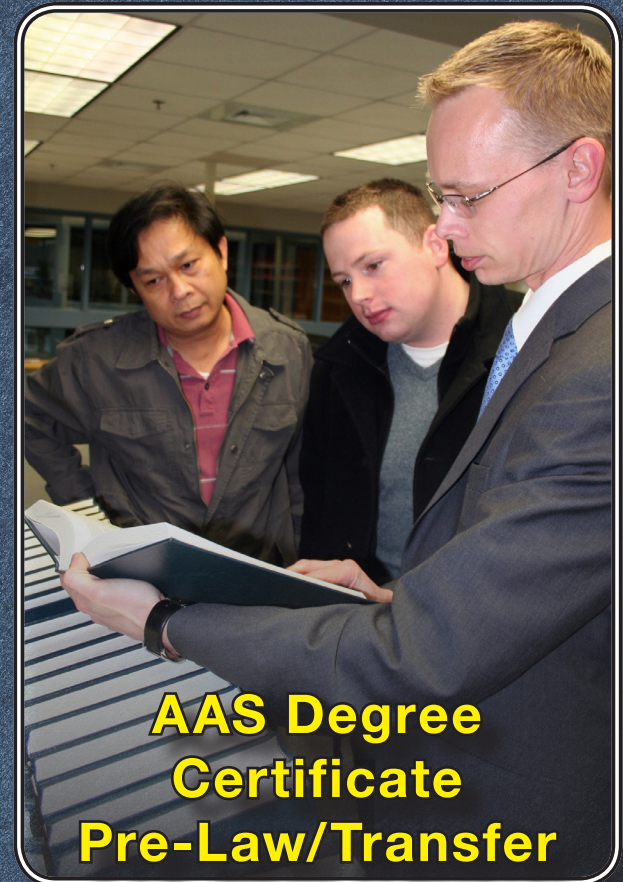
LOCATIONS IN SOUTH HOLLAND AND OAK FOREST



**SOUTH
SUBURBAN
COLLEGE**



**Paralegal/Legal
Assistant Program**



**AAS Degree
Certificate
Pre-Law/Transfer**

SSC Paralegal/Legal Assistant Program

South Suburban College's Paralegal/Legal Assistant Program offers two curriculum pathways: a two-year Associate of Applied Science (AAS) Degree career program, and a Certificate Program available to those persons possessing a Bachelor's or AAS Degree from an accredited post-secondary institution. Both curriculums are designed to prepare a student to become a highly trained paralegal/legal assistant. This program also serves as an outstanding background for students who are considering law school in the future, or simply wish to learn more about the law.

SSC's curriculum prepares students to work in a variety of legal environments including civil and criminal litigation, insurance, banking, public and governmental agencies, law offices and corporate legal departments. Emphasis is placed on the development of core skills in legal research techniques including compilation and analysis of data, understanding legal vocabulary, preparation of legal documents, and technology used in a law office. To help prepare its students, the program offers a hands-on internship in a legal or law related setting.

SSC is the only community college in the South suburban Chicago region that is approved by the American Bar Association; ABA approval gives graduates a huge advantage when entering the workplace. South Suburban College is also an institutional member of the American Association for Paralegal Education. SSC requires that all of the instructors in the program are lawyers or judges to ensure the quality of instruction. Students utilize this program in preparation for law school, or to gain immediate employment in a high demand field.

Paralegals and legal assistants are projected to grow faster than the average for all occupations through 2022. Additional employment information is available through the Illinois

Workforce Information Center online at www.bls.gov/oooh/legal/paralegals-and-legal-assistants.htm.

Associate of Applied Science Degree

<i>Cluster 1</i>		<i>Credits</i>
BLW 201	*Introduction to Business Law	3
ENG 101	*Composition and Rhetoric	3
PLA 101	*Fundamentals of Paralegalism	3
PLA 103	Law Office Technology	3
PSC 101	American National Government <i>Or</i>	
HIS 204	Later American History	3

<i>Cluster 2</i>		
BLW 202	**Intermediate Business Law	3
OAT 128	Word	3
PLA 201	**Evidence and Investigation	3
PLA 202	**Litigation	3
PLA 203	**Legal Research and Writing I	3
SPE 108	**Oral Communication	3

<i>Cluster 3</i>		
BUS 105	Business Mathematics	3
PLA 205	**#Legal Research and Writing II	3
	Program Elective	3
	Program Elective	3
	Humanities Elective (see below)	3
PHL 101	Introduction to Philosophy <i>Or</i>	
PHL 102	Ethics	

<i>Cluster 4</i>		
GROUP V	Physical or Life Science Elective	3
PLA 204	***Internship	3
	Program Elective	3
	Program Elective	3
PSY 101	Introduction to Psychology	3

Minimum for Degree 63

<i>Program Electives (4 Required)</i>		
ACC 120	Financial Accounting	4
BLW 203	Legal Environment of Business	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3
PLA 207	Real Property Practice	3
PLA 208	Law of Family Relations	3
PLA 209	Estate Planning and Probate	3
PLA 210	Criminal Law for the Paralegal	3
PLA 211	Alternative Dispute Resolution	3
PLA 212	Elder Law	3
PLA 213	Topics in Law	3

Paralegal/Legal Assistant Certificate

<i>Cluster 1</i>		<i>Credit</i>
BLW 201	*Introduction to Business Law	3
PLA 101	*Fundamentals of Paralegalism	3
PLA 201	**Evidence and Investigation	3
PLA 202	**Litigation	3
PLA 103	Law Office Technology	3

<i>Cluster 2</i>		
BLW 202	**Intermediate Business Law	3
PLA 203	**Legal Research and Writing I	3
PLA	Program Elective	3
PLA	Program Elective	3

<i>Cluster 3</i>		
PLA 204	***Internship	3
PLA 205	**# Legal Research & Writing II	3
PLA	Program Elective	3
PLA	Program Elective	3

Minimum for Certificate 39

<i>Program Electives (4 Required)</i>		
ACC 120	Financial Accounting	4
BLW 203	Legal Environment of Business	3
BLW 204	Cyberlaw, Legal Issues in Cyberspace	3
PLA 207	Real Property Practice	3
PLA 208	Law of Family Relations	3
PLA 209	Estate Planning and Probate	3
PLA 210	Criminal Law for the Paralegal	3
PLA 211	Alternative Dispute Resolution	3
PLA 212	Elder Law	3
PLA 213	Topics in Law	3

2 of 4 program electives must be PLA specialty courses (PLA 207, 208, 209, 210, 211, 212, 213)

*Courses must be taken before application can be made for Program admittance.

**Courses must be taken before serving Internship. BLW 202 & PLA 205 may be taken concurrently with PLA 204.

*** Students must have been accepted into the Program and have had an interview with the Coordinator before signing up for an internship.

#PLA 205 may be taken concurrently with PLA 204.

Students must complete ALL Paralegal (PLA) and Business Law (BLW) course requirements with a grade of "C" or better.

The majority of the Paralegal classes are offered at the Oak Forest Center, conveniently located at 16333 South Kilbourn Avenue in Oak Forest. For more information, please contact Jason Cieslik, Program Coordinator, at (708) 596 2000, ext. 2579, or email JCieslik@ssc.edu.