

## College of DuPage

### Associate of Applied Science Degree – Paralegal Program

| First                       | Semester  | Credit    |
|-----------------------------|---|-----------|
| English 1101                | English Composition I   | 3         |
| PLGL 1100                   | Introduction to Paralegal Studies   | 3         |
| BUSLW 2211                  | Business Law I  | 3         |
| Math 1218 (GE) Or Math 1100 | General Education Mathematics or Business Math (requires additional class: Psychology 1100 or Sociology 1100) | 3         |
| CIS 1150                    | Introduction to Computer Information Systems  | 3         |
|                             | <b>Total Hours</b>  | <b>15</b> |

| Second                                   | Semester                         | Credit    |
|--|----------------------------------|-----------|
| POLSC 1101                               | Political Science                | 3         |
| PLGL 1150                                | Drafting Legal Documents         | 3         |
| BIO 1110 Or Chemistry 1105 Or Earth 1101 | General Education Requirements   | 4         |
|  | Program Elective                 | 3         |
| OFTI 1200                                | MS Office for Professional Staff | 3         |
|  | <b>Total Hours</b>               | <b>16</b> |

| Third     | Semester                                   | Credit    |
|-----------|--|-----------|
| PLGL 1200 | Civil Litigation                           | 3         |
| SPEC      | Introduction to Speech                     | 3         |
| PLGL 1500 | Introduction to Legal Research and Writing | 3         |
| PHIL 1110 | Ethics                                     | 3         |
|           | 2 Program Electives                        | 6         |
|           | <b>Total Hours</b>                         | <b>18</b> |

| Fourth    | Semester                                  | Credit    |
|-----------|---|-----------|
|           | 2 Program Electives                       | 6         |
| PLGL 2550 | Paralegal Practicum                       | 3         |
| PLGL 1250 | Legal Ethics and Law Office Organizations | 3         |
| OFTI 2600 | Professional Development                  | 3         |
| PLGL 2100 | Advanced Legal Research and Writing       | 3         |
|           | <b>Total Hours</b>                        | <b>18</b> |

\*College of DuPage is on the semester system.

## Robert Morris University

### Bachelor of Professional Studies Degree – Law Office Administration

| Quarter 7 |                       | Credit    |
|-----------|-----------------------|-----------|
| BPS 320   | Project Management    | 4         |
| LOA 307   | Law Office Technology | 4         |
|           | Thematic Sequence     | 8         |
|           | <b>Total Hours</b>    | <b>16</b> |

| Quarter 8 |                                     | Credit    |
|-----------|-------------------------------------|-----------|
| BPS 340   | Role of the Professional in Society | 4         |
| LOA 318   | Alternative Dispute Resolution      | 4         |
|           | Thematic Sequence                   | 8         |
|           | <b>Total Hours</b>                  | <b>16</b> |

| Quarter 9 |                     | Credit    |
|-----------|---------------------|-----------|
| BPS 370   | Service Marketing   | 4         |
| LOA 356   | Advanced Internship | 4         |
|           | Thematic Sequence   | 8         |
|           | <b>Total Hours</b>  | <b>16</b> |

| Quarter 10 |                          | Credit    |
|------------|--------------------------|-----------|
| BPS 380    | Facilities Management    | 4         |
| LOA 441    | Evidence & Investigation | 4         |
|            | Thematic Sequence        | 8         |
|            | <b>Total Hours</b>       | <b>16</b> |

| Quarter 11 |  | Credit    |
|------------|--|-----------|
| BPS 410    | Financial Planning for Professionals                             | 4         |
| LOA 480    | Business Practice & Professional Issues in the Legal Environment | 4         |
|            | Thematic Sequence  | 8         |
|            | <b>Total Hours</b>   | <b>16</b> |

| Quarter 12 |   | Credit    |
|------------|---|-----------|
| BPS 450    | Professional Studies Strategy (capstone course) | 4         |
|            | Thematic Sequence                               | 12        |
|            | <b>Total Hours</b>                              | <b>16</b> |

**Total College of DuPage hours = 67 semester hours/100 quarter hours**

**Total Robert Morris University Hours = 96 quarter hours**

**Total hours for degree = 196 quarter hours**