

## Paralegal Studies (9290)

### Associate of Applied Business Degree

Paralegals assist attorneys in providing quality legal services to clients. The Paralegal Studies program is designed to provide students with the knowledge and skills needed to assist lawyers in the practice of law.<sup>1</sup>









The curriculum focuses on building strong research, writing, and analytical skills, while stressing the ethical framework of the law. Upon completion of the curriculum, students will be able to work in a variety of legal settings including law firms, corporations, and government agencies.


All paralegal courses have a practical component, allowing students to practice the legal theories taught in the classroom. The paralegal program concludes with an internship course in which students experience first-hand the paralegal profession.

The Paralegal Studies program is approved by the American Bar Association.

<sup>1</sup> Paralegals may not provide legal services directly to the public, except as permitted by law. Ohio prohibits the practice of law by non-lawyers.


#### A certificate is also available.

Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1110 or ENGL 1111	English Composition I (A) <sup>1</sup> or English Composition I (B)	3
FYEX 1000	First Year Experience	1
ITIS 1000 or ITIS 1005	Basic Computer Skills or Computer Essentials	1-3
PARL 1100	Introduction to Paralegal Studies 	3
POLS 1300	U.S. National Government	3
Select course(s) from the Mathematics Electives list		4
	Credit Hours	15-17
<b>Second Semester</b>		
COMM 1000 or COMM 1100	Effective Public Speaking or Effective Interpersonal Communications	3
ENGL 1120	English Composition II	3
PARL 1200	Introduction to Legal Research and Writing 	3
PARL 1400	Business Issues in the Law 	3
PARL 1500	Civil Law and Practice 	3
PHIL 2600	Logic	3
	Credit Hours	18
<b>Third Semester</b>		
GEOG 1600	World Regional Geography	3
ITIS 1550	Using Microsoft Office: Word and Excel	3
PARL 1250	Advanced Legal Research Writing 	3
PARL 2199 or BUSM 2100	Business Law I (Contract Law) or Business Law I	3
PARL 2200 or PARL 2500	Employment Law and the Administrative Process  or Criminal Law and Procedure	3
	Credit Hours	15
<b>Fourth Semester</b>		
HUMX 1100	Introduction to Humanities	3
PARL 2695	Legal Workplace Success Strategies  <sup>2</sup>	1
PARL 2700	Legal Internship/Seminar I  <sup>2</sup>	3









Select course(s) from the Technical Electives list 	6
Credit Hours	13
Total Credit Hours	61-63

<sup>1</sup> English course selection is based on placement test results (ENGL 1111 English Composition I (B) is 4 credits, only 3 credits apply to the degree).

<sup>2</sup> Students can take this course during either the third or fourth semester.

 This course is designated as a technical course in the program. Students must earn a "C" grade or higher in the course to fulfill the college's graduation requirements policy.

## Electives

Course	Title	Credit Hours
<b>Technical Electives</b>		
PARL 2000	Real Estate Law and Practice 	2
PARL 2100	Probate Law and Practice 	2
PARL 2250	Alternative Dispute Resolution 	2
PARL 2350	Legal Issues in Cyberspace 	2
PARL 2450	Investigative Fact-Finding 	2
PARL 2550	Litigation Management 	2
PARL 2650	Family Law 	2
PARL 2750	Legal Internship/Seminar II 	2
<b>Mathematics</b>		
MATH 1040 & MATH 1050 or MATH 1550	Applied Business Mathematics and Mathematics of Finance Statistics	4