

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.¹










The curriculum focuses on drafting legal documents and 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.

¹ 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 |
|--|--|--------------|
| First Semester | | |
| ENGL 1110 or ENGL 1111 | English Composition I (A) ¹ 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 |
| Second Semester | | |
| 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 |
| Third Semester | | |
| GEOG 1600 | World Regional Geography | 3 |
| ITIS 1550 | Using Microsoft Office: Word and Excel | 3 |
| PARL 1250 | Advanced Legal Research Writing  | 3 |
| PARL 2050 | The Legal Workplace  | 3 |
| PARL 2200 or PARL 2500 | Employment Law and the Administrative Process  or Criminal Law and Procedure | 3 |
| Credit Hours | | 15 |
| Fourth Semester | | |
| HUMX 1100 | Introduction to Humanities | 3 |
| PARL 2199 or BUSM 2100 | Business Law I (Contract Law)  or Business Law I | 3 |
| PARL 2700 | Legal Internship/Seminar I  ² | 3 |

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| Select course(s) from the Technical Electives list  | 4 |
| Credit Hours | 13 |
| Total Credit Hours | 61-63 |









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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).
- 2

Students can take this course during either the third or fourth semester.
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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 |
|--|--|--------------|
| Technical Electives | | |
| 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 |
| Mathematics | | |
| MATH 1040 & MATH 1050 or MATH 1550 | Applied Business Mathematics and Mathematics of Finance Statistics (A) | 4 |