

Associate of Applied Business Degree Business

Paralegal Studies (9290)

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.*

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 a cooperative work experience which places students in a legal setting to experience first-hand the paralegal profession.

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

* 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.

First Semester:

BUSM 1300Introduction to Business3
ENGL 1110*English Composition I (A)3
OR		
ENGL 1111English Composition I (B)	
ITIS 1005Computers and Information Processing3
PARL 1100Introduction to Paralegal Studies3
PHIL 2600Logic3
OR		
MATH 1650College Algebra4
POLS 1300U.S. National Government3

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Second Semester:

ENGL 1120English Composition II3
PARL 1200Introduction to Legal Research and Writing3
PARL 1400Business Issues in the Law3
PARL 1500Civil Law and Practice3
SPCH 1000Effective Public Speaking3
OR		
SPCH 1100Effective Interpersonal Communications	
Choose courses(s) from the Arts and Humanities Electives list.3		

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Third Semester:

PARL 1250Advanced Legal Research and Writing3
PARL 2000Real Estate Law and Practice2
OR		
PARL 2100Probate Law and Practice	
PARL 2199Business Law I (Contract Law)3
OR		
BUSM 2100Business Law I	
PARL 2200Employment Law and the Administrative Process3
OR		
PARL 2500Criminal Law and Procedure	
Choose courses(s) from the Social and Behavioral Sciences Electives list. 3		
Choose courses(s) from the Technical Electives list.....2		

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Fourth Semester:

ITIS 1510Using Windows Applications: Word Processing3
ITIS 1520Using Windows Applications: Spreadsheets3
PARL 2695**Legal Workplace Success Strategies1
PARL 2700**Legal Internship/Seminar I3
Choose courses(s) from the Technical Electives list.....4		

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Program Total: 66-67

*English course selection is based on placement test results (ENGL 1111 is 4 credits, only 3 credits apply to the degree).

**Students can take this course during either the third or fourth semester.

Technical Electives: minimum 6 credits

PARL 2250Alternative Dispute Resolution2
PARL 2350Legal Issues in Cyberspace2
PARL 2450Investigative Fact-Finding2
PARL 2550Litigation Management2
PARL 2650Family Law2
PARL 2750Legal Internship/Seminar II2

Arts and Humanities Electives: minimum 3 credits

HUMX 1100, HUMX 1200

Social and Behavioral Sciences Electives: minimum 3 credits

ECON 2600; GEOG 1600