

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.

* Ohio prohibits the practice of law by non-lawyers.

A certificate is also available.

First Semester:

BUSM 1300Introduction to Business	3
ENGL 1110* English Composition I (A)	3
OR	
ENGL 1111 English Composition I (B)	
ITIS 1005Computers and Information Processing	3
PARL 1100Introduction to Paralegal Studies	3
PHIL 2600 Logic	3
OR	
MATH 1650 College Algebra	4
POLS 1300U.S. National Government	3

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Second Semester:

ENGL 1120English Composition II	3
PARL 1200Introduction to Legal Research and Writing	3
PARL 1400Business Issues in the Law	3
PARL 1500Civil Law and Practice	3
SPCH 1000 Effective Public Speaking	3
OR	
SPCH 1100 Effective Interpersonal Communications	
Choose course(s) from the Arts and Humanities Electives list	3

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Third Semester:

PARL 1250Advanced Legal Research and Writing	3
PARL 2000 Real Estate Law and Practice	2
OR	
PARL 2100 Probate Law and Practice	

PARL 2199 Business Law I (Contract Law)	3
OR	
BUSM 2100 Business Law I	
PARL 2200 Employment Law and the Administrative Process	3
OR	
PARL 2500 Criminal Law and Procedure	
Choose course(s) from the Social and Behavioral Sciences Electives list	3
Choose course(s) from the Technical Electives list	2

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Fourth Semester:

ITIS 1510Using Windows Applications: Word Processing	3
ITIS 1520Using Windows Applications: Spreadsheets	3
PARL 2695**Legal Workplace Success Strategies	1
PARL 2700**Legal Internship/Seminar I	3
Choose course(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 Resolution	2
PARL 2350Legal Issues in Cyberspace	2
PARL 2450Investigative Fact-Finding	2
PARL 2550Litigation Management	2
PARL 2650Family Law	2
PARL 2750Legal Internship/Seminar II	2

Arts and Humanities Electives: minimum 3 credits

HUMX 1100, HUMX 1200

Social and Behavioral Sciences Electives: minimum 3 credits

ANTH 1160; ECON 1150, 2500, 2600; GEOG 1500, 1600, 2500; HIST 1100, 1200, 2100, 2200, 2400; POLS 2500; PSYC 1500; SOCY 1150