

# 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.

All students enrolled in the paralegal studies program or taking any paralegal courses are subject to and responsible for complying with the provisions of the paralegal studies Academic Honor Code available from the Paralegal Studies program director.

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

**A certificate is also available.**

### First Semester:

BUSM 1300 . . . . .	Introduction to Business . . . . .	3
<b>ENGL 1110*</b> . . . . .	<b>English Composition I (A)</b> . . . . .	3
<b>OR</b>		
<b>ENGL 1111</b> . . . . .	<b>English Composition I (B)</b> . . . . .	3
ITIS 1005 . . . . .	Computers and Information Processing . . . . .	3
PARL 1100 . . . . .	Introduction to Paralegal Studies . . . . .	3
<b>PHIL 2600</b> . . . . .	<b>Logic</b> . . . . .	3
<b>OR</b>		
<b>MATH 1650</b> . . . . .	<b>College Algebra</b> . . . . .	4
POLS 1300 . . . . .	U.S. National Government . . . . .	3
		<b>18-19</b>

### Second Semester:

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
<b>SPCH 1000</b> . . . . .	<b>Effective Public Speaking</b> . . . . .	3
<b>OR</b>		
<b>SPCH 1100</b> . . . . .	<b>Effective Interpersonal Communications</b>	3
Choose courses(s) from the Arts and Humanities Electives list. . . . .		3

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### Third Semester:

PARL 1250 . . . . .	Advanced Legal Research and Writing . . . . .	3
<b>PARL 2000</b> . . . . .	<b>Real Estate Law and Practice</b> . . . . .	2
<b>OR</b>		
<b>PARL 2100</b> . . . . .	<b>Probate Law and Practice</b>	3
<b>PARL 2199</b> . . . . .	<b>Business Law I (Contract Law)</b> . . . . .	3
<b>OR</b>		
<b>BUSM 2100</b> . . . . .	<b>Business Law I</b>	3
<b>PARL 2200</b> . . . . .	<b>Employment Law and the Administrative Process</b> . . . . .	3
<b>OR</b>		
<b>PARL 2500</b> . . . . .	<b>Criminal Law and Procedure</b>	3
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 1510 . . . . .	Using Windows Applications: Word Processing . . . . .	3
ITIS 1540 . . . . .	Using Windows Applications: Presentation Graphics . . . . .	3
PARL 2695** . . . . .	Legal Workplace Success Strategies . . . . .	1
PARL 2700** . . . . .	Legal Internship/Seminar I . . . . .	3
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 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

### 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