

Paralegal (PAR & LAW)

Paralegal (PAR)

The Paralegal degree program prepares students to become Paralegals, also known as Legal Assistants. While earning an Associate of Applied Business degree, students gain knowledge and skills required to assist attorneys, judges, and other legal professionals in many legal practice settings.

Students learn to investigate facts, conduct research on legal issues, interview clients, organize and evaluate case materials, draft legal documents, and communicate effectively with legal professionals. Students also gain knowledge of substantive and procedural law, concentrating on the most prevalent areas of legal practice, as well as understanding of legal office procedures, time management and organizational skills.

Cooperative education experience provides practical hands-on training to help students launch their paralegal career.

Paralegal Certificate (LAW)

The Paralegal Certificate program at Cincinnati State prepares students for careers in the legal profession in three key employment areas: employees of attorneys (the dominant category), self-employed individuals who work for attorneys, and self-employed individuals who provide their services directly to the public with attorney supervision.

Students learn substantive and procedural law, concentrating on the most prevalent areas of legal practice, as well as general civil and criminal litigation practice.

Students earning the Legal Administrative Assistant associate's degree may wish to add the Paralegal Certificate to enhance their studies.

For more information, please contact the Business Technologies Division at (513) 569-1620.

To apply for this program at Cincinnati State, visit our Admissions Page (<http://www.cincinnati.edu/academics/admission>)

Paralegal (PAR.AAB)

First Year

Semester 1		Lec	Lab	Credits
ENG 101	English Composition 1 (G)	3	0	3
IM 165	Legal Office Environment (B)	3	0	3
LAW 101	Business Law (B)	3	0	3
FYE 1XX	First Year Experience Elective (B)	1	0	1
IM 11X	Computer Elective (B)	2	2	3
MAT 1XX	Mathematics Elective (G)	3	0	3
Semester 2				
BUS 190	Professional Practices (B)	1	0	1

ENG 105	English Composition 2: Business Communication (G)	3	0	3
IM 130	Electronic Word Processing: Microsoft Word (T)	2	3	3
LAW 130	Estate Planning, Family and Probate Law (T)	3	0	3
XXX XXX	Legal Specialty Elective 1 (T)	3	0	3
Semester 3				
LAW 291	Full-Time Cooperative Education 1: Legal Assistant (T)	1	40	2
XXX XXX	Management/Marketing Elective (B)	3	0	3
Semester 4				
ACC 101	Financial Accounting (B)	2	2	3
IM 225	Legal Transcription and Formatting (T)	2	3	3
LAW 120	Legal Research and Writing (T)	2	2	3
XXX XXX	Social Science Elective (G)	3	0	3
XXX XXX	Legal Specialty Elective 2 (T)	3	0	3
Semester 5				
LAW 292	Full-Time Cooperative Education 2: Legal Assistant (T)	1	40	2
Semester 6				
LAW 210	Litigation (T)	2	2	3
LAW 290	Paralegal Capstone (T)	2	3	3
XXX XXX	Legal Specialty Elective 3 (T)	3	0	3
XXX XXX	Arts/Humanities Elective (G)	3	0	3
Total Credits:		54	97	63

Electives

First Year Experience Elective

FYE 100	College Survival Skills	1
FYE 105	College Success Strategies	2
FYE 110	Community College Experience	3

Computer Elective

IM 111	Computer Applications 1	3
IM 112	Computer Applications 2	3

Mathematics Elective

MAT 111	Business Mathematics	3
MAT 115	Pre-Statistics	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4
Management/Marketing Elective		
MGT 101	Principles of Management	3
MGT 105	Human Resource Management	3
MGT 120	Entrepreneurship	3
MGT 130	Project Management	3
MKT 101	Principles of Marketing *	3
MKT 110	Sales and Customer Relations	
Legal Specialty Electives (9 credit hours required)		
ACC 115	Accounting Software Applications: Sage (Peachtree)	1
ACC 121	Computerized Bookkeeping: QuickBooks 1	1
ACC 122	Computerized Bookkeeping: QuickBooks 2	1
CRJ 105	Introduction to Criminal Justice	3
CRJ 135	Criminal Law	3
HIM 105	Legal Aspects of Health Information Management	2
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 135	Business Document Formatting	3
IM 150	Electronic Presentations: Microsoft PowerPoint	3
IM 155	Emerging Technologies and Social Media	3
ITP 130	Legal Issues of Deafness	1
LAW 110	Employment Law	3
LAW 140	Copyright and Trademark Law in Entertainment Industries	3
LAW 150	Bankruptcy, Debt Collection and Secured Transactions	3
LAW 160	Administrative Law Practices and Procedures	2
LBR 105	Introduction to Labor and Employee Relations	3
NDR 100	Introduction to Negotiation and Dispute Resolution	3
RE 105	Real Estate Law	3
Arts/Humanities Elective		
	Any Transfer Module course from ART, LIT, MUS, PHI, REL, THE, or COMM 130	3
Social Science Elective		
	Any Transfer Module course from GEO, HST, LBR, POL, PSY, SOC	3

* Has a corequisite of ECO 105

The letters G, B, and T (displayed after course titles or elective descriptions) identify types of courses required by the Ohio Department of Higher Education as part of an associate's degree curriculum.

G = General Education course in this curriculum

B = Basic Skills course in this curriculum

T = Technical course in this curriculum

Paralegal Certificate (LAW)

		Lec	Lab	Credits
Semester 1				
LAW 101	Business Law	3	0	3
IM 130	Electronic Word Processing: Microsoft Word	2	3	3
IM 165	Legal Office Environment	3	0	3
XXX XXX	Technical Elective 1	3	0	3
XXX XXX	Technical Elective 2	3	0	3
Semester 2				
LAW 120	Legal Research and Writing	3	0	3
LAW 130	Family and Probate Law	3	0	3
LAW 210	Litigation	3	0	3
IM 225	Legal Transcription and Formatting	2	3	3
LAW 290	Paralegal Capstone	3	0	3
Total Credits:		28	6	30

Electives

Technical Electives (six credit hours required)

ACC 115	Accounting Software Applications: Sage (Peachtree)	2
ACC 121	Computerized Bookkeeping: QuickBooks 1	2
ACC 122	Computerized Bookkeeping: QuickBooks 2	2
ACC 175	Federal Taxation: Individuals	3
ACC 180	Federal Taxation: Business	3
CRJ 105	Introduction to Criminal Justice	3
CRJ 110	Introduction to Policing	3
CRJ 115	Introduction to Corrections	3
CRJ 120	Introduction to Courts	3
CRJ 125	Criminology	3
CRJ 130	Criminal Investigation Skills	3
CRJ 135	Criminal Law	3
HIM 105	Legal Aspects of Health Information Management	2
IM 120	Electronic Spreadsheets: Microsoft Excel	3
IM 135	Business Document Formatting	3
IM 140	Electronic Database Management: Microsoft Access	3
IM 145	Document Proofreading and Editing	3
IM 150	Electronic Presentations: Microsoft PowerPoint	3
IM 155	Emerging Technologies and Social Media	3
ITP 130	Legal Issues of Deafness	1
LAW 110	Employment Law	3
LAW 140	Copyright and Trademark Law in Entertainment Industries	3
LAW 150	Bankruptcy, Debt Collection and Secured Transactions	3
LBR 105	Introduction to Labor and Employee Relations	3

Faculty

Program Chair/Advisor

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Advisor

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