

# 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.

In addition, students gain understanding of legal office procedures, time management, and organizational skills.

Cooperative education experience provides practical hands-on training to help students begin a career as a Paralegal.

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

To apply for this program at Cincinnati State, visit the Admissions (<http://www.cincinnati.state.edu/academics/admission/>) section of the College website.

## 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 Administrative Assistant associate's degree with emphasis in the Legal Administrative Assistant track may wish to add the Paralegal Certificate to enhance their studies.

To be admitted to the certificate programs, students must have an associate's degree, a bachelor's degree, or Program Chair consent.

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

To apply for this program at Cincinnati State, visit the Admissions (<http://www.cincinnati.state.edu/academics/admission/>) section of the College website.

## Paralegal (PAR)

### First Year

Semester 1		Lec	Lat	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 1XX	Computer Elective ( B )	2	2	3
MAT 1XX	Mathematics Elective ( G )	2	2	3
<b>Semester 2</b>				
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
<b>Semester 3</b>				
LAW 291	Full-Time Cooperative Education 1: Legal Assistant ( T )	1	40	2
XXX XXX	Management/Marketing Elective ( B )	3	0	3
<b>Semester 4</b>				
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 )	3	0	3
XXX XXX	Social Science Elective ( G )	3	0	3
XXX XXX	Legal Specialty Elective 2 ( T )	3	0	3
<b>Semester 5</b>				
LAW 292	Full-Time Cooperative Education 2: Legal Assistant ( T )	1	40	2
<b>Semester 6</b>				
LAW 210	Litigation ( T )	3	0	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:	55	95	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 (3 credit hours required)

IM 111	Computer Applications	3
Or take the following sequence		
IM 107 & IM 108 & IM 109	Introductory Electronic Presentations: Microsoft PowerPoint and Introductory Electronic Spreadsheets: Microsoft Excel and Introductory Database Management: Microsoft Access	3

### Mathematics Elective

MAT 105	Quantitative Reasoning	3
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		3

### Legal Specialty Electives (9 credit hours required)

ACC 115	Accounting Software Applications: Sage (Peachtree)	2
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	Immigration and 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

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

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)

Semester 1	Lec	Lat	Credits
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 Computer Skills Elective	3	0	3
XXX XXX Technical Elective	3	0	3
Semester 2			
LAW 120 Legal Research and Writing	3	0	3
LAW 130 Estate Planning, 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

### Computer Skills Elective (3 credit hours required)

ACC 121	Computerized Bookkeeping: QuickBooks 1	1
---------	--	---

ACC 122	Computerized Bookkeeping: QuickBooks 2	1
IM 107	Introductory Electronic Presentations: Microsoft PowerPoint	1
IM 108	Introductory Electronic Spreadsheets: Microsoft Excel	1
IM 109	Introductory Database Management: Microsoft Access	1
IM 111	Computer Applications	3
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
<b>Technical Elective (3 credit hours required)</b>		
ACC 115	Accounting Software Applications: Sage (Peachtree)	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
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
RE 105	Real Estate Law	3

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

## Paralegal (PAR)

- Define legal terminology in numerous areas of the law.
- Identify major legal systems and functions of the law in American society.
- Discuss ethical rules and considerations applicable to the legal profession and non-attorney professionals.
- Draft a variety of documents, including case briefs, pleadings, discovery requests, office memoranda, correspondence, and legal forms.

- Analyze applicable case and statutory law for a variety of law-related topics and client scenarios.
- Apply legal research skills to support case law and statutory analysis, legal document preparation, and fact gathering in a variety of law-related situations.
- Demonstrate an understanding of the principles of e-filing, and how to locate local court rules and the civil rules of procedure.
- Demonstrate oral communication skills in a variety of educational and professional settings.
- Utilize law and office related technology resources in a variety of law office procedures, including file management, timekeeping, document management, document creation, eDiscovery, and social media.

## Faculty

### Interim Program Chair

Colleen Meyer M.Ed., CIW-CI, CIW Associate, Microsoft Office Specialist  
colleen.meyer@cincinnatiastate.edu

### Co-op Coordinator

Adam Waits, MSML  
adam.waits@cincinnatiastate.edu

### Advisor

Stephenie Seta, MAEd  
Stephenie.seta@cincinnatiastate.edu

## Courses

### LAW 101 Business Law

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the legal environment in which businesses operate. Prerequisites: ENG 085 (minimum grade C) or appropriate placement Ohio Transfer Assurance Guide Approved

### LAW 110 Employment Law

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on major federal laws regarding employment rights, and responsibilities of the employer and employee. Topics include: public policy and processes related to hiring, work environment, and resignation and termination; and recent trends in employment law. Prerequisites: ENG 080 or appropriate placement

### LAW 120 Legal Research and Writing

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and techniques for conducting legal research and composing legal documents. Topics include: research purposes and uses; citation procedure and format; computer research tools including LEXIS; and writing materials such as briefs, pleadings, memorandums, motions, and discovery documents. Prerequisites: LAW 101 and ENG 101

### LAW 130 Estate Planning, Family and Probate Law

**3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and processes of family and probate law and estate planning. Topics include: marriage, dissolution, divorce, and prenuptial agreements; child custody, visitation, and support; adoption and guardianship; juvenile law; and trusts and estate administration. Prerequisites: ENG 085 or appropriate placement, and LAW 101

**LAW 140 Copyright and Trademark Law in Entertainment Industries****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and processes used to protect intellectual property in entertainment industries. Topics include: representing creative talent; business and personality interests; licensing; copyright; and legal concerns in music publishing, sound recording, literary publishing, and film and television.

Prerequisites: LAW 101

**LAW 150 Bankruptcy, Debt Collection and Secured Transactions****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on the bankruptcy code and the bankruptcy process from debtor and creditor perspectives. Topics include: filing Chapter 7, 13, and 11 bankruptcies; individual and business liquidation and reorganization plans; and secured transactions including mortgages and other liens.

Prerequisites: LAW 101

**LAW 160 Immigration and Administrative Law Practices and Procedures****2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on forms, procedures, and case management methods used in immigration law and other administrative agencies. Topics include: intake, claim filing, processing, and handling appeals related to immigration, Social Security, unemployment, worker's compensation and other state and federal agencies.

Prerequisites: LAW 101

**LAW 191 Part-Time Cooperative Education 1: Legal Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their first part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

**LAW 192 Part-Time Cooperative Education 2: Legal Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their second part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LAW 191

**LAW 193 Part-Time Cooperative Education 3: Legal Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their third part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LAW 192

**LAW 194 Part-Time Cooperative Education 4: Legal Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fourth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LAW 193

**LAW 195 Part-Time Cooperative Education 5: Legal Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their fifth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LAW 194

**LAW 196 Part-Time Cooperative Education 6: Legal Assistant****1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree participate in their sixth part-time field learning experience related to their degree. Students are expected to register for academic courses during the same semester. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LAW 195

**LAW 210 Litigation****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on concepts and processes of criminal and civil litigation. Topics include: parties to lawsuits, pleadings, motion practice, Federal Rules of Civil and Criminal Procedure, Federal Rules of Evidence, discovery, trial judgments, and alternative dispute resolution.

Prerequisites: LAW 101 and ENG 101

**LAW 290 Paralegal Capstone****3 Credits. 3 Lecture Hours. 0 Lab Hour.**

Students use knowledge and skills gained in previous courses to complete a project related to the duties of the paralegal.

Prerequisites: IM 225 and LAW 120 (minimum grade C for both)

**LAW 291 Full-Time Cooperative Education 1: Legal Assistant****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their first full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 (minimum grade C)

**LAW 292 Full-Time Cooperative Education 2: Legal Assistant****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their second full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LAW 291

**LAW 293 Full-Time Cooperative Education 3: Legal Assistant****2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree participate in their third full-time field learning experience related to their degree. Students must follow cooperative education policies and procedures to earn credit. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: LAW 292