

Law and Paralegal Studies (PAR & LAWC)

Law and Paralegal Studies (PAR)

The Law and Paralegal Studies degree program prepares students for a career in the legal world as a Paralegal, equipped with the technical, communication, and critical thinking skills required to assist attorneys, judges, and other legal professionals in delivering legal services to a variety of clients.

While earning an Associate of Applied Business degree, students gain knowledge and abilities needed to provide competent, ethical, and in-demand paralegal services.

Through practical application of legal concepts to "real life" projects, 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 and current areas of legal practice.

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

After graduation, graduates are prepared to excel in a variety of sectors including law firms of all sizes, corporations, charitable and non-profit organizations, government agencies, courts, and management companies.

Paralegals may not provide legal services directly to the public, except as permitted by law.

Law and Paralegal Studies Certificate (LAWC)

The Law and Paralegal Studies Certificate program 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.edu/academics/admission/>) section of the College website.

Law and Paralegal Studies (PAR)

First Year		Lec	Lab	Credits
Semester 1				
ENG 101	English Composition 1 (G)	3	0	3
IM 165	Legal Office Environment (T)	3	0	3
LAW 101	Business Law (B)	3	0	3
FYE 1XX	First Year Experience Elective (B)	1	0	1
IM 111	Computer Applications (B)	2	3	3
Semester 2				
BUS 190	Professional Practices (B)	1	0	1
IM 130	Electronic Word Processing: Microsoft Word (T)	2	3	3
ENG 102	English Composition 2: Contemporary Issues (G)	3	0	3
LAW 130	Estate Planning, Family and Probate Law (T)	3	0	3
ACC 101	Financial Accounting (B)	2	2	3
Semester 3				
LAW X9X	Cooperative Education Elective 1: Paralegal (T)	0	2	2
MAT 1XX	Mathematics Elective (G)	2	2	3
Semester 4				
LAW 120	Legal Research and Writing (T)	3	0	3
XXX XXX	Social Science Elective 1 (G)	3	0	3
XXX XXX	Legal Specialty Elective (T)	3	0	3
IM 225	Legal Document Formatting (T)	2	3	3
Semester 5				
LAW X9X	Cooperative Education Elective 2: Paralegal (T)	0	2	2
XXX XXX	Social Science Elective 2 (G)	3	0	3
Semester 6				
LAW 210	Litigation (T)	3	0	3

LAW 290	Paralegal Capstone (T)	2	3	3
XXX XXX		3	0	3
Legal Specialty Elective (T)				
XXX XXX		3	0	3
Arts/ Humanities Elective (G)				
Total		50	20	60
Credits:				

Electives

First Year Experience Elective

FYE 100	Essentials for College Success	1
FYE 105	Skills for Academic and Personal Success	2
FYE 110	Intensive College Success Strategies	3
FYE 120	College Success Strategies: Campus Integration	4

Mathematics Elective

MAT 105	Quantitative Reasoning	3
MAT 131	Statistics 1	3
MAT 151	College Algebra	4

Legal Specialty Elective (6 credit hours required)

CRJ 120	Introduction to Courts	3
LAW 150	Bankruptcy, Debt Collection, and Secured Transactions	3
LAW 110	Employment and Administrative Law	3
LAW 298	Second Year Special Topics in Law	1-9
RE 105	Real Estate Law	3

Arts/Humanities Elective

Any OT36 course from ART, MUS, THE, or ART 120, CULT, FRN, ITP, LIT, PHI, REL, SPN	3
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Social Science Elective (6 Credit Hours)

Any OT36 course from ECO, GEO, HST, LBR, POL, PSY, SOC	3
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Cooperative Education Electives (4 credit hours required)

LAW 191	Part-Time Cooperative Education 1: Legal Assistant	1
LAW 192	Part-Time Cooperative Education 2: Legal Assistant	1
LAW 193	Part-Time Cooperative Education 3: Legal Assistant	1
LAW 194	Part-Time Cooperative Education 4: Legal Assistant	1
LAW 195	Part-Time Cooperative Education 5: Legal Assistant	1
LAW 196	Part-Time Cooperative Education 6: Legal Assistant	1
LAW 197	Part-Time Career Education Project: Legal Assistant	1
LAW 291	Full-Time Cooperative Education 1: Legal Assistant	2
LAW 292	Full-Time Cooperative Education 2: Legal Assistant	2
LAW 293	Full-Time Cooperative Education 3: Legal Assistant	2

LAW 297	Full-Time Career Education Project: Legal Assistant	2
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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

Law and Paralegal Studies Certificate (LAWC)

Semester 1		Lec	Lab	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 Applications 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
LAW 290	Paralegal Capstone	3	0	3
XXX XXX	Technical Elective	3	0	3
Total		26	3	27
Credits:				

Electives

Computer Applications Elective (3 credit hours required)

ACC 121	Computerized Bookkeeping: QuickBooks 1	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 145	Document Proofreading and Editing	3

IM 150	Electronic Presentations: Microsoft PowerPoint	3
IM 155	Emerging Technologies and Social Media	3
Technical Elective (3 credit hours required)		
CRJ 105	Introduction to Criminal Justice	3
CRJ 120	Introduction to Courts	3
LAW 110	Employment and Administrative Law	3
LAW 150	Bankruptcy, Debt Collection, and Secured Transactions	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.
- Create a variety of documents, including, without limitation, case briefs, pleadings, discovery requests, office memoranda, correspondence, and legal forms.
- Analyze applicable case and statutory law as they relate to 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 principals of e-filing, and how to locate local court rules and 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, without limitation, file management, timekeeping, document management, document creation and eDiscovery.

Courses

LAW 101 Business Law

3 Credits. 3 Lecture Hours. 0 Lab Hour.

A course on the legal environment in which businesses operate.

Prerequisites: Placement into ENG 101A

Ohio Transfer Assurance Guide Approved

LAW 110 Employment and Administrative Law

3 Credits. 3 Lecture Hours. 0 Lab Hour.

A course on federal laws regarding employment rights and responsibilities of employer and employee as well as case management methods used in administrative agencies. Topics include: public policy and processes related to hiring; work environment; resignation and termination; intake; claim filing and processing; handling appeals to Social Security, unemployment, Worker's Compensation, and State and Federal agencies; and recent employment trends. Students must attend field trips and work with a law clinic.

Prerequisites: LAW 101 (minimum grade C)

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 (minimum grade C) 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: LAW 101 (minimum grade C)

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 (minimum grade C)

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 197 Part-Time Career Education Project: Legal Assistant
1 Credit. 1 Lecture Hour. 20 Lab Hours.**

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 and coordinator consent
Instructor Consent Required

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 (minimum grade C)

LAW 290 Paralegal Capstone

3 Credits. 3 Lecture Hours. 0 Lab Hour.

Students complete projects relevant to the administrative duties of the legal assistant, with emphasis on reviewing and applying skills gained throughout the degree program to prepare legal documents and information needed for success as a legal assistant. Activities incorporate review of grammar and punctuation, proofreading, legal terminology, keyboarding, and transcription accuracy and speed. The course is delivered through online instruction only.

Prerequisites: IM 225

**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

**LAW 297 Full-Time Career Education Project: Legal Assistant
2 Credits. 1 Lecture Hour. 40 Lab Hours.**

Students seeking an associate's degree complete individual study or a special project related to their major field and pertaining to their career goals. Working with an assigned faculty mentor, students define the project goals, carry out project tasks, and evaluate the results. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: BUS 190 and coordinator consent
Instructor Consent Required