



Paralegal Studies Associate of Applied Science (A.A.S.) 2018–2019

DESCRIPTION:

Due to the explosive growth of legal services now being requested in all sectors of our economy, there is a continuous demand for well-trained personnel in all facets of the legal process. The need for paralegals is so great that it is estimated that one paralegal will assist every three or four attorneys, and, in some areas of practice, such as corporate legal departments, there will be one paralegal hired for every attorney. The nature of the paralegal's position in the legal community requires individuals with a well-rounded educational background. Critical thinking and excellent communication skills are essential competencies of a paralegal and are included in courses in English, mathematics, humanities, social science, and basic science.

The technical curriculum has been designed to provide students with knowledge and skills in the role of a legal assistant, ethical requirements, legal research, analysis, the preparation of legal documents, litigation practice and procedure, real estate transactions, family law, administrative law, criminal law, and probate law and practice. Paralegals have traditionally been utilized in legal environments that are intensive in both client contact and document preparation. NOTE: Paralegals may not sign legal documents, appear in court, or give legal advice. All activities in legal matters must be supervised by a licensed attorney.

For more information, see csc.edu/paralegal.

ADMISSION REQUIREMENTS:

Completion of placement test and place out of Developmental Math and English.

ONGOING REQUIREMENTS:

Verify summer term financial aid eligibility.

OPPORTUNITIES FOR GRADUATES:

Career:

Paralegal, as well as employment opportunities in a variety of legal, corporate and governmental settings.

Transfer:

Transfers to Bachelor's In Paralegal Studies at Kent State University with the 3+1 Paralegal Studies Program. The 3+1 Paralegal Studies Program is three years of study at Columbus State, then a fourth year at Columbus State taking Kent State courses to complete the bachelor's degree. Kent State bachelor's degree can be completed through courses offered online or on the Columbus State campus.

DEGREE REQUIREMENTS (PARALEGAL STUDIES A.A.S.):**FIRST SEMESTER**

Course	Term	Credits	Milestones/Progress Check
LEGL 1101 Intro to Paralegal Studies & Ethics	AU/SP/SU	3	
LEGL 1102 Law Office Technology	AU/SP/SU	3	
COLS 1100 First Year Experience Seminar	AU/SP/SU	1	
ENGL 1100 Composition I	AU/SP/SU	3	
MATH 1104 Mathematical Concepts for Business or STAT 1350 Elementary Statistics	AU/SP/SU	3	
Semester Credits		13	

SECOND SEMESTER

Course	Term	Credits	Milestones/Progress Check
LEGL 1105 Torts and Contracts	AU/SP/SU	3	
LEGL 1111 Research and Writing	AU/SP/SU	3	
CSCI 1101 Computer Concepts & Apps	AU/SP/SU	3	
Select one: ENGL 2367 Composition II, ENGL 2567 Comp II Writing about Gender & Identity, ENGL 2667 Comp II American Working-Class Identity, or ENGL 2767 Comp II Writing About Science/Technology	AU/SP/SU	3	• Students who complete LEGL 1111 are eligible to take LEGL 2012 Advanced Legal Research
Semester Credits		12	

THIRD SEMESTER

Course	Term	Credits	Milestones/Progress Check
LEGL 2024 Business Organizations	SP	3	
LEGL 2026 Administrative Law	AU/SP	3	
BIO 1127 Introduction to Environmental Science	AU/SP/SU	4	
SOC 1101 Introduction to Sociology or SOC 2380 American Race & Ethnic Relations	AU/SP/SU	3	
Semester Credits		13	

FOURTH SEMESTER

Course	Term	Credits	Milestones/Progress Check
LEGL 2005 Civil Practice & Procedure	AU/SU	3	
LEGL 2012 Advanced Legal Research	AU/SP/SU	3	
LEGL Technical Elective	OD	1-3	• Through technical electives students are given the opportunity to focus on specific areas of interest within the paralegal profession
LEGL Technical Elective	OD	1-3	• Students complete Application for Practicum in preparation of the practicum experience- LEGL 2815
COMM 1105 Oral Communication or COMM 1110 Small Group Communication	AU/SP/SU	3	
Semester Credits		11-15	

FIFTH SEMESTER

Course	Term	Credits	Milestones/Progress Check
LEGL 2014 Family Law	AU/SP/SU	3	
LEGL 2815 LEGL Practicum & Seminar	AU/SP/SU	2	
LEGL Technical Elective	OD	1-3	
HUM Elective (select from approved GE-HUM list)	AU/SP/SU	3	
Semester Credits		9-11	
Total		58-64	

AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester/OD: On Demand; requirements subject to change.