

Paralegal

Business Technologies Division

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The Higher Learning Commission
(312) 263-0456

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Paralegal

Associate of Applied Business

The paralegal works under the direct supervision of an attorney, performing a variety of duties including research and investigation of facts. The Associate of Applied Business in Paralegal Studies prepares students for an entry-level position in a law firm or law department of a business or financial institution. Typical job titles include legal assistant, title researcher and legal researcher. The paralegal may be called on to prepare a variety of law-related documents including standard forms, pleadings, deeds mortgages and other documents. The paralegal may search official records and record and file documents with county clerk of courts, secretary of state or other officials. The paralegal will perform legal research for the preparation of briefs and other legal documents, and communicate clearly and effectively in writing and orally with attorneys, clients, and other government officials.

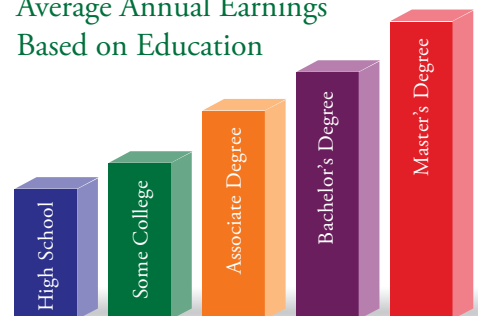
This program prepares the student for transfer to the University of Toledo's Bachelor of Science in Paralegal Studies.

Career Outlook

Most paralegals will be hired by private firms, although opportunities will also exist in the public sector. In larger cities there are also opportunities with consumer organizations, public agencies, and the courts.

Education Pays

Average Annual Earnings
Based on Education



2011-2012

Based on data from the Bureau of Labor Statistics

Program Sequence

First Semester

		<i>Credits</i>
CIS114	Microsoft Applications	3
ENG111	Composition I	3
+ PAR100	Introduction to Paralegal	3
+ PAR101	Law Office Management	3
	Mathematics Electives	3
		15

Second Semester

		<i>Credits</i>
ACC111	Financial Accounting	4
ENG112	Composition II	3
+ PAR110	Civil Procedures	3
+ PAR115	Family Law	3
	Social Behavioral Science Elective	3
		16

Third Semester

		<i>Credits</i>
+ PAR205	Real Estate Transactions	3
+ PAR210	Legal Research & Writing	3
+ PAR215	Tort Law	3
	Business Elective	3
	Science Elective	3
		15

Fourth Semester

		<i>Credits</i>
+ PAR220	Criminal Law	3
+ PAR222	Estates, Trusts & Wills	3
PHI110	Critical Thinking & Logic	3
SSC210	Cultural Diversity	3
	Program Elective	3
		15

Total Program Credit Hours 61

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information.

