

Associate of Arts with a pathway in Pre-Paralegal

Students who complete the Pre-Paralegal Pathway can transfer into the Bachelor of Science Degree in Paralegal Studies at The University of Toledo. The University of Toledo's Paralegal Studies degree programs are approved by the American Bar Association.

A paralegal works under the direct supervision of an attorney, performing a variety of duties including research and investigation of facts. 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.

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.



Business & Public Services Division



Questions:

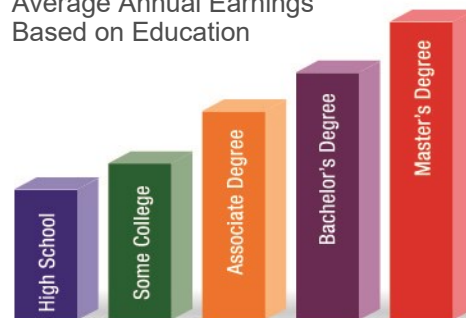
NSCC Admissions Office
(419) 267-1320
admissions@NorthwestState.edu

www.NorthwestState.edu

2019-2020

Education Pays

Average Annual Earnings
Based on Education



Based on data from the Bureau of Labor Statistics

NSCC is accredited by:
The Higher Learning Commission
(312) 263-0456
www.ncahigherlearningcommission.org

PROGRAM SEQUENCE

First Semester		Credits
CIS114	Microsoft Applications	3
ENG111	Composition I	3
+ PAR100	Introduction to Paralegal	3
+ PAR101	Law Office Management	3
MTH109	College Algebra	3
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		15

Second Semester		Credits
ENG112	Composition II	3
PSY110	General Psychology	3
SSC101	Sociology	3
	Natural Science Elective	4
	Literature Elective	3
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		16

Third Semester		Credits
ACC111	Financial Accounting	3
PHI110	Critical Thinking & Logic	3
HUM209	Hum. & Culture: Ancient & Medieval OR	
HUM210	Hum. & Culture: Renaissance To Present	3
	Natural Science Elective	4
	Social Science Elective	3
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		16

Fourth Semester		Credits
PHI230	World Religions	3
SSC210	Cultural Diversity	3
	Humanities Elective	3
	Social Science Elective	3
	Elective (see advisor)	3
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		15

Total Program Credit Hours **62**

+ 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.

Updated 6/13/19