

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 Degree 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.



Allied Health, Business, & Public Services



Janet L. Delcamp, BSN, MBA, RMA
Dean

Questions:

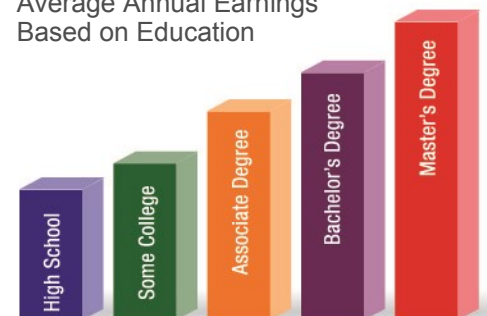
NSCC Admissions Office
(419) 267-1320
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www.NorthwestState.edu

2017-2018

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
	Math Elective	3
		15
Second Semester		Credits
ACC111	Financial Accounting	3
ENG112	Composition II	3
+PAR110	Civil Procedures	3
+PAR115	Family Law	3
	Social Behavioral Science Elective	3
		15
Third Semester		Credits
+PAR205	Real Estate Transactions	3
+PAR210	Legal Research & Writing	3
+PAR215	Tort Law	3
	Business Elective	3
	Natural Science Elective	3
		15
Fourth Semester		Credits
+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		60

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