

# PARALEGAL/LEGAL ASSISTING (LEG)

## LEG 1010 – Introduction to Paralegals and the Legal System

**Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00**  
Introduces the role of the paralegal within the American legal system, including an overview of the American system of law, an examination of federal and state criminal and civil courts; and appellate process. Emphasis is on ethical requirements for paralegals and practical skills necessary for this profession.

## LEG 1020 – Legal Ethics

**Credit Hour: 1.00 Total Contact Hour: 1.00 Lecture Hour: 1.00**  
Introduces and discusses how attorneys are regulated, what ethical rules governing lawyer conduct and how ethical rules affects paralegals. Topics include what constitutes the unauthorized practice of law, confidentiality, conflicts of interest, competency and professionalism. Emphasis is on the Ohio Code of Professional Responsibility.

## LEG 1100 – Legal Research and Writing I

**Credit Hours: 2.00 Total Contact Hours: 3.00 Lecture Hours: 1.00 Lab Hours: 2.00**

Emphasizes legal research techniques; understanding when and how to use primary and secondary sources of law; and distinguishing between mandatory and persuasive law. The course includes an introduction to finding the law, analyzing the research and applying it to specific legal issues. Students will complete case briefs, an initial legal memorandum, and legal correspondence. Course is Part 1 of a two-part series in legal research and writing.

**Corequisites:** LEG 1100L.

## LEG 1100L – Legal Research and Writing I Lab

**Credit Hours: 2.00 Total Contact Hours: 3.00 Lecture Hours: 1.00 Lab Hours: 2.00**

Accompanies LEG 1100.

## LEG 1110 – Legal Research and Writing II

**Credit Hours: 3.00 Total Contact Hours: 5.00 Lecture Hours: 2.00 Lab Hours: 3.00**

Continues to develop the research and writing skills utilized in Legal Research I. Emphasizes legal writing to various audiences including: the court, clients, and attorneys. Students research and write legal memoranda, letters, and an appellate brief and participate in an oral argument. This class is Part 2 of a two-part course in legal research and writing. C grade policy applies.

**Prerequisites:** LEG 1100

**Corequisites:** COM 1110, LEG 1110L.

## LEG 1110L – Legal Research and Writing II Lab

**Credit Hours: 3.00 Total Contact Hours: 5.00 Lecture Hours: 2.00 Lab Hours: 3.00**

Accompanies LEG 1110.

## LEG 1150 – Litigation

**Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00**  
Introduces the process of the American adversarial judicial system, including local, state, and federal jurisdiction and venue; civil procedure, Ohio Rules of Evidence, and an overview of the paralegal's and attorney's function in the civil trial process. Students practice skills in interviewing, preparation of legal documents, and organizing materials for a civil trial.

## LEG 1190 – Criminal Law

**Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00**  
Explores the basics of criminal law and procedures including basic constitutional law and the Ohio Criminal Code and procedures.

## LEG 1200 – Family Law

**Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00**  
Introduces and examines legal issues relating to marriage, divorce, dissolution, marital and non-marital property rights, child custody and support, visitation and other related domestic issues. Students prepare documents for a dissolution case study.

## LEG 1300 – Legal Office Management and Technology

**Credit Hours: 2.00 Total Contact Hours: 3.00 Lecture Hours: 1.00 Lab Hours: 2.00**

Studies basic principles and methods used in a law office, including time/billing, electronic document production, e-discovery, calendaring/docket control, e-file court forms, controlling conflicts, contacts, organizing documents and files, and trust accounting.

## LEG 2000 – Civil Procedure

**Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00**  
Demonstrates proficiency by integrating technical knowledge with core skills and abilities; reviews federal civil procedures such as pleadings, discovery, pretrial, and remedies in the litigation process. A case study approach is utilized. This course includes an e-portfolio assignment and an exit evaluation of critical thinking and writing. "C" grade policy applies.  
**Prerequisites:** LEG 1110.

## LEG 2050 – Real Estate Law

**Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00**  
Introduces law of real property and common types of real estate transactions. Students prepare deeds, perform title searches, and draft a title option.

## LEG 2100 – Probate Administration

**Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00**  
Demonstrates knowledge of wills, trusts, estates and estate administration, taxation, testate and intestate estates, the law of descent and distribution, estate planning, and additional end of life documents. Students will draft a will and prepare basic probate estate documents for case study. "C" grade policy applies.

**Prerequisites:** LEG 1100

**Corequisites:** ACC 1010.

## LEG 2200 – Debtor/Creditor/Bankruptcy

**Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00**  
Examines the law of Debtor-Creditor relations including negotiable instruments, secured transactions, Consumer Protection laws, non-judicial and judicial collection methods; distinguishes between Chapter 7, 11, and 13 bankruptcy procedures; prepare Chapter 7 bankruptcy petition with case study. "C" grade policy applies.

**Prerequisites:** BUS 2100.

## LEG 2250 – Administrative Law

**Credit Hour: 1.00 Total Contact Hour: 1.00 Lecture Hour: 1.00**  
Examines legal framework of administrative law; differentiates between federal, state, and local administrative agencies. "C" grade policy applies.

**Prerequisites:** LEG 1010

**Corequisites:** BUS 2100.

**LEG 2991 – Paralegal Legal Assisting Practicum**

**Credit Hours: 3.00 Total Contact Hours: 15.00 Clinical/Other Hours: 15.00**

A guided work experience in which the student will be employed for a minimum of 14 hours per week over the 15 week semester term (210 hours) in a law office, business, or agency offering legal services. Each student will meet with the faculty member/Chair to discuss the internship experience for one hour per week; duties will be agreed upon by the faculty member, internship supervisors, and the students.

**Prerequisites:** LEG 1110, LEG 1150, Chair approval

**Corequisites:** LEG 2000.