PARALEGAL STUDIES (2290)

2290:101. Introduction to Paralegal Studies. (3 Credits)
Covers the basics of paralegal studies emphasizing the fundamental
corcepts of the legal system. Includes overview of paralegal studies
career and ethical considerations relative thereto.

2290:104. Basic Legal Research & Writing. (3 Credits)
Prerequisite: 2290:101. Will provide the student with basic research
abilities necessary in law offices. Includes the use of law library tools
(reporter systems, legal encyclopedias, codes, and computer).

2290:105. Law Office Technology. (3 Credits)
Prerequisite: 2290:101. Overview of software utilized in today's law office;
including case management/trial litigations software. Stresses law-
related internet applications and electronic case filings.

2290:106. Business Associations. (3 Credits)
Prerequisite: 2290:101. Instructs students in different types of business
entities, from sole proprietorships to corporations. Preparation of forms
and necessary governmental filings will be stressed.

2290:108. Real Estate Transactions. (3 Credits)
Prerequisite: 2290:101. Acquaints students with basic real property
law, including different types of deeds, ownerships, easements, and
mortgages. Problems arising from sales agreements will be covered.

2290:110. Tort Law. (3 Credits)
Prerequisite: 2290:101. Covers the traditional civil wrongs, from the
plaintiff's and defendant's standpoints. Actual cases will be briefed and
discussed. Stresses importance of preparation prior to trial.

2290:112. Family Law. (3 Credits)
Prerequisite: 2290:101. Covers antenuptial agreements, marriage, divorce,
dissolutions, annulments, adoptions, juvenile law, artificial insemination,
and paternity.

2290:118. Probate Administration. (4 Credits)
Prerequisite: 2290:101. Covers law necessary to draft and interpret wills,
trusts. Includes administration of a typical estate within Probate Court.
Touches on guardianship, commitment of mentally ill.

2290:204. Advanced Legal Research. (3 Credits)
Prerequisite: 2290:101 and 2290:104. Continuation of 104. Will especially
stress importance of clear, concise legal writing. Students will write
briefs, motions, and complaints as part of their endeavor.

2290:214. Civil Procedure. (3 Credits)
Prerequisite: 2290:101. Covers aspects of legal assisting in different
types of civil litigation. Includes Ohio Rules of Civil Procedure, preparation
of complaints, answers, motions, basic trial preparation.

2290:216. Debtor-Creditor Relations. (3 Credits)
Prerequisite: 2290:101. Covers bankruptcy primarily, as well as collection
methods and state law remedies.

2290:218. Advanced Probate Administration. (3 Credits)
Prerequisites: 2290:101 and 2290:118. Covers guardianships, marriage
licenses, living wills and advanced directives, adoptions, name changes,
and the probate and tax issues of intestate and testate estates.

2290:220. Paralegal Internship. (4 Credits)
Prerequisites: 2290:101 and 2290:104. Must have completed first-year
courses. Students are provided experience in law-related environment.
Students work at placement and meet with the course instructor.

2290:290. Special Topics: Legal Assisting Technology. (1-3 Credits)
Prerequisites: [2290:101 and 2290:104] or permission. (May be repeated
for a maximum of six credits.) Selected topics on subject areas of
interest in Legal Assisting Technology.

2290:297. Independent Study: Legal Assisting. (3-5 Credits)
Prerequisite: 2290:101. (May be repeated for a maximum of six credits.)
Selected topics and special areas of study in Legal Assisting Technology.