



GET STARTED ON AN IN-DEMAND CAREER.

LEGAL ASSISTANT TECHNOLOGY

Associate of Applied Business

Gain working knowledge and education in the legal field. Students will learn general office skills, data processing, office equipment operations, a basic understanding of legal requirements of businesses, litigation, contracts and legal research and writing skills. Legal Assistants can expect to assist with legal research, client services, drafting legal documents and correspondence.

RELATED DEGREES

Administrative Office Coordinator, Dental Office Coordinator, Medical Office Support, and Office Administration.

JOB OPPORTUNITIES FOR GRADUATES

Upon completion, students will be prepared for entry-level positions within the legal field. Legal assistant positions are needed in all types of organizations, but most will be found in law firms, corporate legal departments, or government agencies. Legal Assistants will be expected to possess a high-level of technical, research, organizational and writing skills, and be highly professional and confidential.

Salary and Employment Opportunities: Labor statistics project legal assistants and paralegal positions to grow as much as 10% (much faster than average) by 2029. In 2019, there were 337,800 jobs available in Northwest Ohio. The national median pay for 2019 for legal assistants and paralegals was \$51,740 per year (\$24.87 per hour).

LOCATION

Toledo-area Campus

OTHER PROGRAM INFORMATION:

Two (2) of the required courses for this program will be taken at the University of Toledo, either in person, or synchronously. Some courses may require students to take classes online, while other classes may only be offered in person. See academic advisor for more details, or call the School of Business, Hospitality Management and Public Safety at (567) 661-7280.

The Business Technologies Department works closely with local businesses and organizations to secure internships and employment opportunities for students and to assure program courses are relevant with current business practices and technology. Each student in the program will complete a 150-hour internship experience. A professional portfolio will be completed as part of this program.

PROGRAM CURRICULUM

The Age of Coursework for IST and OAD courses is 6 years - chair approval required for courses beyond that.

OWENS.EDU

Office of Admissions
(567) 661-7777

School of Business, Hospitality Management and Public Safety
(567) 661-7280
business@owens.edu



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COMMUNITY COLLEGE

PROGRAM CURRICULUM

LEGAL ASSISTANT TECHNOLOGY

Associate of Applied Business

1ST SEMESTER

If keyboarding proficient (25WMP) complete and pass the proficiency test for OAD 100 for course credit.

ENG 111	Composition I *	Credits: 3(Lec: 3)
or		
ENG 111P	Composition I Plus *	Credits: 4(Lec: 4)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)
OAD 100	Beginning Keyboarding	Credits: 2(Lec: 2)
OAD 135	Intro to Office Administration	Credits: 3(Lec: 3)
PHL 102	Principles of Ethics *	Credits: 3(Lec: 3)

2ND SEMESTER

BUS 200	The Legal Environment of Bus	Credits: 3(Lec: 3)
ENG 112	Composition II *	Credits: 3(Lec: 3)
OAD 101	Document Formatting	Credits: 3(Lec: 3)
OAD 102	Word Processing Apps-Word	Credits: 3(Lec: 3)
OAD 270	Presentation Mgmt-Power Point	Credits: 3(Lec: 3)

3RD SEMESTER

ACC 101	Introductory Financial Acct	Credits: 3(Lec: 3)
IST 235	Spreadsheet Applications-Excel	Credits: 3(Lec: 3)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)
OAD 140	Office Procedures	Credits: 3(Lec: 3)
LGL 1720	Law Practice Management (UT Course)	Credits: 3(Lec: 3)

4TH SEMESTER

ACC 239	Quickbooks	Credits: 3(Lec: 3)
BUS 205	Human Resource Management	Credits: 3(Lec: 3)
GOV 111	American Government*	Credits: 3(Lec: 3)
MTH 133	Quantitative Reasoning *	Credits: 3(Lec: 3 Lab: 1)
LGL 1160	Legal Research, Writing & Case Analysis (UT Course)	Credits: 3(Lec: 3)
OAD 293	Office Admin Internship Work Exp	Credits: 2(Lec: 1 Other: 10)

*Ohio Transfer 36 Course (Formerly named "Ohio Transfer Module Course"). More information about the Ohio Transfer 36 Courses can be found at www.ohiohighered.org/transfer/transfermodule



COMMON CHARACTERISTICS OF SUCCESSFUL LEGAL ASSISTANTS:

- Highly organized
- Good communication skills
- Excellent research and writing skills
- Ability to multitask
- Excellent computer skills
- Pays close attention to detail
- Works well independently and is resourceful
- Maintains a professional attitude
- Has good critical thinking skills
- Shows persistence, but is also patient

Source: agilelaw.com/blog/5-most-important-paralegal-traits/

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Your Success Starts Here.