



**GET STARTED ON AN  
IN-DEMAND CAREER.**

## **PARALEGAL TRANSFER CONCENTRATION**

### Associate of Arts

The Paralegal Transfer Concentration is intended to provide the student with the first two years of a baccalaureate degree in paralegal studies. Students choose this program if they intend to transfer to a four-year program in paralegal studies upon graduation. This program was specifically designed in collaboration with the University of Toledo to transfer seamlessly to the Bachelor of Science in Paralegal Studies program. Two of the required courses in this program will be taken at the University of Toledo either in person, or via synchronous delivery. Students must co-enroll at the University of Toledo, per the Memorandum of Understanding with Owens Community College and the University of Toledo.

Students whose primary interest in seeking employment within a legal office upon graduation from Owens Community College should pursue the Legal Assistant Technology program through the College's School of Business, Hospitality Management and Public Safety.

### **JOB OUTLOOK**

The job outlook for paralegals shows a growth rate of 10%, which is much faster than the national average for other careers.

### **SALARY**

According to the U.S. Bureau of Labor Statistics, the average salary for a paralegal as of May 2020 is \$52,920 per year or \$25.44 per hour with the lowest 10% earning an average of \$32,900, and the highest 10% earning more than \$85,160.

### **LOCATION**

Toledo-area Campus

**OWENS.EDU**

**Office of Admissions**  
Toledo-area Campus - (567) 661-7777

**School of Business, Hospitality Management and Public Safety**  
(567) 661-2142  
business@owens.edu



**OWENS**  
COMMUNITY COLLEGE

# PROGRAM CURRICULUM

## PARALEGAL TRANSFER CONCENTRATION

Associate of Arts

### REQUIRED COURSES

#### 1ST SEMESTER

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)
_____	Arts and Humanities Elective	Credits: 3(Lec: 3)
	<i>* Recommended HIS 201</i>	
_____	Arts and Humanities Elective	Credits: 3(Lec: 3)
	<i>* Recommended MUS 102</i>	
_____	Science Elective	Credits: 3 to 4(Lec: 3 to 4 Lab: 0 to 3)
	<i>* Recommended AST 101</i>	

#### 2ND SEMESTER

ENG 112	Composition II *	Credits: 3(Lec: 3)
IST 132	Data Mgmt Using Excel & Access	Credits: 3(Lec: 3)
_____	Arts and Humanities Elective	Credits: 3(Lec: 3)
	<i>* Recommended HIS 202</i>	
_____	Arts and Humanities Elective	Credits: 3(Lec: 3)
	<i>* Recommended MUS 105</i>	
LGL 1160	Legal Research, Writing & Case Analysis	Credits: 3
	<i>(UT Course)</i>	

#### 3RD SEMESTER

ACC 101	Introductory Financial Acct	Credits: 3(Lec: 3)
BUS 200	The Legal Environment of Bus	Credits: 3(Lec: 3)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)
_____	Social & Behavioral Sciences Elective	Credits: 3(Lec: 3)
	<i>* Recommended ANT 200</i>	
LGL 1720	Law Practice Management	Credits: 3
	<i>(UT Course)</i>	

#### 4TH SEMESTER

BUS 205	Human Resource Management	Credits: 3(Lec: 3)
MTH 133	Quantitative Reasoning *	Credits: 3(Lec: 3 Lab: 1)
_____	Arts and Humanities Elective	Credits: 3(Lec: 3)
	<i>* Recommended PHL 102</i>	
_____	Lab Science Elective	Credits: 4 to 5(Lec: 3 to 4 Lab: 0 to 3)
	<i>* Recommended GEO 111</i>	
	<i>* Course must have laboratory component</i>	
_____	Social and Behavioral Sciences Elective	Credits: 3(Lec: 3)
	<i>* Recommended GOV 111</i>	

\*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at [www.ohiohighered.org/transfer/transfermodule](http://www.ohiohighered.org/transfer/transfermodule)



OWENS.EDU

#### Office of Admissions

Toledo-area Campus - (567) 661-7777

#### School of Business, Hospitality Management and Public Safety

(567) 661-2142

[business@owens.edu](mailto:business@owens.edu)



OWENS  
COMMUNITY COLLEGE

Your *Success* Starts Here.