

LEGAL ASSISTING TECHNOLOGY - A.A.S.

College of Applied and Technical Studies
www.kent.edu/cats

Examples of Possible Careers*

Legal support workers, all other

- -1.2% decline
- 50,400 number of jobs
- \$59,540 potential earnings

Paralegals and legal assistants

- 10.5% much faster than the average
- 337,800 number of jobs
- \$52,920 potential earnings

Title examiners, abstractors, and searchers

- -2.6% decline
- 63,600 number of jobs
- \$48,820 potential earnings

Contact Information

- Speak with an Advisor

Admission to the Legal Assisting Technology major has been suspended temporarily as of Fall 2020.

Fully Offered

- Trumbull Campus

*Note

Source of occupation titles and labor data is from the U.S. Bureau of Labor Statistics'

Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

Description

Admission to the Legal Assisting Technology has been suspended temporarily on the Trumbull campus as of Fall 2020.

The Associate of Applied Science degree in Legal Assisting Technology provides training in legal office procedures, research, writing and criminal justice. The degree program is not approved by the American Bar Association and does not prepare students to work as paralegals.

Admission Requirements

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twinsburg Academic Center, have

open enrollment admission for students who hold a high school diploma, GED or equivalent.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Learning Outcomes

Graduates of this program will be able to:

1. Demonstrate an understanding of the varieties of the practice of law, including private, governmental (all levels), the judiciary and corporate or other business settings.
2. Demonstrate an understanding of the rules of professional and ethical conduct for lawyers, and their application to legal assistants.
3. Demonstrate an ability to recognize, organize and prioritize their work to be as efficient as they can.
4. Perform legal research using traditional and new technologies, and to apply the research to real cases.
5. Demonstrate substantive knowledge in legal practice areas appropriate for paralegals, including family law, estate and probate administration and civil litigation.
6. Draft various legal documents in various areas.

University Requirements

All students in an applied or technical associate degree program at Kent State University must complete the following university requirements for graduation.

NOTE: University requirements may be fulfilled in this program by specific course requirements, please see Program Requirements for details.

Code	Title	Credit Hours
	Destination Kent State: First Year Experience	1
	Course is not required for students with 25 transfer credits, excluding College Credit Plus, or age 21+ at time of admission.	
	Kent Core (see table below)	15
	Total Credit Hour Requirement	60
	Some associate degrees require students to complete more than 60 credit hours.	

Kent Core Requirements

Kent Core Composition (KCOMP)	3
Kent Core Mathematics and Critical Reasoning (KMCR)	3
Kent Core Humanities and Fine Arts (KHUM/KFA)	3
Kent Core Social Sciences (KSS)	3
Kent Core Basic Sciences (KBS/KLAB)	3
Total Credit Hours:	15

Program Requirements

Major Requirements

Code	Title	Credit Hours
Major Requirements (courses count in major GPA)		
PLST 18000	INTRODUCTION TO PARALEGAL STUDIES AND PROFESSIONAL ETHICS	3
PLST 28001	LEGAL RESEARCH AND WRITING	3
PLST 28003	FAMILY LAW AND PROCEDURE	3
PLST 28004	PRINCIPLES AND PRACTICE OF LITIGATION	3
PLST 28007	ESTATE AND PROBATE ADMINISTRATION	3
PLST 36792	INTERNSHIP IN PARALEGAL (ELR)	3
PLST 38006	APPLIED LEGAL RESEARCH AND LITIGATION (WIC)	3
Technical Electives, choose from the following:		12
ACTT 21003	FUNDAMENTALS OF TAX PREPARATION	
BMRT 11009	INTRODUCTION TO MANAGEMENT TECHNOLOGY	
BMRT 21000	BUSINESS LAW AND ETHICS I	
ENG 20002	INTRODUCTION TO TECHNICAL WRITING	
CRIM 12000	INTRODUCTION TO JUSTICE STUDIES	
CRIM 22100	BASIC INTERVIEWING	
CRIM 22301	THE INVESTIGATIVE PROCESS	
CRIM 26704	ISSUES IN LAW AND SOCIETY (KSS)	
CRIM 33200	CRIMINAL LAW	
CRIM 34200	CRIMINAL PROCEDURES AND EVIDENCE	
CRIM 47211	COURT FUNCTIONS	
PLST 38005	TORT LAW	
PLST 48002	CONTRACT LAW	
PLST 48300	LAW OF CORPORATIONS AND OTHER ASSOCIATIONS	
Additional Requirements (courses do not count in major GPA)		
ACTT 11000	ACCOUNTING I: FINANCIAL	4
BMRT 11000	INTRODUCTION TO BUSINESS	3
COMM 15000	INTRODUCTION TO HUMAN COMMUNICATION (KADL)	3
IT 11000	INTRODUCTION TO OFFICE PRODUCTIVITY APPS	3
PSYC 11762	GENERAL PSYCHOLOGY (DIVD) (KSS)	3
or SOC 12050	INTRODUCTION TO SOCIOLOGY (DIVD) (KSS)	
UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Composition ¹		6
Kent Core Mathematics and Critical Reasoning		3
Kent Core Humanities and Fine Arts		3
Kent Core Basic Sciences		3
Minimum Total Credit Hours:		65

¹ 3 credit hours are required for Kent Core (University Requirements). This program requires a total of 6 credit hours to earn the degree.

Graduation Requirements

Minimum Major GPA	Minimum Overall GPA
2.000	2.000

Roadmap

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One		Credits
COMM 15000	INTRODUCTION TO HUMAN COMMUNICATION (KADL)	3
IT 11000	INTRODUCTION TO OFFICE PRODUCTIVITY APPS	3
! PLST 18000	INTRODUCTION TO PARALEGAL STUDIES AND PROFESSIONAL ETHICS	3
UC 10097	DESTINATION KENT STATE: FIRST YEAR EXPERIENCE	1
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		16
Semester Two		
ACTT 11000	ACCOUNTING I: FINANCIAL	4
BMRT 11000	INTRODUCTION TO BUSINESS	3
! PLST 28001	LEGAL RESEARCH AND WRITING	3
Technical Elective		3
Kent Core Requirement		3
Credit Hours		16
Semester Three		
! PLST 28004	PRINCIPLES AND PRACTICE OF LITIGATION	3
! PLST 38006	APPLIED LEGAL RESEARCH AND LITIGATION (WIC)	3
PSYC 11762 or SOC 12050	GENERAL PSYCHOLOGY (DIVD) (KSS) or INTRODUCTION TO SOCIOLOGY (DIVD) (KSS)	3
Technical Elective		3
Kent Core Requirement		3
Kent Core Requirement		3
Credit Hours		18
Semester Four		
! PLST 28003	FAMILY LAW AND PROCEDURE	3
! PLST 28007	ESTATE AND PROBATE ADMINISTRATION	3
! PLST 36792	INTERNSHIP IN PARALEGAL (ELR)	3
Technical Electives		6
Credit Hours		15
Minimum Total Credit Hours:		65