

# Lakeland

COMMUNITY COLLEGE

PROGRAM GUIDE

Applied Studies Division

## Paralegal Studies

- Associate of Applied Business Degree in Paralegal Studies
- Paralegal Studies Certificate

 Opportunity  
starts **HERE**  
[lakelandcc.edu](http://lakelandcc.edu)

# Paralegal Studies



Paralegals assist attorneys in providing quality legal services to clients. They identify and manage documents critical to litigation, assist in the courtroom, perform computerized legal research, assist with mergers and acquisitions, draft wills and contracts, and interview clients and witnesses.

## Career Opportunities

Paralegals are one of the faster growing occupations since they now perform many of the legal tasks once carried out by lawyers. Employment growth stems from law firms and other employers hiring paralegals to decrease the cost and increase the efficiency and availability of legal services. Employment opportunities exist in law offices, government agencies, and the legal departments of corporations, hospitals, and financial institutions.

Some graduates opt to go on to a four-year college or university and then on to law school. Health care professionals can use the paralegal program to transition to a specialized area such as legal nurse consultant.

## The Lakeland Advantage

- Lakeland's paralegal program is approved by the American Bar Association.
- Students fulfill the educational requirements to become Ohio State Bar Association Certified Paralegals.
- The program has an excellent reputation with lawyers throughout the community.
- The college has a law library on campus.
- Cooperative work experience is provided in a legal setting.

## Lakeland's Program

The paralegal studies program is designed to provide students with the core of legal knowledge and skills needed to assist and support lawyers in the practice of law.\* Upon completion of the program, graduates should be able to enter the legal profession as a paralegal, prepare legal documents, perform legal research, apply principles of legal ethics, work as a member of a legal team, and engage in lifelong learning.

All paralegal courses have a practical component, allowing students to put into practice the legal knowledge they gained in the classroom. The paralegal program concludes with a cooperative work experience in a legal setting to offer students first-hand experience in the field.

Lakeland's paralegal program is approved by the American Bar Association and fulfills the educational requirement to become an Ohio State Bar Association Certified Paralegal.

\*Paralegals may not provide legal services directly to the public, except as permitted by law. Ohio prohibits the practice of law by non-lawyers.



# Paralegal Studies (9290)

## First Semester

ENGL 1110	English Composition I (A) <sup>1</sup>	
<b>or</b>		
ENGL 1111	English Composition I (B)	3
FYEX 1000	First Year Experience	1
ITIS 1000	Basic Computer Skills	
<b>or</b>		
ITIS 1005	Computer Essentials	1-3
PARL 1100	Introduction to Paralegal Studies	3
POLS 1300	U.S. National Government	3
Select course(s) from the Mathematics Electives list		4

**Credit Hours 15-17**

## Second Semester

COMM 1000	Effective Public Speaking	
<b>or</b>		
COMM 1100	Effective Interpersonal Communications	3
ENGL 1120	English Composition II	3
PARL 1200	Introduction to Legal Research and Writing	3
PARL 1400	Business Issues in the Law	3
PARL 1500	Civil Law and Practice	3
PHIL 2600	Logic	3

**Credit Hours 18**

## Third Semester

GEOG 1600	World Regional Geography	3
ITIS 1550	Using Microsoft Office: Word and Excel	3
PARL 1250	Advanced Legal Research Writing	3
PARL 2199	Business Law I (Contract Law)	
<b>or</b>		
BUSM 2100	Business Law I	3
PARL 2200	Employment Law and the Administrative Process	
<b>or</b>		
PARL 2500	Criminal Law and Procedure	3

**Credit Hours 15**

## Fourth Semester

HUMX 1100	Introduction to Humanities	3
PARL 2695	Legal Workplace Success Strategies <sup>2</sup>	1
PARL 2700	Legal Internship/Seminar I <sup>2</sup>	3
Select courses(s) from the Technical Electives list		6

**Credit Hours 13**

**Total Credit Hours 61-63**

- English course selection is based on placement test results (ENGL 1111 English Composition I (B) is 4 credits, only 3 credits apply to the degree).
- Students can take this course during either the third or fourth semester.

This course is designated as a technical course in the program. Students must earn a "C" grade or higher in the course to fulfill the college's graduation requirements policy.

## Electives

### Technical Electives

PARL 2000	Real Estate Law and Practice	2
PARL 2100	Probate Law and Practice	2
PARL 2250	Alternative Dispute Resolution	2
PARL 2350	Legal Issues in Cyberspace	2
PARL 2450	Investigative Fact-Finding	2
PARL 2550	Litigation Management	2
PARL 2650	Family Law	2
PARL 2750	Legal Internship/Seminar II	2

### Mathematics

MATH 1040.....Applied Business Mathematics

**and**

MATH 1050.....Mathematics of Finance

**or**

MATH 1550.....Statistics.....4

## Paralegal Studies Certificate (2901)

**Students must meet specific admission requirements for this certificate.**  
Requirements include:

- Successful completion of ENGL 1110 English Composition I (A) or ENGL 1111 English Composition I (B), and ENGL 1120 English Composition II; or an equivalent of 6 semester credits of college level English composition and literature.
- Successful completion of an additional 12 semester credits from approved general education courses.
- Successful completion of an additional 42 semester credit hours.

Students should contact the director of admissions or the Counseling Office for details about applying for admission to this certificate program.

## First Semester

ITIS 1000 .....Basic Computer Skills

**or**

ITIS 1005 .....Computer Essentials..... 1-3

PARL 1100 .....Introduction to Paralegal Studies 
 3 |

PARL 1200 .....Introduction to Legal Research and Writing 
 3 |

PARL 1400 .....Business Issues in the Law 
 3 |

PARL 1500 .....Civil Law and Practice 
 3 |

**Credit Hours 13-15**

## Second Semester

ITIS 1550 .....Using Microsoft Office: Word and Excel ..... 3

PARL 1250 .....Advanced Legal Research Writing 
 3 |

PARL 2200 .....Employment Law and the Administrative Process 
  |

**or**

PARL 2500 .....Criminal Law and Procedure..... 3

PARL 2695 .....Legal Workplace Success Strategies 
 1 |

PARL 2700 .....Legal Internship/Seminar I 
 3 |

Select course from the Technical Electives list 
 2 |

**Credit Hours 15**

**Total Credit Hours 28-30**

This course is designated as a technical course in the program. Students must earn a "C" grade or higher in the course to fulfill the college's graduation requirements policy.

### Electives

#### Technical Electives

PARL 2000 .....Real Estate Law and Practice 
 2 |

PARL 2100 .....Probate Law and Practice 
 2 |

PARL 2250 .....Alternative Dispute Resolution 
 2 |

PARL 2350 .....Legal Issues in Cyberspace 
 2 |

PARL 2450 .....Investigative Fact-Finding 
 2 |

PARL 2550 .....Litigation Management 
 2 |

PARL 2650 .....Family Law 
 2 |

PARL 2750 .....Legal Internship/Seminar II 
 2 |

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please view this program's Gainful Employment information.



## Lakeland Community College Admission Requirements

For admission into Lakeland, students must be a high school graduate or have obtained a high school diploma equivalency. Please consult Lakeland Community College's Enrollment Guide (available on Lakeland's website at [lakelandcc.edu/enrollment](http://lakelandcc.edu/enrollment)) for specific admissions requirements and procedures.

### For more information

1.800.589.8520 • [lakelandcc.edu/paralegal](http://lakelandcc.edu/paralegal)

Rebecca Gabriel, Esq.

[bgabriel@lakelandcc.edu](mailto:bgabriel@lakelandcc.edu)

440.525.7352

To further your education, Lakeland's Holden University Center offers a variety of bachelor's degree programs from a number of four-year colleges and universities offering you the opportunity to *stay here and go far!* Visit [lakelandcc.edu/uc](http://lakelandcc.edu/uc) to explore your options.



Curriculum and program requirements are subject to change. Find the most up-to-date information in the college catalog, available on the website at [lakelandcc.edu](http://lakelandcc.edu).



#### Quality Education

Lakeland prepares you for a high-demand career or for transfer to a four-year college or university. Professors at Lakeland are experts in their fields with real-world experience. Small class sizes allow for personalized attention.



#### Affordable Tuition

Save thousands on your college education. Lakeland's tuition is about one-third the cost of most four-year schools. Financial assistance is available, including federal and state grants, scholarships, loans, and work study employment.



#### Convenience

Lakeland offers convenient day, evening and weekend class times, and a growing number of online courses. The main campus in Kirtland is only 20 miles northeast of Cleveland. Classes are also offered in Madison.



#### Focus on Students

Lakeland offers a variety of student services to help you succeed, such as counseling, tutoring, wireless computer labs, career services, free parking, and affordable child care.



#### Accreditation

Lakeland Community College is accredited through the Higher Learning Commission (HLC) and participates in the Academic Quality Improvement Program (AQIP). The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, phone: 800.621.7440, [hlcommission.org](http://hlcommission.org).

**Lakeland**  
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