Applied Studies Division

Paralegal Studies

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

Opportunity starts HERE
lakelandcc.edu
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. Healthcare professionals can use the paralegal program to transition to a specialized area such as legal nurse consultant.

**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.* 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.

**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.
**First Semester:**  
ENGL 1110* .......... English Composition I (A) ................................. 3  
OR  
ENGL 1111 .......... English Composition I (B)  
FYEX 1000........... First Year Experience ...................................... 1  
ITIS 1000 .......... Basic Computer and Microsoft Office Skills ............. 1  
OR  
ITIS 1005 .......... Computers and Information Processing ..................... 3  
PARL 1100 .......... Introduction to Paralegal Studies ......................... 3  
POLS 1300 .......... U.S. National Government .................................... 3  
Choose course(s) from the Mathematics Electives list........................ 4  

15-17  

**Second Semester:**  
COMM 1000 ......... Effective Public Speaking .................................... 3  
OR  
COMM 1100 ......... Effective Interpersonal Communication  
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  

18  

**Third Semester:**  
GEOG 1600 .......... World Regional Geography .................................. 3  
ITIS 1550 .......... Using Microsoft Office: Word and Excel ................... 3  
PARL 1250 .......... Advanced Legal Research and Writing .................. 3  
PARL 2199 .......... Business Law I (Contract Law) ............................. 3  
OR  
BUSM 2100 .......... Business Law I .................................................. 3  
PARL 2200 .......... Employment Law and the Administrative Process ..... 3  
OR  
PARL 2500 .......... Criminal Law and Procedure ............................... 3  

15  

**Fourth Semester:**  
HUMX 1100 .......... Introduction to Humanities .................................. 3  
PARL 2695** .......... Legal Workplace Success Strategies .................... 1  
PARL 2700** .......... Legal Internship/Seminar I ................................. 3  
Choose course(s) from the Technical Electives list........................... 6  

6  

Program Total: 61-63  

*English course selection is based on placement test results (ENGL 1111 is 4 credits, only 3 credits apply to the degree).  

**Students can take this course during either the third or fourth semester.  

---  

**Paralegal Studies Certificate (2901)**  

Students must meet specific admission requirements for this certificate. Requirements include:  
1. 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.  
2. Successful completion of an additional 12 semester credits from approved general education courses.  
3. 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 and Microsoft Office Skills ............. 1  
OR  
ITIS 1005 .......... Computers and Information Processing ..................... 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  

13-15  

**Second Semester:**  
ITIS 1550 .......... Using Microsoft Office: Word and Excel ................... 3  
PARL 1250 .......... Advanced Legal Research and Writing .................. 3  
PARL 2200 .......... Employment Law and the Administrative Process ..... 3  
OR  
PARL 2500 .......... Criminal Law and Procedure ............................... 3  
PARL 2695 .......... Legal Workplace Success Strategies .................... 1  
PARL 2700 .......... Legal Internship/Seminar I ................................. 3  
Choose course from the Technical Electives list................................ 2  

15  

Certificate Total: 28-30  

**Technical Electives: minimum 2 credits**  
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 visit lkn.lakelandcc.edu/go/ge/?g=2901.
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) for specific admissions requirements and procedures.

For more information
1.800.589.8520 • lakelandcc.edu/paralegal
Katie Christman, Esq.
kchristman2@lakelandcc.edu
440.525.7352

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.

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 to explore your options.

Paralegal Studies

Lakeland Community College

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.