

# 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.

## 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

## 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)

### Associate of Applied Business Degree

Paralegals assist attorneys in providing quality legal services to clients. The Paralegal Studies program is designed to provide students with the knowledge and skills needed to assist lawyers in the practice of law.<sup>1</sup>







The curriculum focuses on building strong research, writing, and analytical skills, while stressing the ethical framework of the law. Upon completion of the curriculum, students will be able to work in a variety of legal settings including law firms, corporations, and government agencies.

All paralegal courses have a practical component, allowing students to practice the legal theories taught in the classroom. The paralegal program concludes with an internship course in which students experience first-hand the paralegal profession.




The Paralegal Studies program is approved by the American Bar Association.

<sup>1</sup> Paralegals may not provide legal services directly to the public, except as permitted by law. Ohio prohibits the practice of law by non-lawyers.

#### A certificate is also available.


Course	Title	Credit Hours
<b>First Semester</b>		
ENGL 1110 or ENGL 1111	English Composition I (A) <sup>1</sup> or English Composition I (B)	3
FYEX 1000	First Year Experience	1
ITIS 1000 or ITIS 1005	Basic Computer Skills or 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
<b>Second Semester</b>		
COMM 1000 or COMM 1100	Effective Public Speaking or 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
<b>Third Semester</b>		
GEOG 1600	World Regional Geography	3
ITIS 1550	Using Microsoft Office: Word and Excel	3
PARL 1250	Advanced Legal Research Writing 	3
PARL 2199 or BUSM 2100	Business Law I (Contract Law) or Business Law I	3
PARL 2200 or PARL 2500	Employment Law and the Administrative Process  or 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

<sup>1</sup> 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).

<sup>2</sup> 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

Course	Title	Credit Hours
<b>Technical Electives</b>		
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
<b>Mathematics</b>		
MATH 1040 & MATH 1050 or MATH 1550	Applied Business Mathematics and Mathematics of Finance Statistics	4










## 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.

Course	Title	Credit Hours
<b>First Semester</b>		
ITIS 1000 or ITIS 1005	Basic Computer Skills or 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
<b>Second Semester</b>		
ITIS 1550	Using Microsoft Office: Word and Excel	3
PARL 1250	Advanced Legal Research Writing 	3
PARL 2200 or PARL 2500	Employment Law and the Administrative Process 	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

Course	Title	Credit Hours
<b>Technical Electives</b>		
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

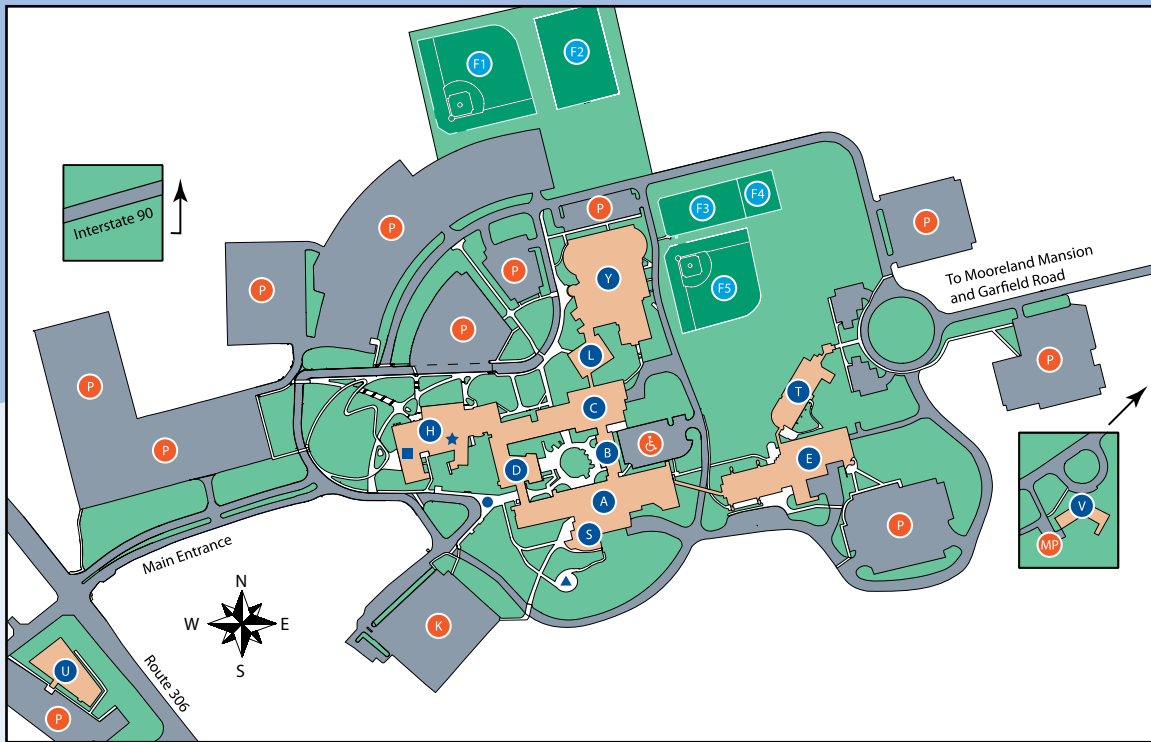
# NOTES:



# NOTES:







### CAMPUS MAP

**A** A-Building  
**B** B-Building  
**C** C-Building  
**D** D-Building  
**E** E-Building  
**F1** Baseball Field  
**F2** Soccer Field  
**F3** Tennis Courts  
**F4** Multi-Purpose Court

**F5** Softball Field  
**H** H-Building  
**K** Faculty Staff Lot  
**L** Teaching Learning Center  
**P** Parking  
**S** Student Service Center/  
Breakers Dining  
**T** T-Building  
**U** Holden University Center

**V** Mooreland Mansion  
**Y** Athletic & Fitness Center  
 ● Clocktower  
 ★ Dental Hygiene Clinic  
 ♿ Handicap Parking  
 ■ HIVE  
 ▲ Mind Ladders

### Quality Education

Professors at Lakeland are experts in their fields with real-world experience. Lakeland prepares you for a high-demand career or for transfer to a four-year college or university. Access to bachelor's and graduate degrees is available on campus from partner institutions through Lakeland's Holden University Center ([lakelandcc.edu/uc](http://lakelandcc.edu/uc)).

### Affordable Tuition

Lakeland's tuition is about one-third the cost of most four-year schools. More than 50 percent of Lakeland students receive some form of financial assistance ([lakelandcc.edu/tuition](http://lakelandcc.edu/tuition)).

### Convenience

Lakeland offers convenient day, evening, weekend and online courses ([lakelandcc.edu/schedule](http://lakelandcc.edu/schedule)).

### Focus on Students

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

## Opportunity starts HERE

**Visit** us on campus or online. Call 440.525.7900, email [recruitmentcenter@lakelandcc.edu](mailto:recruitmentcenter@lakelandcc.edu) or visit [lakelandcc.edu/visit](http://lakelandcc.edu/visit) for a campus tour.

**Apply** online: [lakelandcc.edu/apply](http://lakelandcc.edu/apply)

### 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**  
COMMUNITY COLLEGE