

# PARALEGAL STUDIES, ASSOCIATE OF APPLIED BUSINESS



The program educates students to serve as paralegal professionals and work independently in the legal field under the supervision of attorneys. Students receive a general legal education with course work in civil procedure, legal research & writing, law office technology, torts & evidence, and business transactions. Graduates are prepared for careers in law firms, government agencies, and corporations and non-profits that interface with the legal system. Paralegals organize and manage work flow in law office settings, draft legal documents, research and draft legal memoranda, and prepare attorney billings. They conduct background checks, interview clients and pursue factual investigations for employers. Paralegals may prepare witnesses for depositions and for trial. They organize client files and generally maintain client relationships. Paralegals may serve as employer liaisons to business, the police, other attorneys, government officials and the courts. Paralegals cannot accept a case, set fees, give legal advice or represent a client in court. Paralegals may not provide legal services directly to the public, except as permitted by law. This is an American Bar Association approved program.

**This program is available to be completed 100% online.**

**Program contact:** Learn more

Learn more about how certificate credits apply to the related degree.

## Related Degrees and Certificates

- Legal Administrative Specialist, Certificate of Proficiency
- Paralegal Studies, Post-Degree Professional Certificate

## Program Admission Requirements

- High School Diploma/GED
- ENG-1010 College Composition I or ENG-101H Honors College Composition I
- Complete the following:
  - PL-1001 Introduction to the Paralegal Profession with "B" or higher.
  - Program application form (distributed during PL-1001).
  - Personal narrative.
- GPA required: 2.50 overall and 2.75 in Paralegal courses to graduate

## Other Information

- PL grades below a "C" will not be accepted and those courses will have to be retaken.
- Submit all college/university transcripts to:  
Office of the Registrar  
P O Box 5966  
Cleveland, OH 44101

## Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

- Professionalism and Ethics:** Act in accordance with the rules of professional conduct, attorney and paralegal ethical codes and organizational policies, displaying the adaptability and flexibility needed to effectively perform a variety of roles as a member of a legal team, as well as the ability to organize, prioritize, schedule and track assignments and appointments to meet deadlines.
- Communication:** Communicate appropriately and professionally, both verbally (including to prepare, conduct and summarize party, witness and expert interviews to aid in case development) and in writing (including pleadings, contracts, discovery, briefs, motions, forms, etc.) to diverse audiences while maintaining confidentiality and data security.
- Legal Technology:** Use the latest technology and software utilized by the legal community to ensure accurate billing and timekeeping, file and maintain case information, and prepare accurate legal documents and correspondence.
- Legal Research:** Demonstrate the research and investigative skills needed to analyze fact patterns; identify legal issues; and proficiently locate, apply and cite law in both printed and online resources.
- Critical Thinking, Analysis and Problem-Solving:** Demonstrate effective legal knowledge and the practical skills necessary to perform substantive legal work under the direction of an attorney while maintaining a client service orientation.

## Suggested Semester Sequence

First Semester		Credit Hours
ACCT-1020	Applied Accounting (or higher)	3
PL-1001	Introduction to the Paralegal Profession	3
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-1090	Computer Applications	
IT-109H	Honors Computer Applications	
Select one of the following:		3
POL-1010	American National Government	
POL-101H	Honors American National Government	
<b>Credit Hours</b>		<b>15</b>
Second Semester		
PHIL-1000	Critical Thinking	3
PL-1300	Civil Procedure	3
PL-1401	Legal Research and Writing I	3

PL-1502	Law Office Technology	3
Select one of the following:		3
PHIL-1020	Introduction to Logic	
MATH-1190	Algebraic and Quantitative Reasoning (or Any Approved Ohio Transfer 36 Mathematics course) <sup>1</sup>	
Select one of the following:		3
ENG-1020	College Composition II	
ENG-102H	Honors College Composition II	
<b>Credit Hours</b>		<b>18</b>
<b>Third Semester</b>		
PL-2301	Torts and Evidence	4
PL-2401	Legal Research and Writing II	3
PL-2440	Business Transactions	3
PL-xxxx	Any PL elective course	2-3
Select one of the following:		3
ACCT-1311	Financial Accounting	
COMM-1010	Fundamentals of Speech Communication	
COMM-101H	Honors Speech Communication	
MA-1020	Medical Terminology I	
<b>Credit Hours</b>		<b>15-16</b>
<b>Fourth Semester</b>		
PL-2851	Paralegal Practicum <sup>2</sup>	1
PL-2991	Paralegal Capstone <sup>3</sup>	1
PL-xxxx	Any PL elective course	2-3
PL-xxxx	Any PL elective course	3
PL-2xxx	Any 2000-level PL elective course	3
Select one of the following:		3
POL-1020	State & Local Government	
POL-2100	Constitutional Law	
<b>Credit Hours</b>		<b>13-14</b>
<b>Total Credit Hours</b>		<b>61-63</b>

<sup>1</sup> MATH-1100 Mathematical Explorations or MATH-1240 Contemporary Mathematics taken before Fall 2024 will be accepted to meet math requirements for this program.

<sup>2</sup> Can be waived with documentation of equivalent experience. Minimum of 60 credits for the degree still required.

<sup>3</sup> PL grades below a "C" will not be accepted and those courses will have to be re-taken.

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.