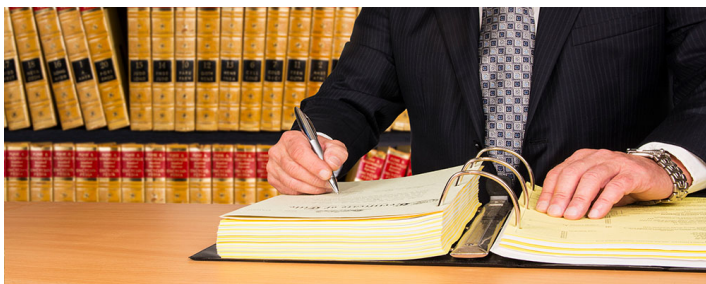


PARALEGAL STUDIES, ASSOCIATE OF APPLIED BUSINESS



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, law office technology, basic legal research and writing, computer assisted legal research, and various legal specialty areas. Graduates are prepared for careers in business, industry or in non-profit corporations that interface with the legal system. Typical employers include law firms, insurance companies, local, state and federal government, title companies, banks and corporations. 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.

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:

1. 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.
2. Act in accordance with the rules of professional conduct, attorney and paralegal ethical codes, and organizational policies which includes the adaptability and flexibility to work as an effective member of a legal team in a variety of roles, as well as the ability to organize, prioritize, schedule and track assignments and appointments to meet deadlines.
3. 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.
4. Demonstrate research and investigative skills to analyze fact patterns; identify legal issues; locate, apply, and properly cite law with proficiency in both printed and online resources.
5. Demonstrate effective legal knowledge and 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	
		Credit Hours
		15
Second Semester		Credit Hours
MATH-1100	Mathematical Explorations (or higher)	3
PHIL-1020	Introduction to Logic	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

ENG-1020	College Composition II	
ENG-102H	Honors College Composition II	
	Credit Hours	18
Third Semester		
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	
	Credit Hours	15-16
Fourth Semester		
PL-2851	Paralegal Practicum ¹	1
PL-2991	Paralegal Capstone ²	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	
	Credit Hours	13-14
	Total Credit Hours	61-63

¹ Can be waived with documentation of equivalent experience.
Minimum of 60 credits for the degree still required.

² PL grades below a "C" will not be accepted and those courses will have to be re-taken.