

## Paralegal Studies

Gainful Employment	Program Name	Program Type	Area of Study
	Paralegal Studies (9290) , AAB ( <a href="https://catalog.lakelandcc.edu/degree-certificate-programs/parl/9290/">https://catalog.lakelandcc.edu/degree-certificate-programs/parl/9290/</a> )	Degree	PARL
	Paralegal Studies Certificate (2901) ( <a href="https://catalog.lakelandcc.edu/degree-certificate-programs/parl/2901/">https://catalog.lakelandcc.edu/degree-certificate-programs/parl/2901/</a> )	Certificate	PARL

### **PARL 1100 Introduction to Paralegal Studies**

**3 Credits**

This introductory course explores the role of the paralegal on the legal team, including career opportunities and ethical concerns. Students will learn about sources of law and basic legal concepts and methodologies.  
(3 contact hours)

### **PARL 1200 Introduction to Legal Research and Writing**

**3 Credits**

*Prerequisite: ENGL 1110 (can be taken concurrently) or ENGL 1111 (can be taken concurrently), PARL 1100 (can be taken concurrently); or permission of instructor.*

This course introduces students to case-law based research in print form and electronically with a focus on WestlawNext. It emphasizes validation techniques and citation formatting using Ohio's Writing Manual. Students will prepare case briefs, statements of facts and procedure, legal correspondence, and interoffice memoranda.  
(3 contact hours)

### **PARL 1250 Advanced Legal Research Writing**

**3 Credits**

*Prerequisite: PARL 1200.*

This course introduces students to statutory and regulatory research and continues development of case-based research skills developed in PARL 1200 Introduction to Legal Research and Writing. Students will perform research using a variety of printed materials and online tools, including LexisAdvanced and WestlawNext. Students will convert their research findings into briefs, memos, and letters to clients. Students will advance their understanding of Ohio's Writing Manual.  
(3 contact hours)

### **PARL 1400 Business Issues in the Law**

**3 Credits**

*Prerequisite: PARL 1100 (can be taken concurrently).*

In this specialized course, students will explore the structure and formation of business entities (including partnerships and corporations) and draft documents associated with the formation and maintenance of these bodies. Students will learn the processes involved in bankruptcies and reorganizations and understand the rights of debtors and creditors.  
(3 contact hours)

### **PARL 1500 Civil Law and Practice**

**3 Credits**

*Prerequisite: PARL 1100 (can be taken concurrently).*

This course surveys Ohio and Federal Rules of Civil Procedure. Students will prepare pleadings and motions based on the Civil Rules and practice methods for assisting the litigation attorney in the office and courtroom.  
(3 contact hours)

### **PARL 2000 Real Estate Law and Practice**

**2 Credits**

*Prerequisite: PARL 1100.*

This course provides students with an overview of the law governing real property, including its sale and lease. Students will draft and examine the instruments utilized in conveyance and lease of real property, and study how land is controlled and regulated.  
(2 contact hours)

### **PARL 2050 The Legal Workplace**

**3 Credits**

*Prerequisite: PARL 1100 (may be taken concurrently), PARL 1200 (may be taken concurrently), PARL 1500 (may be taken concurrently).*

This course provides students with practical knowledge of the legal workplace including how to secure a paralegal position and how to function as a successful member of a legal team. Students will gain competencies for the legal workplace related to technology, office practices, communication skills, and ethical matters. This course prepares the paralegal student to become a valuable team member of the legal office as well as an asset to the legal profession. Students will also learn the necessary skills to successfully conduct a job search including preparing a resume, networking, developing a plan for an employment search, and interviewing for the job.  
(3 contact hours)

**PARL 2100 Probate Law and Practice****2 Credits***Prerequisite: PARL 1100.*

This course offers students a basic overview of the law of trusts and estates. Students will draft wills and trust agreements, prepare the numerous documents associated with administration of an estate, and learn the procedures employed by the probate courts.  
(2 contact hours)

**PARL 2199 Business Law I (Contract Law)****3 Credits**

This course provides students with a fundamental understanding of important business law concepts. Content areas include the legal environment and judicial system, the nature and sources of law, administrative law, legal procedures, business torts, property in the business environment, criminal law, employment relationship and equal employment, business ethics and social responsibility in the global environment, contract law, agency, partnerships and corporations, sole proprietorships and franchises, and securities regulation. The course emphasizes practical application of the law where appropriate. This course is cross-listed as BUSM 2100 Business Law I and PARL 2199 Business Law I. Students who have taken the course under the alternative course ID should not take this course.  
(3 contact hours)

**PARL 2200 Employment Law and the Administrative Process****3 Credits***Prerequisite: PARL 1100.*

This course provides students with an overview of federal and state laws and regulations governing the employee/employer relationship, ranging from pre-hire to post-hire and termination concerns. The course explores the involvement of administrative agencies in employment law and provides an overview of administrative policies and procedures.  
(3 contact hours)

**PARL 2250 Alternative Dispute Resolution****2 Credits**

This experiential based course specializes in conflict resolution tools and methodology. Students will negotiate, mediate and arbitrate disputes, with special focus on the role of the paralegal as mediator and arbitrator.  
(2 contact hours)

**PARL 2350 Legal Issues in Cyberspace****2 Credits***Prerequisite: PARL 1100, PARL 1200.*

This course introduces students to cyberlaw issues including intellectual property, on-line banking, securities and taxation, cybertorts and crimes, contracts, consumer privacy and employee/employer relations. Students will read and analyze relevant statutory and case law, and prepare forms and documents associated with cyberlaw issues.  
(2 contact hours)

**PARL 2450 Investigative Fact-Finding****2 Credits**

In this specialized course, students will explore the variety of data networks and public records available to lawyers and paralegals engaged in the fact gathering process. Using electronic and print research methods, students will work to identify and locate bad debtors, lost account owners, insurance beneficiaries, and missing persons. The course emphasizes the rights and privileges pursuant to privacy law of individuals targeted for investigation.  
(2 contact hours)

**PARL 2500 Criminal Law and Procedure****3 Credits***Prerequisite: PARL 1100.*

This specialized course follows a criminal case through the judicial system. Students will explore constitutional rights and procedural issues and prepare the paperwork associated with criminal litigation.  
(3 contact hours)

**PARL 2550 Litigation Management****2 Credits***Prerequisite: PARL 1500.*

In this specialized course, students will examine the role of the attorney and legal assistant in the litigation process. Building upon knowledge gained in PARL 1500 Civil Law and Practice, students will prepare a hypothetical case for trial, including drafting of relevant briefs and documents, preparing witnesses and exhibits, and assisting the attorney within the courtroom.  
(2 contact hours)

**PARL 2650 Family Law****2 Credits***Prerequisite: PARL 1100.*

This course introduces students to domestic relations matters, including marriage, divorce, dissolution of marriage, custody, child support, and adoption. Students will prepare forms and documents associated with family law matters and learn methods for navigation through the domestic relations court system.  
(2 contact hours)

**PARL 2700 Legal Internship/Seminar I****3 Credits**

*Prerequisite: PARL 1100, PARL 1200, PARL 1500, PARL 2050 (can be taken concurrently), minimum 2.0 overall GPA, minimum 2.25 GPA in paralegal courses.*

Students will work for 100 hours within a law office or corporate or government based legal setting. Classroom work provides students with an overview of the procedural and ethical issues faced by a paralegal on the job.

(9 contact hours: 1.5 lecture, 7.5 lab)

**PARL 2750 Legal Internship/Seminar II****2 Credits**

*Prerequisite: PARL 2700, minimum 2.0 overall GPA, minimum 2.25 GPA in paralegal courses.*

Building upon the experience gained in PARL 2700 Legal Internship/Seminar I, students will perform an additional 100 hours within a law office or corporate or government based legal setting. The classroom portion of the course specializes in ethical concerns involving the attorney-client relationship and the role of the paralegal.

(8 contact hours: 0.5 lecture, 7.5 lab)