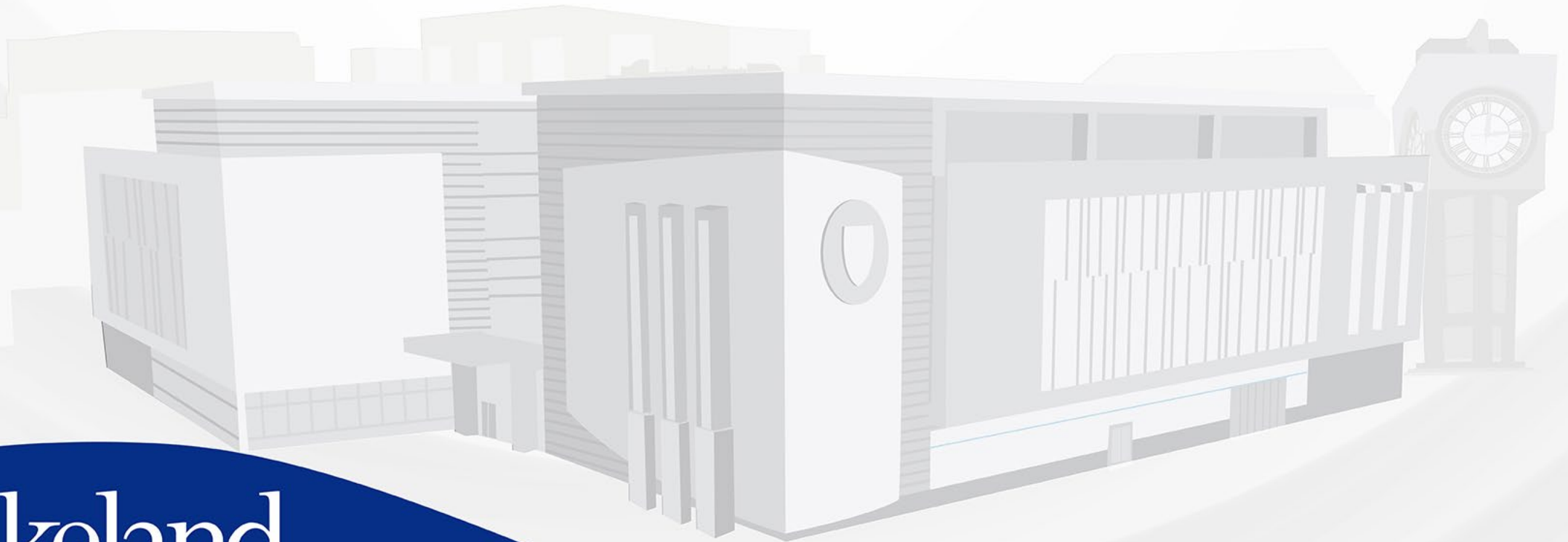


Paralegal Studies



Lakeland
COMMUNITY COLLEGE

What is a Paralegal?

A **paralegal**, sometimes called a legal assistant, is a trained professional who works under the supervision of an attorney and helps with legal tasks.

While many paralegals work in law offices, they are also needed in a wide range of business and corporate settings, including finance, health care, human resources, real estate, and legal technology.

Paralegals may not provide legal services directly to the public, except as permitted by law. In Ohio, the practice of law by non-lawyers is prohibited.

Job Outlook for Paralegals



**Positive employment growth
projected over the next
decade**



Demand driven by:

Increased litigation and regulatory
requirements
Law firms and companies seeking **cost-
effective legal support**



Strong hiring sectors:

Law firms
Corporate legal departments
Healthcare
Government



Average Salary:

National median salary: approximately
\$61,000 per year

*Source: U.S. Bureau of Labor Statistics
(2024–2025)*

Is a Paralegal Career Right for You?

You might be a good fit if you are:

- A critical thinker
- Deadline-oriented
- A problem solver
- Detail-oriented
- Well organized
- A strong communicator
- Ethical and professional



Areas of Practice

Some areas where paralegals may work include:

- Administrative Law
- Alternative Dispute Resolution
- Business Law
- Civil Law
- Criminal Law
- Employment Law
- Family Law
- Internet Law / Cyber Law
- Investigative Fact-Finding
- Litigation Management
- Probate Law

Paralegals can specialize in one or more areas depending on interests and career goals.

Common Paralegal Tasks:

- Legal research and writing
- Interviewing clients and witnesses
- Trial preparation
- Managing discovery
- Drafting legal documents



Paralegal Program Options

- **2-Year Associate Degree Program**
 - Designed for students pursuing a full paralegal education
 - Provides a comprehensive foundation in legal studies
- **1-Year Certificate Program**
 - Geared toward students who **already have a bachelor's degree**
 - Focused on core paralegal skills and practical experience

Both programs prepare students for careers as paralegals and for success in a variety of legal settings.

Why choose our Paralegal Program?

- **American Bar Association (ABA)-Approved:**
Nationally recognized by the ABA for academic excellence
- **Strong Reputation:**
Well regarded by legal professionals and employers in the region
- **Top-Notch Resources:**
Access to an on-campus law library and premier legal research tools, including LexisNexis and Westlaw
- **Supportive Environment:**
Ongoing academic and professional guidance designed to help you succeed

Paralegal Internship Experience

- Provides **100 hours of real-world work experience** completed in a **legal setting**, such as in Law firms, Government agencies, and Corporate legal departments.
- Allows students to:
 - Apply classroom knowledge to real cases
 - Develop practical legal and professional skills
 - Gain experience valued by employers

Partnerships

Cleveland State University

Maxine Goodman Levin College of Urban Affairs

*Bachelor of Arts in Urban Studies, or
Public Safety Management*

Kent State University

Bachelor of Arts in Paralegal Studies

University of Cincinnati

Bachelor of Science in Law and Paralegal Studies

For more information contact:

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Program Director, Paralegal Studies

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 **Phone:** 440.525.7348

 **Website:** lakelandcc.edu/paralegal

We'd be happy to answer your questions or provide more details about the program!