

# Paralegal Studies Program



# Practice Areas

- Family Law
- Criminal Law
- Labor and Employment Law
- Probate, Trusts and Estates
- Real Property
- Administrative Law
- Civil Litigation
- Mergers and Acquisitions
- Corporate Formations
- Insurance Law
- Tort Law
- Medical Malpractice

# Paralegal Duties

- Legal research and writing
- Interviewing clients and witnesses
- Preparing clients and witnesses to testify
- Drafting legal documents



[lakelandcc.edu/paralegal](http://lakelandcc.edu/paralegal)

# Job Opportunities



- Law firms, government agencies, corporations
- Work under supervision of an attorney
- May not practice law

# Is this the career for you?

- Problem solver
- Well organized
- Critical thinker
- Good oral and written communication skills
- Meet deadlines



# Paralegal Studies at Lakeland

- Two-year degree
- One-year certificate



# Partnerships

- Cleveland State University  
Maxine Goodman Levin  
College of Urban Affairs
- Kent State University  
Bachelor of Arts in  
Paralegal Studies



# Approved by American Bar Association

- Excellent reputation
- Law library on campus, including electronic resources





# Paralegal Internship



- Cooperative work experience in a legal setting
- 100 hours
- Real world experience

# Opportunities

- Job outlook is positive
- Paralegals are an efficient and effective way to provide legal services
- Flexibility for work-life balance



# Contact us for more information!

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