

PARALEGAL PROGRAM



OPPORTUNITY BEGINS HERE.

Today's legal culture demands excellence and the ability to successfully keep up with change. And the paralegal profession is anything but stagnant. Laws, procedures, technology, client demands, law firm demands, corporate requirements, and governmental oversights – just to name a few – constantly are changing. With these changes, the paralegal continues serving as a crucial member of the legal team. At Capital University Law School, we equip our students with the foundational and practical skills paralegals need to adapt to these changes and provide the best service to clients in a family business or Fortune 500 company, state or federal agency, or large or small law firm. We are an **ABA-approved, post-baccalaureate certificate program**, and all applicants must have a bachelor's degree as a prerequisite.

Upon completion of the Paralegal Program, students will be able to:

- Define legal terminology in numerous areas of law;
- Identify major legal systems and functions of the law in American society;
- Draft case briefs, pleadings, discovery requests, office memoranda, correspondence, and legal forms;
- Analyze applicable case and statutory law as they relate to a variety of law-related topics and client scenarios;
- Demonstrate oral communication skills in a variety of educational and professional settings; and
- Apply legal research skills to support case law and statutory analysis, legal document preparation, and fact gathering.

PROGRAM OVERVIEW

27
CREDIT
HOURS

Part-Time Evening Spring Start
Full-time Summer Immersion Start
Part-Time Evening Fall Start

FLEXIBLE
PROGRAMS

ADMISSION PREREQUISITES

- Bachelor's degree from a regionally accredited U.S. college, university, or approved university outside of the United States
- TOEFL (minimum of 600 PBT/100 IBT) or IELTS (minimum of 7.0) score, if English is not your native language

Capital University

1903
Law School

APPLICATION REQUIREMENTS

- Online Application
- Objective, Qualification, and Career Goal Short Essays
- Résumé
- Official Transcripts for All Post-Secondary Institutions
- Two Reference Forms with Letters of Recommendation

TUITION AND FINANCIAL AID

- Tuition is assessed on a per credit hour basis. The tuition rate for the 2020-2021 academic year is \$412 per credit hour.
- Financial aid is available to assist in financing your education.

STUDENT SERVICES AND ORGANIZATIONS

Capital University Law School is committed to providing graduate paralegal students the resources and support they need to be successful students and professionals. As a student you will have access to all the services available at the Law School (including all personal counseling and disability services) and will be part of the community-at-large. Administrative offices keep extended hours to accommodate evening students.

OFFICE OF PROFESSIONAL DEVELOPMENT

The Paralegal Program encourages professional development from the outset of your educational experience. We provide the experience and the tools necessary for you to develop networking, résumé building, and interviewing skills, as well as preparing you to fulfill the ultimate goal of employment in the legal profession. The Paralegal Program closely works with the Law School's Office of Professional Development, our Alumni base, PACO (Paralegal Organization of Central Ohio), and other groups and employers to maximize your opportunities to realize more.

PATHWAY TO A PARALEGAL CERTIFICATE: COURSE SCHEDULE

Spring Start Course Schedule

Semester 1

Intro to Paralegal Studies
Civil Litigation
Legal Research & Writing I
Professional Development Practicum

Semester 2

Fundamentals: Torts & Contracts
Legal Research & Writing II
Business Organizations

Semester 3

eDiscovery & Legal Technology
Probate
Real Property

Fall Start Course Schedule

Semester 1

Intro to Paralegal Studies
Professional Development Practicum
Fundamentals: Torts & Contracts
Probate

Semester 2

Legal Research & Writing I
Civil Litigation
eDiscovery & Legal Technology

Semester 3

Real Property
Business Organizations
Legal Research & Writing II

Summer Immersion Start Course Schedule

May 4 to May 29 (classes 5 days per week)

June 1 to July 30 (classes 4 days per week)

August 3 to August 12 (classes 2 days per week)

Intro to Paralegal Studies
Business Organizations
Fundamentals: Torts & Contracts
Legal Research & Writing I
Professional Development Practicum
Civil Litigation
Probate
eDiscovery & Legal Technology
Real Property
Legal Research & Writing II

Our evening program classes are on Tuesdays and Thursdays from 6 to 9 p.m., and on Saturdays from 9 a.m. to noon.



For questions about the Paralegal Program, please contact: 614-236-6310 or admissions@law.capital.edu

The Paralegal Program at Capital University Law School prepares you to work under the direction of an attorney, but does not prepare you to offer legal advice, provide legal services directly to the general public or engage in the practice of law.