

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Paralegal
Associate in Business Degree

Curriculum Code: 0101 (Effective Fall 2006 – Summer 2011)

Paralegals, also known as legal assistants, assist lawyers by performing many of the same tasks, except for those considered to be the practice of law. To help lawyers prepare cases for trial, they may investigate the facts; perform legal research to identify relevant laws, legal articles, judicial decisions and other documents/materials related to the case; and prepare written reports after organizing and analyzing all the information. Other duties may include drafting briefs and pleadings, obtaining affidavits, assisting the lawyer during trial, and organizing and maintaining document and correspondence files. Some may help with completing forms, tax returns, and drafting contracts. **Not all courses in this program transfer to all colleges.** Students planning to transfer should see an academic advisor or counselor before enrolling in any course. This program is approved by the American Bar Association (ABA).

PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

INFORMATION

Contact the Business Department, Gannon Vocational–Technical Center, Room 190, telephone number (517) 483–1522 or Counseling and Advising Centers, Gannon Vocational–Technical Center, Room 204, telephone number (517) 483–1904.

REQUIREMENTS

CODE	TITLE	TOTAL: 35 CREDITS CREDIT HOURS
LEGL115	Paralegal Career/Ethics	2
LEGL120	Legal Research I	3
LEGL121	Legal Writing I	3
LEGL160	Critical Thinking in Law	3
LEGL210	Litigation Procedures	4
LEGL211	Tort Law	2
LEGL215	Business Law I, Basic Principles	3
LEGL225	Legal Research and Writing II	3
LEGL228	Computer Applications for the Law Office	3
LEGL230	Paralegal Career Portfolio	1
WRIT121	Composition I	4
WRIT122	Composition II	4

LIMITED CHOICE REQUIREMENTS**TOTAL: 28–32 CREDITS**Complete the indicated number of credits from **EACH CHOICE** listed below.**CHOICE 1: General Education Core Areas****13–17 Credits**(See *General Education Core Requirements* for information on how to fulfill these requirements.

Core area proficiency exams, where appropriate, are available for each core area.)

Communication Core Area	3–4
Global Perspectives and Diversity Core Area	3–4
Mathematics Core Area	3–4
Science Core Area	4–5
Writing Core Area (See Note 1)	0

CHOICE 2: Business Law**3 Credits**

LEGL216	Business Law II, Commercial Law	3
LEGL217	Business Law III, Business Organization	3
LEGL220	International Legal Issues/Organization	3

CHOICE 3: Computer Related**3 Credits**

CITA119	Microsoft Word	3
CITA219	Advanced Microsoft Word	3
OADM206	Legal Vocabulary and Transcription	3

CHOICE 4: General Law**9 Credits**

LEGL218	Litigation Specialties	3
LEGL221	Real Estate Transaction	3
LEGL222	Probate Law and Procedure	3
LEGL223	Domestic Relations	3
LEGL224	Administrative Law	3
LEGL226	Legal Interview and Investigation	3
LEGL227	Bankruptcy and Collections	3
LEGL229	Immigration Law	3
LEGL280	Paralegal Internship	3

MINIMUM TOTAL**63****NOTE:**

1. Students completing "REQUIREMENTS" have fulfilled the requirements for this Core area.

SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor or counselor for help with adjustments.

I	II	III	IV
LEGL115	LEGL120	LEGL121	LEGL211
LEGL160	WRIT122	LEGL210	LEGL225
LEGL215	Lim.Ch.1	Lim.Ch.1	LEGL228
WRIT121	Lim.Ch.1	Lim.Ch.2	LEGL230
Lim.Ch.1	Lim.Ch.3	Lim.Ch.4	Lim.Ch.4
			Lim.Ch.4