

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Paralegal Post-Bachelor
Certificate of Achievement

Curriculum Code: 0744 (Effective Fall 2006 – Summer 2011)

The paralegal career is an excellent choice for students possessing a bachelor's degree, especially students with strong analytical and writing skills. These students may select this certificate curriculum which is approved by the American Bar Association (ABA) and requires only paralegal courses. Paralegals, also known as legal assistants, assist lawyers by performing many of the same tasks, except for those considered to be in the practice of law. To help lawyers prepare cases for trial they may investigate the facts, perform legal research, 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.

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 (See Notes 1 and 2)

CODE	TITLE	TOTAL: 21 CREDITS CREDIT HOURS
LEGL115	Paralegal Career/Ethics	2
LEGL120	Legal Research I (See Note 1)	3
LEGL121	Legal Writing I (See Note 1)	3
LEGL210	Litigation Procedures (See Note 1)	4
LEGL211	Tort Law	2
LEGL215	Business Law I, Basic Principles	3
LEGL225	Legal Research and Writing II	3
LEGL230	Paralegal Career Portfolio	1

LIMITED CHOICE REQUIREMENTS

TOTAL: 12 CREDITS

Complete the indicated number of credits from **EACH CHOICE** listed below.

CHOICE 1: Business Law

3 Credits

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

CHOICE 2: 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
LEGL228 Computer Applications for the Law Office	3
LEGL229 Immigration Law	3
LEGL280 Paralegal Internship	3
 MINIMUM TOTAL	 33

NOTES:

1. Students in this curriculum will be granted a prerequisite override to take these courses concurrently with LEGL115. Contact the Business Department, telephone number (517) 483-1522 prior to registration.
2. Students following this curriculum must have proof of a bachelor's degree entered on their official Lansing Community College transcript before a certificate of achievement may be granted. Students who do not possess a bachelor's degree should follow the Paralegal, Associate in Business Degree curriculum #0101.

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
LEGL115	LEGL225
LEGL120	LEGL230
LEGL121	Lim.Ch.
LEGL210	Lim.Ch.
LEGL211	Lim.Ch.
LEGL215	Lim.Ch.