

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Paralegal Post-Bachelor
Certificate of Achievement

Curriculum Code: 0744 (Effective Fall 2014 – Summer 2019)

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](#) for course prerequisite information. See [Academic Assessment and Placement Testing for Student Success](#) for skills assessment and advising information.

INFORMATION

Contact the Public Service Careers Program, West Campus Building, Room M127, telephone number (517) 483-1570 (Website: www.lcc.edu/publicservice/legal_asst/) or Student Services West Campus, West Campus Building, Room M106, telephone number (517) 267-5452.

REQUIREMENTS (See Notes 1-5)

TOTAL: 21 CREDITS

CODE	TITLE	CREDIT HOURS
LEGL 115	Paralegal Career/Ethics (See Note 3)	2
LEGL 120	Legal Research I (See Notes 2 and 3)	3
LEGL 121	Legal Writing I (See Notes 2, 3 and 4)	3
LEGL 210	Litigation Procedures (See Notes 2 and 3)	4
LEGL 211	Tort Law (See Notes 2 and 3)	2
LEGL 215	Busn Law I, Basic Principles	3
LEGL 225	Legal Research and Writing II	3
LEGL 230	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

LEGL 216	Busn Law II, Commercial Law	3
LEGL 217	Busn Law III, Busn Organiza	3
LEGL 220	Intl Legal Issues/Organization	3

CHOICE 2: General Law	9 Credits
LEGL 218 Litigation Specialties	3
LEGL 221 Real Estate Transaction (See Note 2)	3
LEGL 222 Probate Law and Procedure (See Notes 2 and 3)	3
LEGL 223 Domestic Relations (See Notes 2 and 3)	3
LEGL 224 Administrative Law (See Notes 2 and 3)	3
LEGL 226 Legal Interview and Investig (See Notes 2 and 3)	3
LEGL 227 Bankruptcy and Collections (See Notes 2 and 3)	3
LEGL 228 Computer Appl for the Law Ofc	3
LEGL 229 Immigration Law (See Notes 2 and 3)	3
LEGL 280 Paralegal Internship	3
 MINIMUM TOTAL	 33

NOTES:

1. Students following this curriculum must have proof of a bachelor's degree on file and entered on their official Lansing Community College transcript before beginning this curriculum. Students who do not possess a bachelor's degree should follow the Paralegal, Associate in Business Degree curriculum #0101.
2. Students with a bachelor's degree will be granted approval to waive the prerequisite course LEGL 110. Please contact the Public Service Careers Program Office at (517) 483-1570 prior to registration.
3. Students in this curriculum will be granted a prerequisite override to take these courses concurrently with LEGL 115. Contact the Public Service Careers Program Office at (517) 483-1570 prior to registration.
4. WRIT 122 is also a prerequisite to LEGL 121 that may be bypassed for students in this curriculum. Contact the Public Service Careers Program Office at (517) 483-1570 prior to registration.
5. At least nine (9) credits of the required legal specialty courses must be earned in attendance at Lansing Community College. The remaining legal specialty course requirements may be fulfilled by transfer credit or other approved method. Whether or not a transfer course is equivalent to a legal specialty course offered by Lansing Community College will be determined by the Paralegal Program Coordinator and Lansing Community College. Information regarding which courses are designated as legal specialty courses may be obtained from the Paralegal Program Coordinator.

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 for help with adjustments.

I	II
LEGL 115	LEGL 225
LEGL 120	LEGL 230
LEGL 121	Lim.Ch.
LEGL 210	Lim.Ch.
LEGL 211	Lim.Ch.
LEGL 215	Lim.Ch.