

LANSING COMMUNITY COLLEGE

CURRICULUM GUIDE

Paralegal
Associate in Business Degree

Curriculum Code: 0101 (Effective Fall 2015 – Summer 2020)

Paralegals/legal assistants, generally work under the supervision of an attorney as authorized by law and adhere to recognized ethical standards and rules of professional responsibility. Paralegals/legal assistants investigate the facts; conduct interviews; perform legal research; analyze substantive and procedural laws; draft appropriate documents including: briefs, pleadings, and other forms. Paralegals/legal assistants possess strong technology and case management skills. Paralegals/legal assistants have a variety of career opportunities in private law firms, governmental agencies, corporations, financial institutions, courts systems, legal aid organizations, and other industries. This program is approved by the American Bar Association (ABA). Paralegals/legal assistants are not authorized to engage in the unauthorized practice of law. **Not all courses in this program transfer to all colleges.** Students planning to transfer should see an academic advisor before enrolling in any course.

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

REQUIREMENTS		TOTAL: 44 CREDITS
CODE	TITLE	CREDIT HOURS
CITA 119	Microsoft Word	3
LEGL 110	Editing Legal Documents	2
LEGL 115	Paralegal Career/Ethics	2
LEGL 125	Legal Research and Writing I	4
LEGL 160	Critical Thinking in Law	3
LEGL 210	Litigation Procedures	4
LEGL 211	Tort Law	2
LEGL 215	Business Law – Basic Principles	3
LEGL 216	Commercial Transactions	3

LEGL 217	Business Organizations	3
LEGL 225	Legal Research and Writing II	3
LEGL 228	Computer Appl for the Law Ofc	3
LEGL 230	Paralegal Career Portfolio	1
WRIT 121	Composition I	4
WRIT 122	Composition II	4

LIMITED CHOICE REQUIREMENTS

TOTAL: 22–27 CREDITS

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

CHOICE 1: [General Education Core Areas](#)

13–18 Credits

(Click the link above 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	3–5
Science Core Area	4–5
Writing Core Area (See Note 1)	0

CHOICE 2: General Law

9 Credits

LEGL 218	Litigation Specialties	3
LEGL 221	Real Estate Transaction	3
LEGL 222	Probate Law and Procedure	3
LEGL 223	Domestic Relations	3
LEGL 224	Administrative Law	3
LEGL 227	Bankruptcy and Collections	3
LEGL 229	Immigration Law	3
LEGL 251	Paralegal Independent Study	3
LEGL 280	Paralegal Internship	3

MINIMUM TOTAL

66

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 for help with adjustments.

I	II	III	IV
LEGL 110	CITA 119	LEGL 125	LEGL 225
LEGL 115	LEGL 216	LEGL 210	LEGL 230
LEGL 160	LEGL 217	LEGL 211	Lim.Ch.1
LEGL 215	WRIT 122	LEGL 228	Lim.Ch.2
WRIT 121	Lim Ch.1	Lim.Ch.1	Lim.Ch.2
Lim.Ch.1			Lim.Ch.2