



## **Paralegal A.B.**

Curriculum Code: 0101

Effective: Fall 2019 – Summer 2024

### **Description**

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.

### **Additional Information**

Paralegal Program Legal Specialty Courses Transfer Credit Policy\*

The Lansing Community College Paralegal Studies Program may award transfer credit for designated, legal specialty courses on a case-by-case basis determined by the Paralegal Studies Program Director, subject to approval of the Dean of the Technical Careers Division. The current Paralegal specialty courses are LEGL 115, LEGL 125, LEGL 210, LEGL 211, LEGL 218, LEGL 225, LEGL 228, LEGL 229 and LEGL 270. The following conditions apply to the transfer of these legal specialty courses:

1. Transfer credit may be awarded for substantially similar courses completed with a grade of "C" or higher in an ABA approved, or other post-secondary academically accredited academic paralegal studies program. To be considered "substantially similar", the course must have incorporated the same or similar topics and assignments as the LCC Paralegal specialty course sought to be credited as evidenced by a catalog description, detailed syllabus, and course reference file.
2. No more than 9 semester credit hours of Paralegal specialty course credit may be earned toward the Paralegal Associate Degree or Paralegal Post-Bachelor Certificate by transfer credit.
3. Transfer credit will not be awarded for LEGL 225 and LEGL 270.

\*Notwithstanding the provisions detailed above: in no circumstance will a student be awarded a Paralegal Associate degree or Certificate unless at least 10 hours of Paralegal specialty course work has been completed at LCC in a traditional class format.

## Contact Information

Contact the Public Service Careers Program, West Campus Building, Room M127, telephone number 517-483-1570, or Student Services West Campus, West Campus Building, Room M106, telephone number 517-267-5452.

## General Education Core Courses, Recommended Choices

(For the full list of options, see [General Education Core](#))

- Communication – *Select one*  
COMM 130, Fund of Public Speaking, 3 credits / 3 billing hours
- Global Perspective and Diversity – *Select one*  
MGMT 234, Diversity in the Workplace, 3 credits / 3 billing hours
- Math – *Select one*  
MATH 119, Math – Applications for Living, 4 credits / 4 billing hours  
MATH 120, College Algebra, 4 credits / 4 billing hours
- Science – *Select one*  
BIOL 120, Environmental Science, 4 credits / 6 billing hours  
BIOL 121, Biol Foundation for Physiology, 4 credits / 6 billing hours
- Writing – *Select one*  
ENGL 121, Composition I, 4 credits / 4 billing hours

## Program of Study Required Courses

Course Code	Course Title	Credit / Billing Hours
CITF 110	Intro Computer Info Systems	3 / 3
LEGL 110	Editing Legal Documents	2 / 2
LEGL 115	Paralegal Career/Ethics	3 / 3
LEGL 125	Legal Research and Writing I	4 / 4
LEGL 160	Critical Thinking in Law	3 / 3
LEGL 210	Litigation Procedures	4 / 4
LEGL 211	Tort Law	2 / 2
LEGL 215	Business Law - Basic Principles	3 / 3
LEGL 216	Commercial Transactions	3 / 3
LEGL 217	Business Organizations	3 / 3
LEGL 225	Legal Research and Writing II	3 / 3
LEGL 228	Computer Appl for the Law Ofc	3 / 3
LEGL 270	Paralegal Certification Prep	3 / 3

**Program of Study Required Courses, Limited Choices – *Select two***

Course Code	Course Title	Credit / Billing Hours
LEGL 218	Litigation Specialties	3 / 3
LEGL 229	Immigration Law	3 / 3
LEGL 251	Paralegal Independent Study	3 / 3
LEGL 280	Paralegal Internship	3 / 3

**Total Credit Hours**

63 credits / 65 billing hours

**Recommended Course Sequence**

(Sequence may be determined based on prerequisites for the courses. To obtain current prerequisite information, search for the course in Banner and select “View Catalog Entry”.)

Semester I	Semester II
Communication Core	Math Core
Writing Core	Science Core
LEGL 115	CITF 110
LEGL 160	LEGL 216
LEGL 215	LEGL 217

Semester III	Semester IV
LEGL 110	Global Perspectives and Diversity Core
LEGL 125	LEGL 225
LEGL 210	LEGL 228
LEGL 211	LEGL 270
Limited Choice	Limited Choice