

# Lake Superior College

## Program Planner

Created on: 06/08/05

Updated: 02/10/11

Effective: *Fall 2011*

*Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into the program.*

*You may be required to complete additional (or less) coursework, dependent upon the results of your Computerized Placement Test (CPT) and/or previous coursework completed or certifications earned.*

**Program:** Paralegal Studies

**Degree Type:** Associate in Applied Science

**Total Required Credits:** 60

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### Pre-program Requirements

Successful entry into this program requires a specific level of skill in the areas of English and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

**English:**

- A score of 86 or higher on the Sentence Skills portion of the CPT, OR
- Completion of ENGL0460 or its equivalent transfer course or higher.
- If required, ENGL0460 may **not** be taken concurrently with Semester I coursework.

**Reading:**

- A score of 78 or higher on the Reading Comprehension portion of the CPT, OR
  - Completion of READ0465 or its equivalent transfer course or higher.
  - If required, READ0465 may **not** be taken concurrently with Semester I coursework.
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### Semester I

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
FYE1000	<b>Intro to College</b> (None)	F	1	
ADSC1420	<b>Business Communications</b> (College level reading and writing, keyboarding/word processing ability or concurrent enrollment in a keyboarding course)	F/S	3	
ADSC1515	<b>Law Office Applications</b> (Keyboarding and word processing ability)	F	3	

<b>LGST1400</b>	<b>Legal Studies I: Terminology and Procedures</b> (Keyboarding/word processing ability; college-level reading and writing)	<b>F/S</b>	<b>3</b>	
<b>LGST1420</b>	<b>Business Law – An Introduction</b> (College-level reading and writing)	<b>F/S</b>	<b>3</b>	
<b>ENGL1106</b>	<b>Composition I</b> (College-level reading and writing)	<b>F/S</b>	<b>3</b>	
<b>Total Credits for Term</b>			<b>16</b>	

## Semester II

<b>Course ID#</b>	<b>Course Title</b> (Pre-reqs)	<b>Term</b>	<b>Credits</b>	<b>Grade/ Term</b>
<b>ADSC1517*</b>	<b>Computers in the Law Office</b> (College-level reading and writing and basic computer skills)	<b>F/S</b>	<b>3</b>	
<b>LGST1410</b>	<b>Legal Studies II: Introduction to Research</b> (LGST1400 or instructor consent)	<b>F/S</b>	<b>3</b>	
<b>LGST1415</b>	<b>Legal Ethics for the Paralegal</b> (College-level reading and writing and LGST1400 or concurrent enrollment)	<b>S</b>	<b>3</b>	
<b>ENGL1109</b>	<b>College Composition II</b> (ENGL1106 with a grade of "C" or better)	<b>F/S</b>	<b>3</b>	
	<b>General Education Elective</b> (Refer to Table 3)	<b>S</b>	<b>3</b>	
<b>Total Credits for Term</b>			<b>15</b>	

## Semester III

<b>Course ID#</b>	<b>Course Title</b> (Pre-reqs)	<b>Term</b>	<b>Credits</b>	<b>Grade/ Term</b>
<b>LGST1455</b>	<b>Civil Litigation</b> (College-level reading and writing and LGST1400)	<b>F/S</b>	<b>3</b>	
<b>OR</b>	<b>OR</b>		<b>(3)</b>	
<b>LGST1460</b>	<b>Criminal Procedure</b> (College-level reading and writing and LGST1400)			
<b>ADSC1525*</b>	<b>Legal Transcription/Word Processing Applications</b> (Keyboarding and word processing ability; college-level reading and writing)	<b>F/S</b>	<b>3</b>	
<b>OR</b>	<b>OR</b>		<b>(3)</b>	
<b>ADSC2520*</b>	<b>Legal Document Processing</b> (Keyboarding and word processing ability; college-level reading and writing)			
	<b>Legal Studies Elective</b> (Refer to Table 1)	<b>F</b>	<b>3</b>	
	<b>Business Elective</b> (Refer to Table 2)	<b>F</b>	<b>3</b>	

	<b>General Education Elective</b> (Refer to Table 3)	<b>F</b>	<b>3</b>	
<b>Total Credits for Term</b>			<b>15</b>	

## Semester IV

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
LGST1425	<b>Business Law: Commercial Topics</b> (College-level reading and writing)	<b>S</b>	<b>2</b>	
LGST1430	<b>Legal Research and Writing</b> (LGST1410)	<b>S</b>	<b>3</b>	
LGST2997	<b>Paralegal Capstone</b> (Completion of or concurrent enrollment in last semester of required paralegal studies [LGST] courses or instructor consent)	<b>S</b>	<b>1</b>	
	<b>Legal Studies Elective</b> (Refer to Table 1)	<b>S</b>	<b>3</b>	
	<b>Business Elective</b> (Refer to Table 2)	<b>S</b>	<b>2</b>	
	<b>General Education Elective</b> (Refer to Table 3)	<b>S</b>	<b>3</b>	
<b>Total Credits for Term</b>			<b>14</b>	

### Table 1: Legal Studies Electives

(Choose six credits from the following or any LGST courses)

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
LGST1470	<b>Wills, Trusts, and Probate</b> (College-level reading and writing and LGST1400 or instructor consent)	<b>S</b>	<b>3</b>	
LGST1480	<b>Family Law</b> (College-level reading and writing and LGST1400 or instructor consent)	<b>F</b>	<b>3</b>	
LGST1510	<b>Bankruptcy Law</b> (College-level reading and writing and LGST1400 or instructor consent)	<b>F</b>	<b>3</b>	
LGST1520	<b>Real Property</b> (College-level reading and writing and LGST1400 or instructor consent)	<b>S</b>	<b>3</b>	
LGST2995	<b>Paralegal Internship</b> (Instructor consent)	<b>F/S</b>	<b>3</b>	

### Table 2: Business Electives

(Five credits total required from courses listed below or any ACCT, ADSC, BUS, CIS or LGST courses. See program instructors or professional advisors with questions)

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ADSC1430	<b>Microsoft Office</b> (READ0465 and ENGL0460 or	<b>F/S</b>	<b>3</b>	

	concurrent enrollment; ability to type a minimum of 20 wpm)			
<b>ADSC1431</b>	<b>Microsoft Office Advanced</b> (ADSC1430)	<b>F/S</b>	<b>3</b>	
<b>ADSC1441</b>	<b>Bookkeeping</b> (None)	<b>F</b>	<b>2</b>	
<b>ADSC1442</b>	<b>Records Management</b> (ADSC1440, ADSC1511, ADSC1611, or instructor consent)	<b>F</b>	<b>2</b>	
<b>ADSC1715</b>	<b>Word Processing</b> (ADSC1710 or instructor's consent)	<b>F/S</b>	<b>2</b>	
<b>ADSC1719</b>	<b>Presentation Software</b> (Knowledge of Windows)	<b>S</b>	<b>2</b>	
<b>ADSC2597</b>	<b>Law Office Internship</b> (Instructor consent)	<b>F/S</b>	<b>3</b>	

\*Required for the Legal Secretary Certificate, a recommended option for students seeking entry-level positions in local law offices.

### Table 3: General Education Requirements (16 credits)

(During program, courses must be completed in a total of three goal areas. See the professional advisors in the Student Services Center for recommendations regarding general education electives.)

Course ID#	MTC Goal Area	Credits	Grade/ Term
<b>FYE1000</b>		<b>1</b>	
<b>ENGL1106</b>	<b>1</b>	<b>3</b>	
<b>ENGL1109</b>	<b>1</b>	<b>3</b>	
<b>General Education – *Other</b>  *See the Associate in Arts (A.A.) planner for at least two (2) additional goal areas.	<b>At least two (2) additional goal areas</b>	<b>9</b>	

- *All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners.*
- *This is not a contract; Lake Superior College reserves the right to change the planner as necessary.*
- *This document can be made available in alternative formats, such as large print, Braille, or audio tape, by calling 733-7650 or MRS/TTY 800-627-3529.*