

EASTERN MICHIGAN UNIVERSITY
ARTICULATION GUIDE

September 2006

Macomb Community College – Associate in Applied Science in Legal Assistant
Eastern Michigan University – Bachelor of Science in Legal Assistant - Paralegal Studies

Purpose: **Bring a copy of this articulation agreement to all advising sessions.**

This 3 + 1 agreement was developed to provide a smooth curriculum transition for students who choose to earn an Associate in Applied Science Degree in Legal Assistant from MCC and transfer to EMU to earn a Bachelor of Science Degree in Legal Assistant (Paralegal) Studies. The agreement is designed to minimize loss of credit and duplication of coursework.

Requirements:

1. Complete the coordinated program of study for the Legal Assistant program at Macomb Community College and the Bachelor of Science in Legal Assistant-Paralegal Studies at EMU.
2. Students whose transcripts are endorsed as “MACRAO Satisfied” by the community college will only be required to meet EMU’s additional four general education requirements, indicated in the articulation guide with a “1” and listed below:
 - a) a course in advanced written composition, speech, or a foreign language: [LEGA 2080 at MCC] or [LEGL 304 at EMU]
 - b) a course in mathematical reasoning: [MATH 1360, 1370, 1760, or 1770 at MCC] or [approved math course at EMU]
 - c) a cross-cultural course: [HIST 1260, 1270, 2420, or 2520 at MCC] or [approved cross-cultural course at EMU]
 - d) a course in computer literacy [ITCS 1010 at MCC] or [BEDU 201 at EMU]

To use MACRAO, students should request a MACRAO evaluation of their transcript in the community college Student Records or Registrar’s Office. Students who do not satisfy MACRAO will have to complete all of EMU’s general education requirements.
3. Only courses with a grade of “C” or better (2.0 on a 4.0 scale) will be accepted for transfer to EMU. A course completed with a grade less than 2.0, which is counted toward graduation at the community college, may be used to satisfy the MACRAO agreement. However, the course will not transfer and will have to be repeated if it is a requirement of the Legal Assistant-Paralegal Studies Program at EMU.
4. Under this agreement, EMU will waive the 60-hour rule and require that a minimum of 30 credit hours must be taken at EMU, 15 hours of which must be in program requirements at the 300-level or above. Of the last 30 hours completed before graduating, a minimum of 10 credit hours must be in courses offered by EMU. A minimum of 124 credit hours, completed in-residence or accepted in transfer, is required for graduation.
5. Students must meet all admission requirements at the time of application for admission to EMU, including submitting transcripts from all previously attended colleges. MCC students will receive equal consideration with other students for course registration and financial aid.
6. Students should contact the Legal Assistant-Paralegal Studies Program Coordinator early, before applying to EMU. To facilitate the evaluation of transcripts, students should enclose a copy of their articulation guide with their application to EMU and bring a copy to all advising sessions. Copies of the articulation guide are available on EMU’s webpage at www.emich.edu/ccr/artguide.htm.

Effective Dates: June 1, 2003. This agreement has been **extended until September 1, 2007**. Students who started this program agreement at MCC prior to the ending date will have three additional years to be admitted to EMU under the terms of the agreement. Students should check with an advisor each semester to find out if there are changes to the curriculum at either school.

Contacts:

Macomb Community College

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ARTICULATION GUIDE

Macomb Community College - Associate in Applied Science in Legal Assistant

EMU - Bachelor of Science in Legal Assistant - Paralegal Studies

Macomb Community College

Eastern Michigan University

MACRAO Requirements (31-35 Credits)

(31-35 Credits)

1. English Writing Requirement (6-8 credits)

ENGL 1180 or ENGL 1210 3-4
 ENGL 1190 or ENGL 1220 3-4

ENGL 120 English Composition I3-4
 ENGL 121 English Composition II3-4

2. Math/Science Requirement (8 credits)

¹ Choose one course: 4
 MATH 1360 Finite Math I (4)
 MATH 1370 Calculus for Bus & Social Sci (4)
 MATH 1760 Analytic Geometry & Calculus 1 (4)
 MATH 1770 Analytic Geometry & Calculus 2 (4)
 Complete one lab science course from below: 4
 BIO 1000, CHEM 1050, CHEM 1170; NATS 1200,
 NATS 1210; PHYS 1180, PHYS 1190

An approved general education math course 4
 MATH 118 Linear Models and Probability (3) +1
 MATH 119 Applied Calculus (3) +1
 MATH 120 Calculus I (4)
 MATH 121 Calculus II (4)
 One Course:4
 Courses will transfer as equivalent courses or
 Gen Ed transfer credit, or general transfer credit

3. Social Science Requirement (9-10 credits)

ECON 1160 Principles of Economics 1 3
 Choose one course: 3-4
 ECON 1170 Principles of Economics 2 (3)
 POLS 1000 Introduction to American Politics (4)
¹ Choose one course: 3
 HIST 1260, 1270, 2420, or 2520

ECON 201 Principles of Macroeconomics 3
 One Course:3-4
 ECON 202 Principles of Microeconomics (3)
 PLSC 112 American Government (3) +1
 Cross Cultural Requirement:3
 HIST BASX General Education Cross-Cultural

4. Humanities Requirement (8-9 credits) Choose from

at least two disciplines, except when a foreign language is taken.

Complete two or three courses from the disciplines
 below for a minimum of 8 credits: 8-9
 Art, Creative Writing, Foreign Language,
 Humanities, Literature, Music, Philosophy,
 Theater Arts

two or three courses8-9
 Courses will transfer as equivalent courses or
 General Education transfer credit or general
 transfer credit

Additional Graduation Requirement (2 Credits)

(2 Credits)

PHED 2000 Wellness-Focus Fitness 2

PEGN 210 Lifetime Wellness & Fitness 2

Career Preparation & Related Courses (46-47 Credits)

(46-47 Credits)

² ACCT 1080 Principles of Accounting 1 4
¹ BCOM 2050 Business Communications 4
 BUSN 1080 Business Law 1 4
 BUSN 1090 Business Law 2 4
¹ ITCS 1010 Computer and Information Processing 4
¹ LEGA 2080 Legal Research 4
 LEGA 2010 Michigan Legal System & Ethics (2), and
 LEGA 2180 Business Associations (2) (Res Elective) . 4
 LEGA 2100 Mechanics of Real Estate Law 3
 LEGA 2120 Administration of Estates 2
 LEGA 2090 Legal Procedure 4
³ LEGA 2190 Legal Writing (+LEGA 2080) 2
 LEGA 2210 Electronic Evidence & Discovery 4
 Choose 3 to 4 credit hours: 3-4
 LEGA 2110 Principles of Family Law (2)
 LEGA 2130 Proceedings Under Fed Bankruptcy (2)
 LEGA 2170 Criminal Law and Procedure (2)
 LEGA 2160 Proceedings Under Admin Agency (2)
 BUSN 1010 Business Enterprise (3)

ACCT 240 Principles of Accounting (3) +1 4
 MGMT 202 Business Communication (elective) 4
 LAW 293 Legal Environment of Business (3) +1 4
 LAW 000 Transfer Credit (3) +1 (elective) 4
 COSC BAS (substitute for BEDU 201) (3) +1 4
 LEGL 304 Legal Research & Writing I (3) +1 4

 LEGL 211 Intro to Paralegalism & Legal Term (3) +1 . 4
 LEGL 479 Special Topics: Real Estate Law (Res Elec)3
 LEGL 000 Transfer Credit (elective) 2
 LEGL 405 Civil Litigation I (3) +1 4
 LEGL 306 Adv Legal Writing, Research & Anal (3) 2
 LEGL 000 Transfer Credit 2
 One or two courses: 3-4
 LEGL 000 Transfer Credit (2)
 LEGL 000 Transfer Credit (2)
 LEGL 000 Transfer Credit (2)
 LEGL 000 Transfer Credit (2)
 BEDU 100 Transfer Credit(3)

Maximum Credits at Macomb: 79-84

Credits that transfer to EMU 79-84

¹ Satisfies one of EMU's four additional general education requirements for MACRAO. See page 1, #2 for more information.

² Students transferring to EMU may not use ACCT 1070 to satisfy EMU requirements. Students must select ACCT 1080.

³ Students will receive credit for LEGL 306, if both LEGA 2080 & 2190 are completed with a grade of "C" or better.

Completion of the Legal Assistant-Paralegal Studies Program at EMU

Required Courses (21 Credits)

LEGL 212	Law Office Administration & Technology.....	3
LEGL 305	Advance Legal Writ, Research and Analy II ...	3
LEGL 311	Probate, Estates, and Wills	3
LEGL 313	Family Law	3
LEGL 404	Court Rules, Forms, and Draft Contracts	3
LEGL 406	Civil Litigation, Investigation& Procedure II	3
LEGL 416	Legal Assistant Internship	3

Restricted University Electives (9 Credits)

Choose three courses (at least 9 credits) from the following:

- CTAC 357 Interviewing as Communication (3)
- LEGL 415 Bankruptcy Law (3)
- LEGL 417 Legal Assist Ctr Clinical Exp (3)
- LEGL 497/498/499 Independent Study (3)
- BEDU 497/498/499 Independent Study (3)
- PLSC 301 The American Legal System (3)
- PLSC 341 International Law (3)
- PLSC 456 Criminal Law (3)
- LAW 393 Law of Business Enterprises (3)
- LAW 403 Employment Law (3)

Business & Info Processing Core (8 Credits)

BEDU 123	Word Proc./Keyboard Apps.	2
BEDU 224	Computer Based Business Math	3
BEDU 396	Information and Media Administration	3

Electives (2-7 Credits)

Enough Credits to bring the program total to 124 2-7

Credits at EMU: 40-45

Minimum Credits to Graduate:124

¹Satisfies one of EMU's four additional general education requirements for MACRAO, see page 1, #2 for more information. See a current EMU Undergraduate Catalog or an EMU advisor to select an approved course.

Suggested Sequence for Completing Program at EMU

Winter Semester (14 Credits)

BEDU 123	Word Proc./Keyboard Apps.	2
LEGL 212	Law Office Administration & Technology	3
LEGL 305	Advance Legal Writ, Research and Analysis II ...	3
Restricted Elective (choose from approved list)		6

Fall Semester (12 Credits)

BEDU 224	Computer Based Business Math	3
LEGL 313	Family Law.....	3
LEGL 404	Court Rules, Forms, and Draft Contracts.....	3
Restricted Electives (choose from approved list)		3

Winter Semester (14-19 Credits)

BEDU 396	Information and Media Administration.....	3
LEGL 311	Probate, Estates, and Wills.....	3
LEGL 406	Civil Litigation, Investigation& Procedure II.....	3
LEGL 416	Legal Assistant Internship.....	3
Open Elective (to bring the program total to 124 credits)		2-7