

EASTERN MICHIGAN UNIVERSITY

ARTICULATION GUIDE

February 2004

Washtenaw Community College – Associate Degree in Business
Eastern Michigan University – Bachelor of Science in Legal Assistant-Paralegal Studies

Purpose:

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

This 2 + 2 agreement was developed to provide a smooth curriculum transition for students who want to earn an associate degree in Business from WCC and transfer to EMU to earn a Bachelor of Science in Legal Assistant-Paralegal Studies. The agreement is designed to minimize loss of credits and duplication of coursework in transferring.

Requirements:

1. Complete the Business program at WCC, as specified on page 2 of this guide, and complete the coordinated program of study for the Bachelor of Science in Legal Assistant-Paralegal Studies at EMU, as specified on page 3.
2. Satisfy the requirements of the MACRAO agreement as indicated on the attached articulation guide. 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:
 - a) A course in advanced composition, advanced speech, or a foreign language [ENG 226 or BMG 207 at WCC]
 - b) A course in mathematical reasoning [MTH 160, 181, 182, 191, or 197 at WCC]
 - c) A cross-cultural course [ART 143, ART 150, ENG 181, or ENG 214 at WCC]
 - d) A course in computer literacy [BOS 206 at WCC].All four requirements are noted in the attached guide with a “1”. Substitutions for required courses should only be made with the guidance of a program advisor or a counselor. Students who do not satisfy MACRAO may use this agreement, but will be required to complete all of EMU’s general education requirements as listed in the Undergraduate Catalog.
3. When applying to EMU, an official transcript from Washtenaw Community College, stamped “MACRO Satisfied”, must be sent to EMU’s Office of Records and Registration. Students must request a MACRAO evaluation in the WCC Student Records Office.
4. 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 of less than 2.0, which is counted toward graduation at the community college, may be used to satisfy MACRAO requirements. 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.
5. EMU requires that a minimum of 60 credits must be completed at the four-year college level. A minimum of 30 credit hours must be completed in EMU courses, 15 hours of which must encompass major and minor requirements at the 300/400 level. A minimum of 124 credit hours, completed in-residence or accepted in transfer, is required for graduation.
6. Students must meet Eastern Michigan University’s admission requirements at the time of admission to EMU, including submitting transcripts from all previously attended colleges.
7. Students interested in transferring to EMU should meet with the Legal Assistant-Paralegal Studies program advisor at EMU, early in the program, before completing an admission application to EMU. **Students should bring a copy of the articulation agreement to all advising sessions. An advising copy of this agreement is available online at www.emich.edu/public/aa/ccr.**

Effective Dates: November 1, 2003 until November 1, 2006. If this agreement is not renewed, students who designated this program agreement before its termination will have four years beyond the initial three 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:

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Washtenaw/EMU - Legal Assistant-Paralegal Studies

Washtenaw Community College Courses:

MACRAO Requirements (33 Credits)

1. English Writing Requirement (7 credits)

- ENG 111 Composition I..... 4
- ¹ENG 226 Advanced Composition 3

2. Math/Science Requirement (8 credits)

^{1,2}Choose one course from the following: 4

- MTH 160 Basic Statistics (4)
- MTH 181 Mathematical Analysis I (4)
- MTH 182 Mathematical Analysis II (4)
- MTH 191 Calculus I (5)
- MTH 192 Calculus II (4)
- MTH 197 Linear Algebra (4)

Choose one course from the following: 4

- BIO 101 Concepts of Biology (4)
- CEM 105 Fundamentals of Chemistry (4)
- CEM 111 General Chemistry 1 (4)
- GLG 100 Intro to Earth Science (4)
- GLG 114 Physical Geology (4)
- PHY 105 Conceptual Physics (4)
- PHY 111 General Physics I (4)

3. Humanities Requirement (9 credits)

- COM 101 Fundamentals of Speaking..... 3

^{1,3}Choose two courses: (at least one course must be from Group I and at least one course must be designated with an *)..... 6

⁴Group I

- ART 130, ART 143*, ART 150*; DAN 180; ENG 160, 170, 181*, 211, 212, 213, 222, 223, 224; HUM 101, 102, 145; MUS 140, 180; PHL 101, 102, **205**, 250; FRN/SPN 111, 122, 213 or 224; GRM 111, or 122;

Group II

- DRA 152; ENG 200, 214*, 240, HUM 160

4. Social Science Requirement (9 credits)

- ECO 211 Principles of Economics I 3
- ECO 222 Principles of Economics II 3
- PLS 112 Intro to American Government..... 3

Major Requirements (23 Credits)

- ACC 111 Principles of Accounting 3
- ACC 122 Principles of Accounting 3
- BMG 140 Introduction to Business 3
- ¹BMG 207 Business Communication..... 3
- BOS 250 Office Administration II (subst for BMG 265)..... 4
- PSY 100 Introductory Psychology 3
- ¹BOS 206 Sched & Internet Off Appl. (subst for CIS 110) 2
- Choose one course from the following: 3
- BMG 106 Legal Basics in Business (3)
- BMG 111 Business Law I (3)

Elective Courses: (8 Credits)

- BOS 157 Word Processing and Document Formatting I 3
- BOS 257 Word Processing and Document Formatting II 3
- Elective (May be taken at WCC or EMU) 2

Maximum credits at WCC:.....64

Transfer to EMU as:

- ENGL 121 English Composition II (3) +1 4
- ENGL 326 Research Writing (substitute for ENGL 324) 3

One Course:..... 4

- MATH 170 Elementary Statistics
- MATH 118 Linear Models & Probability
- MATH 119 Applied Calculus
- MATH 120 Calculus I
- MATH 121 Calculus II
- MATH 122 Elementary Linear Algebra

One Course:..... 4

- BIOL 105 Intro Biology for Non-Majors I
- CHEM 117/118 Fundamentals of Chemistry with Lab
- CHEM 121/122 Gen Chemistry I with Lab
- ESSC 108 Earth Science for Non-Science Majors
- GEOL 160 Physical Geology
- PHY 110 Physical Science I
- PHY 221 Mechanics, Sound & Heat

CTAS 121 Fundamentals of Speech..... 3

Two Courses:..... 6

Courses will transfer as equivalent courses, general education transfer credit (BAS 000), or general transfer credit

- ECON 201 Principles of Economics I 3
- ECON 202 Principles of Economics I 3
- PLSC 112 American Government..... 3

- ACC 240 Principles of Accounting 3
- ACC 241 Principles of Accounting (Univ Elective)..... 3
- COB 200 Intro to Business (Subs for BEDU 100)..... 3
- MGMT 202 Business Communication (Univ Elective) 3
- BEDU 395 Admin. Workplace Syst & Tech (Univ Elec).... 4
- PSY 101 General Psychology (University Elective) 3
- BEDU 201 Microcomputer for Business App (3)..... 2
- One Course (Restricted Elective for LEGL Major) 3
- LAW 293 Legal Environment of Business
- LAW 293 Legal Environment of Business

- BEDU 123 Word Processing/Key App (2) +1..... 3
- BEDU 220 Word Info Processing Oper (Univ Elec)..... 3
- University Elective 2

Maximum credits that transfer to EMU64

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

² Students may complete MTH 169 at WCC to satisfy MACRAO and then take MATH 110 Mathematical Reasoning, MATH 170, or other approved math course at EMU. MTH 169 will be included as a program elective.

³ To meet EMU's cross-cultural requirement, at least one approved course in cross-cultural or international studies must be completed in the process of meeting the MACRAO humanities requirement above. Approved courses are designated with an (*).

⁴ PHL 205 Ethics is strongly recommended.

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Washtenaw/EMU - Legal Assistant-Paralegal Studies

Completion of the Legal Assistant-Paralegal Studies Program at EMU

Required Courses (30 Credits)

LEGL 211	Introduction to Paralegalism and Legal Terminology.....	3
LEGL 304	Legal Writing, Research, and Analysis I.....	3
LEGL 305	Advance Legal Writ, Research and Analysis II.....	3
LEGL 306	Advance Legal Writing, Research and Analysis III.....	3
LEGL 311	Probate, Estates, and Wills.....	3
LEGL 313	Family Law.....	3
LEGL 404	Court Rules, Forms, and Draft. Contracts.....	3
LEGL 405	Civil Litigation, Investigation, and Procedure I.....	3
LEGL 406	Civil Litigation, Investigation& Procedure II.....	3
LEGL 416	Legal Assistant Internship.....	3

Restricted University Electives (6 Credits)

Choose six hours from the following courses:

CTAC 357	Interviewing as Communication.....	3
LEGL 415	Bankruptcy Law.....	3
BEDU 496	Records Administration using Database Sys.....	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 (9 Credits)

BEDU 224	Computer Based Business Math.....	3
LEGL 212	Law Office Administration & Technology.....	3
BEDU 396	Information and Media Administration.....	3

Physical Education Requirement (2 Credits)

Approved PE Course.....	2
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University Electives (13 Credits)

Enough Credits to bring the program total to 124.....	13
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Minimum Credits at EMU: 60

Minimum Credits to Graduate:..... 124

Suggested Sequence for completing the program:

Fall Semester (15 Credits)

BEDU 224	Computer Based Business Math.....	3
LEGL 211	Introduction to Paralegalism and Legal Terminology.....	3
LEGL 304	Legal Writing, Research, and Analysis I.....	3
Restricted University Elective.....	3	
University Electives.....	3	

Winter Semester (14 Credits)

LEGL 212	Law Office Administration & Technology.....	3
LEGL 305	Advance Legal Writ, Research and Analysis II.....	3
PEGN 210	Lifetime Wellness & Fitness.....	2
Restricted University Elective.....	3	
University Electives.....	3	

Fall Semester (16 Credits)

LEGL 306	Advance Legal Writing, Research and Analysis III.....	3
LEGL 313	Family Law.....	3
LEGL 404	Court Rules, Forms, and Draft Contracts.....	3
LEGL 405	Civil Litigation, Investigation, and Procedure I.....	3
University Electives.....	4	

Winter Semester (15 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
University Elective.....	3	