



PROGRAM REQUIREMENTS

www.cvtc.edu - 1-800-547-2882

*****See important program information on "Paralegal Tips"*****

START DATE(S): August	EFFECTIVE: AUGUST 2010
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PARALEGAL: Program Outcomes

Associate Degree

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
First Semester				
101-105	Intro. to Accounting	3	3	
110-101	Introduction to Paralegalism and Legal Ethics	3	3	Program student: Fall only
110-102	Civil Litigation I	3	3	Program student
801-136	English Composition 1	3	3	Program student
809-122	Introduction to American Government OR	3	3	(Prepared Learner Guide)
809-197	Contemporary American Society			(Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits			15 cr.	
Second Semester				
106-141	Computer Applications-Legal	4	3	
110-103	Civil Litigation II	3	3	Program student, 110-102 with a C or better, (801-106 or 801-136 or 801-219)
110-106	Family Law	3	3	Program student, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-160	Employment Law OR	3	3	Program student, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-170	Contract Law			Program student, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
809-195	Economics	3	3	(Prepared Learner Guide)
809-198	Introduction to Psychology	3	3	(Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits			18 cr.	
Third Semester				
110-110	Real Estate Law OR	3	3	Program student, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-115	Administrative Law			Program student, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-168	Criminal Law-Paralegal	3	3	Program student, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-104	Legal Research	3	3	110-101 with a C or better, (801-106 or 801-136 or 801-219)
110-114	Administration of Estates OR	3	3	Program student, 101-105, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-180	Elder Law			Program student, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
804-189	Introductory Statistics OR	3	3	804-110, (Prepared Learner Guide)
806-189	Basic Anatomy			
809-128	Marriage and Family OR	3	3	(Prepared Learner Guide)
809-159	Abnormal Psychology			809-198, (Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits			18 cr.	
Fourth Semester				
110-105	Legal Writing	3	3	Program student, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-107	Legal Aspects of Business Organizations	3	3	Program student, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-122	Debtor and Creditor Relations OR	3	3	Program student, 101-105, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-147	Immigration Law			110-101, 110-104 with a C or better, (801-106 or 801-136 or 801-219)
110-142	Paralegal Internship (144 hrs. off campus work exp.) OR		3	110-103 and 110-105 and (110-106 or 110-110 or 110-114 or 110-168), (801-106 or 801-136 or 801-219)
110-143	Paralegal Field Study , (144 hrs. independent study)			110-103 and 110-105 and (110-106 or 110-110 or 110-114 or 110-168), (801-106 or 801-136 or 801-219)
801-196	Oral/Interpersonal Communications OR	3	3	(Prepared Learner Guide)
801-198	Speech			(Prepared Learner Guide)
Total Semester Hrs./Week and Total Credits			15 cr.	

TOTAL CREDITS REQUIRED = 66

2.0 MINIMUM PROGRAM CUMULATIVE GPA REQUIRED FOR GRADUATION

If a student does not enroll in any courses at CVTC for two or more consecutive semesters, the student will be required to reapply with Admissions. Students must abide by any changes in admission requirements and degree requirements.

Paralegal Tips

American Bar Association Requirements

You may **NOT** take all of your courses online. The American Bar Association requires that at least four of the 110 legal specialty courses (12 credits) be taken in a traditional classroom.

Program Characteristics

Successful Paralegal students enjoy utilizing their reading, writing and researching skills to effectively communicate with office staff and potential clients.

Computer Skills

To begin the program, you must be familiar with Microsoft Office Suite and have a keyboarding speed of 35 words per minute. Take 103-103 Basic Keyboarding if less than 35 wpm. Take 103-102 Microsoft Office Suite if you need introductory word processing, spreadsheet, database and presentation skills. These courses will not count as elective credit; you are expected to enter this program with these skills.

Distance Learning/Internet Courses

Many of the paralegal courses are available on the Internet; however, you may not take all of your program courses on-line. They may also be available through other Wisconsin Technical colleges, at www.witechcolleges.org.

Pre-program Status Students

Students in pre-program status have been accepted into the college but not into the program. They may be taking courses before actual entry into the core courses because:

- core courses are filled to capacity
- students wish to begin General Studies courses before core courses.

Program Courses

To graduate, you must have 36 credits of paralegal (110) courses. The courses in the core curriculum (Introduction to Paralegal and Legal Ethics, Civil Litigation I, Civil Litigation II, Legal Research, Legal Writing, and Legal Aspects of Business Organizations) are required courses (18 credits). You must also complete a capstone course (either Paralegal Internship or Paralegal Field Study) in your final semester (3 credits). The remaining 15 credits may be selected from among the other paralegal courses.

Paralegal Internship

A student may not begin on-the-job hours before the start of the semester in which the student is enrolled in 110-142 Paralegal Internship.

Transfer Credit

To see what courses transfer to a public postsecondary institution in Wisconsin, go to the Transfer Information System at www.uwsa.edu/tis,

- Click on Credit Transfer Wizard
- Click on Course Wizard

You must contact the college you wish to attend to find out exactly what they expect and when you should seek admission. The Transfer Information System does not include private colleges or out-of-state institutions.

Financial Aid Consideration:

Some courses may not be eligible for financial aid. Courses must be part of a program to be eligible. A list of courses not eligible is located on www.cvtc.edu.