



PROGRAM REQUIREMENTS

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

See important program information on "Paralegal Tips"

START DATE(S): August	EFFECTIVE: AUGUST 2011
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PARALEGAL: Program Outcomes

Associate Degree

*Legal Speciality Classes (110) are restricted to the Paralegal Program and Paralegal Post-baccalaureate Certificate

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

TOTAL CREDITS REQUIRED = 66

A MINIMUM FINAL GRADE OF C IN ALL 110 LEGAL SPECIALITY COURSES AND 2.0 MINIMUM CUMULATIVE GPA IS 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 Program Tips

American Bar Association Requirements

CVTC's Paralegal Program is one of a very select group of paralegal education programs in the United States that is approved by the American Bar Association (ABA), and it is the only ABA approved paralegal education program in the Chippewa Valley. The ABA requires that at least four of the 110 legal specialty courses (12 credits) must be taken in a traditional classroom—not online. CVTC offers Civil Litigation I and II, Legal Writing, and Legal Research in the classroom. The other required classes may be offered in an online or traditional format. Legal specialty selective classes may be offered on a rotational basis.

Program Characteristics

The primary goal of CVTC's Paralegal Program is to educate students for positions as paralegals where they may thrive professionally, demonstrating the competency and ethical standards demanded by the legal profession. Students will receive a well-rounded education founded on a practical mix of general education and legal education courses, stressing understanding and reasoning rather than rote learning of facts.

Please note that paralegals cannot give legal advice, represent clients in court, or otherwise engage in the unauthorized practice of law. The practice of law by non-attorneys is strictly prohibited by law.

Degree Requirements

To graduate, you must complete (1) 27 credits in General studies with a minimum of a cumulative 2.0 GPA ("C" average); and (2) 39 credits in paralegal (110) courses, with a minimum final grad of "C". The ABA requires 4 face-to-face classes as listed above. To ensure availability of required classes, students should take classes in the order noted on the Program Requirement sheet.

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 your keyboarding speed is less than 35 words per minute. 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.

Paralegal Internship

You will also be required to complete a capstone course (either Paralegal Internship, 110-142, or Paralegal Field Study, 110-143) in your final semester in the Program. Students should contact the Paralegal Program Director before signing up for the Internship or Field Study course. You are required to complete 144 hours while working as an intern in a legal setting. You may only record your hours at your internship site once the semester begins, and not before.

Distance Learning/Internet Courses

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

Paralegal Post-Baccalaureate Certificate

A Paralegal Certificate may be earned in one year of study if the student has already completed a Bachelor's (BS or BA) or a higher degree. To complete the certificate, the student will need 24 credits in paralegal (110) courses. Contact the registration office to apply for certificate status or go to www.cvtc.edu/pages.700.asp. You must be accepted into the Paralegal Program or Paralegal Certificate to register for 110 legal specialty classes. Should you possess a BS, BA or higher degree, please contact the Program Director or the Counseling Department to determine if the Associate Degree Program or the Paralegal Post-Baccalaureate Certificate will best meet your needs.

Transfer Credit

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

- Click on Credit Transfer Wizard
- Click on Course Wizard

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

Financial Aid Consideration

Students must be registered in the Paralegal associate degree program to be eligible for financial aid. 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 for financial aid is located at www.cvtc.edu.