

Paralegal Post-baccalaureate Certificate

Program Number: 90-110-1

Certificate

Business and Marketing Program Cluster

School of Business and Applied Arts

Program offered at Madison Campuses

For information call: (608) 246-6003 or (800) 322-6282
Ext. 6003

About the Program

The Paralegal Post-baccalaureate Certificate prepares students for highly responsible entry-level positions as paralegals or legal assistants. Students take courses that provide them with the basic competencies to begin a career as a paralegal or legal assistant. The Paralegal Post-baccalaureate Certificate is appropriate for those persons who already have earned a bachelor's degree. Students who have not earned a bachelor's degree should apply to the Paralegal Associate Degree Program.

A paralegal or legal assistant is a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity to perform specifically-designated substantive legal work for which a lawyer is responsible. Paralegals are not authorized to practice law. Paralegals are not authorized to practice law.

Unique Requirements for Admission

- Bachelor's degree or higher from an accredited institution.
- Ability to use Windows and Word proficiently.
- Successful completion of the 1 credit Introduction to the Paralegal Profession (10-110-175) course in summer prior to fall start.
- Keyboarding speed of 50 wpm with no more than five errors (tested in 10-110-175 course).

Certificate Application Process

To apply, see: Apply Online (on the Madison College website). [Create an ApplyWeb account](#) and follow the [instructions](#) to complete the [Online Certificate Application](#) before the [application deadline](#). Submit the \$15 non-refundable fee (payable by credit card, debit card or electronic check) with your application. Applicants may submit more than one certificate application per term using the Online Certificate Application; the same fees apply for each additional application.

Unique Requirements for Completion

The certificate will be awarded upon completion of the requirements with a minimum of a 2.0 grade average and no course grade lower than a C. The certificate will be awarded when completion of all requirements is verified after the semester the last course has been completed.

Curriculum

The courses listed below outline the requirements for graduation for students entering this program in the 2012-2013 academic year. Requirements for graduation may vary depending on the semester in which a student is admitted to their program. Current/continuing students should consult their degree progress report available through their student center account for specific graduation requirements. Program requirements are subject to change.

		Hrs/week	
Summer (Prior to start of first semester)		Credits	Lec-Lab
10-110-175	Intro to Paralegal Profession	1	1-0
First Semester			
10-110-101	Introduction to Paralegalism and Legal Ethics.....	3	3-0
10-110-102	Civil Litigation 1.....	3	3-0
10-110-104	Legal Research.....	3	3-0
10-110-141	Computer Applications - Legal.....	3	2-2
10-110-176	Paralegal Professional Internship.....	2	2-0
Semester Total		14	
Second Semester			
10-110-105	Legal Writing.....	3	3-0
10-110-142	Paralegal Internship.....	3	3-0
Electives		9	E
Semester Total		15	



Program Courses

10-110-101 Introduction to Paralegalism and Legal Ethics 3 credits

Provides students with an introduction to the paralegal profession, the American legal system, legal ethics, legal terminology, research, and the common law of torts. Restricted to students admitted to the following program(s): 10-110-1 Paralegal or 90-110-1, Paralegal Post-baccalaureate Certificate. Prerequisite: 10-110-175.

10-110-102 Civil Litigation 1 3 credits

Outlines the initial stages of civil litigation, including initial client contact, investigation, pleadings and motions. Prerequisite or concurrent enrollment in 10-110-101.

10-110-104 Legal Research 3 credits

Provides students with an application of legal research techniques, using traditional and computer-assisted resources. Involves extensive hands-on legal research exercises and document preparation exercises. Prerequisite or concurrent enrollment in: 10-110-101.

10-110-105 Legal Writing 3 credits

Concentrates on the skills required for legal writing and analysis. Prerequisites: 10-110-104.

10-110-141 Computer Applications-Legal 3 credits

Students develop technology skills using various law office computer applications. Pre-requisite or concurrent enrollment in 10-110-101.

10-110-142 Paralegal Internship 3 credits

Students gain practical experience working in a legal environment under the supervision of an attorney or other qualified professional for a minimum of 140 hours and concurrent enrollment in: 10-110-105.

10-110-175 Intro to Paralegal Profession 1 credit

This course will (i) introduce students to the paralegal profession; (ii) acquaint students with the classes offered in the paralegal program; (iii) provide students with tools for success in the paralegal program and the paralegal career field; (iv) administer the required paralegal program entrance keyboarding test; and (v) advise and enroll students in their fall semester courses. Restricted to students admitted to the following program(s): 10-110-1 Paralegal or 90-110-1 Paralegal Post-baccalaureate Certificate.

10-110-176 Paralegal Professional Internship 2 credit

This course will focus on internship and career strategies; effective portfolios; resumes and cover letters; the internship experience; interview techniques; finding an internship site including sites for students interested in receiving the Program's International Certificate; job hunting resources and alternative career paths; strategies for success in the work place; advancing in your career; and getting your next job. Prerequisite or concurrent enrollment in: 10-110-101 and 10-110-104.

Electives: Choose three courses from this list (9 credits):

10-110-103	Civil Litigation 2**	3 credits
10-110-106	Family Law*	3 credits
10-110-107	Legal Aspects of Business Organizations**	3 credits
10-110-110	Real Estate Law**	3 credits
10-110-114	Administration of Estates*	3 credits
10-110-115	Administrative Law*	3 credits
10-110-122	Debtor and Creditor Relations*	3 credits
10-110-160	Employment Law-Paralegal**	3 credits
10-110-168	Criminal Law-Paralegals*	3 credits
10-110-170	Intellectual Property Law**	3 credits
10-110-171	Law & Contemporary Problems	3 credits
10-110-173	Contract Law in a Global Economy**	3 credits

*Course typically offered in the fall semester only

**Course typically offered in the spring semester only

Career Potential:

- Law Office Paralegal
- Public/Government Paralegal
- Corporation Paralegal
- Trust Department Paralegal
- Real Estate Paralegal
- Law Office Manager
- Contract Administrator

More detailed and updated information on this program may be available at: madisoncollege.org. The college reserves the right to make changes in the regulations and courses announced in this publication without notice.

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Rev. 03/12