

Paralegal

Associate Degree

Business and Marketing Program Cluster

Center for Business and Applied Arts

Program offered at Madison Campuses

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

Program Number: 10-110-1

About the Program

The two-year associate degree Paralegal Program 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. Paralegals are not authorized to practice law.

The subjects covered in core course work are: ethics, legal procedures, the American legal system, delivery of legal services in law offices and related environments, the paralegal profession, legal research and writing, law-related computer skills, legal interviewing and investigation, and substantive areas of legal practice. The program assists students in acquiring these essential related competencies: critical thinking skills (analysis, judgment, research and problem-solving), communication skills (oral, written, non-verbal and interpersonal), computer skills, computational skills, understanding of ethics and organizational skills.

Program Entrance Requirement

- Keyboarding speed of 50 WPM with no more than five errors.

Curriculum

The courses listed below outline the requirements for graduation for students entering this program in the 2011-2012 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.

		Credits	Hrs/week Lec-Lab
SUMMER (Prior to the start of program)			
10-110-175	Intro to Paralegal Profession.....	1	1-0

FIRST YEAR

First Semester

10-110-141	Computer Applications-Legal.....	3	2-2
10-110-101	Introduction to Paralegalism and Legal Ethics.....	3	3-0
10-801-195	Written Communication.....	3	3-0
10-809-195	Economics.....	3	3-0
10-809-199	Psychology of Human Relations.....	3	3-0
	Choose 1 Elective.....	3	E
	Semester Total	18	

Second Semester

10-110-102	Civil Litigation 1.....	3	3-0
10-110-104	Legal Research.....	3	3-0
10-801-196	Oral and Interpersonal Communication OR	3	3-0
10-801-198	Speech.....	(3)	(3-0)
10-809-197	Contemporary American Society.....	3	3-0
	Choose 1 Selective (see list).....	3	S
	Semester Total	15	

SECOND YEAR

First Semester

10-110-103	Civil Litigation 2.....	3	3-0
10-110-105	Legal Writing.....	3	3-0
10-110-176	Paralegal Professional Internship.....	2	2-0
	Choose 1 of the following:		
10-804-144	Math of Finance OR	3	3-0
10-806-177	General Anatomy & Physiology OR	(4)	(3-1)
20-806-206	General Anatomy & Physiology.....	(4)	(3-1)
	Choose 2 Selectives (see list).....	6	S
	Semester Total	18	

Second Semester

10-110-107	Legal Aspects of Business Organizations.....	3	3-0
10-110-142	Paralegal Internship.....	3	3-0
10-809-166	Intro to Ethics: Theory and Applications.....	3	3-0
	Choose 2 Selections (see list).....	6	S
	Semester Total	15	

Keyboarding Entrance Requirement: Students are required to pass a test that demonstrates keyboarding competency at 50 WPM with no more than 5 errors.



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 contracts. Restricted to students admitted to the following program(s): 10-110-1 Paralegal. 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: 10-110-101.

10-110-103 Civil Litigation 2 3 credits

Covers the civil litigation procedure during discovery, trial, and appeal. Prerequisite: 10-110-102.

10-110-104 Legal Research 3 credits

Provides students with an application of legal research techniques, using traditional and computer-assisted resources. Prerequisite: 10-110-101.

10-110-105 Legal Writing 3 credits

Legal Writing is an advanced writing course concentrating on legal correspondence, forms, memoranda, and briefs. Prerequisites: 10-110-104.

10-110-106 Family Law 3 credits

Family Law covers the basic legal concepts in the area of family relations, particularly divorce. Prerequisite: 10-110-101.

10-110-107 Legal Aspects of Business Organizations 3 credits

Acquaints the students with legal aspects involving the formation, operation, and dissolution of the five principal types of business organizations utilized in the United States. It also involves the study of the substantive law involving these organizations and the procedures required to conform to the law. Prerequisite: 10-110-101.

10-110-110 Real Estate Law 3 credits

Includes drafting real estate descriptions, listing contracts, offers to purchase, deeds, land contracts, mortgages, foreclosure pleadings, transfer tax returns, and leases. Prerequisite: 10-110-101.

10-110-114 Administration of Estates 3 credits

Basic legal concepts surrounding guardianship, wills, trusts, and intestacy, including probate forms and procedures as well as inheritance tax returns are covered in the Administration of Estates class. Prerequisite: 10-110-101.

10-110-115 Administrative Law 3 credits

Administrative Law is designed to acquaint students with the process by which government agencies make and administer rules and regulations as well as how agencies adjudicate cases and controversies involving those rules. Following an introduction to the administrative rulemaking and adjudication process, the course will examine and utilize the specific rules and procedures of various Federal and state agencies, primarily focusing on the rules and documents associated with Wisconsin's Workers Compensation Law. Prerequisite: 10-110-101.

10-110-122 Debtor and Creditor Relations 3 credits

A review of legal issues involving debtors and creditors issues including security interests, disclosure requirements, marital property law, third party rights and liabilities, collections procedures, garnishment, receivership, execution, and bankruptcy. Prerequisite: 10-110-101.

10-110-141 Computer Applications-Legal 3 credits

Provides the learner with skills to use computer applications typical to a law office including spreadsheets; database; e-mail; timekeeping and billing software; litigation management software; and the Internet. 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. In addition, students meet one hour weekly to discuss legal office experiences and ethical considerations, learn effective job search techniques, and develop professional image. Prerequisites: 10-110-101; 10-110-176; 10-110-104 and 10-110-105(or taken concurrently).

10-110-160 Employment Law 3 credits

Employment Law covers the analysis of federal and state laws governing employment relationships, job discrimination, sexual harassment, workplace privacy, labor standards, and human resource management. Prerequisite: 10-110-101.

10-110-168 Criminal Law – Paralegal 3 credits

Provides an introduction to substantive and procedural criminal law emphasizing the elemental analysis of criminal statutes, the drafting of prosecutorial documents, and the Constitutional rights of defendants. Prerequisite: 10-110-101.

10-110-170 Intellectual Property Law 3 credits

This course introduces paralegal students to the law of trademarks, copyrights, and patents. It covers the basic requirements for protecting these forms of intellectual property; identifies the sources of authority that govern intellectual property law; explains the types of rights in intellectual property that are available; introduces the concepts of infringement and defenses to infringement claims; and surveys of the types of remedies used to compensate an owner for infringement. Course is restricted to students admitted to the following programs(s): 10-110-1 Paralegal or 90-110-1, Paralegal Post-baccalaureate Certificate. Prerequisite: 10-110-101.

10-110-171 Law and Contemporary Problems 3 credits

This 3 credit legal specialty course addresses topic areas of current interest in the legal community and will vary by semester. Topic examples may include Immigration Law, Environmental Law, Real Estate contracts and construction liens, etc. Prerequisite: 10-110-101.

10-110-173 Contract Law in a Global Economy 3 credits

This survey course explores the common law of contracts, contracts of sale under Article 2 of the UCC, and the legal issues and risks that affect business transactions in the global marketplace. Prerequisite: 10-110-101

10-110-175 Intro to Paralegal Profession 1 credit

This course will (i) focus on the paralegal profession; (ii) introduce students to the classes offered in the Program; (iii) provide tools to assist the students to succeed in the Program and their careers; (iv) administer the required Program entrance keyboarding test; and (v) advise and enroll students for fall. 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 credits

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

Paralegal Selectives (3 credits each)

10-110-106 Family Law
10-110-110 Real Estate Law
10-110-114 Administration of Estate
10-110-115 Administrative Law
10-110-122 Debtor and Creditor Relations
10-110-160 Employment Law
10-110-168 Criminal Law
10-110-170 Intellectual Property Law
10-110-171 Law and Contemporary Problems
10-110-173 Contract Law in a Global Economy

Career Potential:

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

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.

Madison Area Technical College provides equal opportunity in education and employment.

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