



# Paralegal

Program No: 10-110-1

Associate Degree in Applied Science

Degree Completion Time: Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2008-2009

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10110101	Introduction to Paralegalism and Legal Ethics	3.00
10110130	Real Estate Law - Paralegal *	3.00
10801195	Written Communication	3.00
10809196	Sociology - Introduction to	3.00
10999999	Elective	3.00
	<b>Total</b>	<b>15.00</b>
<b>Term 2</b>		
10101155	Accounting for Professionals OR 10101111 Accounting I (4 cr)	3.00
10110102	Civil Litigation I	3.00
10110104	Legal Research	3.00
10110106	Family Law *	3.00
10801196	Oral/Interpersonal Communication	3.00
10809198	Psychology - Introduction to	3.00
	<b>Total</b>	<b>18.00</b>
<b>Term 3</b>		
10106141	Computer Applications-Legal	3.00
10110103	Civil Litigation II	3.00
10110105	Legal Writing	3.00
10110115	Administrative Law*	3.00
10809122	Intro to American Government	3.00
	<b>Total</b>	<b>15.00</b>
<b>Term 4</b>		
10110107	Legal Aspects of Business Organizations	3.00
10110114	Administration of Estates *	3.00
10110142	Paralegal Internship OR 10110145 Paralegal Studies	3.00
10110168	Criminal Law-Paralegal *	3.00
10804106	Introduction to College Mathematics	3.00
10809195	Economics	3.00
	<b>Total</b>	<b>18.00</b>
	<b>Program Total</b>	<b>66.00</b>
<b>Note:</b>	*The following classes may be substituted for this course	
10110160	Employment Law	3.00
10110122	Debtor and Creditor Relations	3.00
10101123	Accounting Income Tax I	4.00
<b>Note:</b>	Program start dates vary; check with your counselor for details.	
	Curriculum and program acceptance requirements are subject to change.	

## About the Career

Paralegals work under the supervision of lawyers in a range of tasks--researching the law; investigating; preparing for hearings, trials, and real estate closings; interviewing clients and witnesses; and preparing legal documents and other legal correspondence. Paralegals cannot give legal advice or represent clients in court. If you are detail oriented, organized, strong in communications, and enjoy researching and analyzing facts, you might find a career as a paralegal very rewarding.

## Careers

Paralegal or Legal Assistant in any of the following:

- Law Office
- Government Agencies and Departments
- Corporate Human Resources or Legal Department
- District Attorney's Office
- Insurance Company
- Title Company
- Trust Department of a Bank
- Legal Aid Office
- Public Defender's Office
- Legal Advocate

## Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check (Word Only)

## Program Goals

You'll learn to:

- Provide assistance to lawyers by performing specifically designated legal work in various fields of law.
- Analyze and solve legal procedural problems.
- Resolve ethical issues by applying legal rules of professional responsibility.
- Analyze and draft legal documents.
- Locate legal research material using both traditional and computerized techniques.
- Explain and use proper citation format.
- Generate work product using a variety of computer software typical in a modern law office.
- Apply substantive legal knowledge to solve legal problems.
- Locate facts and evidence through interviews and investigations.

## Approximate Costs

- \$92 per credit (resident)
- \$563 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

## Approval

LTC's Paralegal program is approved by the American Bar Association.

## Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	16	79
Read	16	74
Write	16	88

## Transfer agreements are available with the following institutions:

Capella University  
Cardinal Stritch University  
Lakeland College  
Marian College

MSOE Rader School of Business  
Silver Lake College  
UW-Stout

IMPORTANT: For more information on these agreements, visit [gotoltc.edu/transfer](http://gotoltc.edu/transfer).

### **10101111 Accounting I**

...provides the learner with the skills to understand accounting principles and procedures useful in any business, including the accounting cycle for a service enterprise and a merchandising enterprise, special journals, and ledgers, accruals and deferrals, depreciation, inventories, the voucher system, payroll, and accounting principles and concepts.

### **10101155 Accounting for Professionals**

...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format.

### **10106141 Computer Applications-Legal**

...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.

**PREREQUISITE:** 10110101 Intro to Paralegalism

### **10110101 Introduction to Paralegalism and Legal Ethics**

...introduces the learner to the paralegal profession, including civil, criminal, and administrative procedure; state and federal judicial systems; legal research; case briefing; ethical rules that regulate paralegals; law office systems and administration; and substantive civil law.

**COREQUISITE:** Microsoft Word skills equivalent

### **10110102 Civil Litigation I**

...provides the learner with the skills to evaluate causes of action and defenses; conduct an initial client interview; perform an initial investigation; draft a summons and complaint, answer, counterclaim, cross complaint, motions and supporting documents, select appropriate discovery devices; draft interrogatories and responses; prepare for depositions; draft a Notice of deposition and Subpoenas; analyze fact patterns; and evaluate evidentiary objections.

**COREQUISITE:** 10110101 Intro to Paralegalism

### **10110103 Civil Litigation II**

...provides the learner with the skill to evaluate and summarize depositions; evaluate evidentiary challenges; prepare a witness list; draft settlement documents; locate expert witnesses; prepare witnesses; prepare for presentation of evidence at trial; prepare a trial notebook; draft a Bill of Costs; prepare post trial motions; evaluate and research appellate issues.

**PREREQUISITE:** 10110102 Civil Litigation

### **10110104 Legal Research**

...provides the learner with the skills to differentiate between primary or secondary authority, locate statutes and constitutional provisions, locate case law, locate administrative regulations, locate secondary authority, use correct citation form, verify and update legal authority, formulate legal issues, use effective research strategies, evaluate solutions to legal problems, and use computer-assisted and internet legal research strategies. Some classes will be held off campus in a law library.

**COREQUISITE:** 10110101 Intro to Paralegalism

### **10110105 Legal Writing**

...provides the learner with the skills to draft legal correspondence, operative legal documents, case briefs, and legal and office memoranda; analyze and synthesize legal authority; use correct citation form; draft a civil pleading, affidavit, trial brief, and appellate brief; and apply rules of civil procedure.

**PREREQUISITE:** 10110103 Legal Research

### **10110106 Family Law**

...provides the learner with the skills to conduct an initial client interview for a family law matter, including divorce and domestic violence; draft initial pleadings for divorce, financial family law documents, divorce discovery documents, and concluding documents in divorces; assess the need for post-divorce modification and enforcement; and outline factors involving child custody and support.

**COREQUISITE:** 10110101 Intro to Paralegalism

### **10110107 Legal Aspects of Business Organizations**

...provides learners with the skills to analyze legal aspects of the formation, operation, and dissolution of sole proprietorships, partnerships, limited liability entities, and corporations; draft documents related to various business entities such as Certificates of Limited Partnership; Articles of Organization and Incorporation, Name Reservation Applications, Organizational Resolutions, Form SS-4 and 2553, Stock Certificates, Resolutions and Minutes, and Amendments and Articles of Dissolution.

**PREREQUISITE:** 10110101 Intro to Paralegalism

### **10110114 Administration of Estates**

...provides the learner with the skills to assist attorneys to administer estates, differentiate between probate and nonprobate property, contrast various forms of marital property, gather appropriate factual and financial information, select and draft appropriate forms to open an estate, prepare an inventory, draft a final accounting and documents to close an estate, draft tax documents, prepare powers of attorney and simple wills, and assist in the valid execution of estate planning documents.

**PREREQUISITE:** 10110101 Intro to Paralegalism

### **10110115 Administrative Law**

...provides the learner with the skills to summarize the administrative legal process including the creation and interpretation of administrative rules and regulations as well as the adjudication of administrative law cases, with emphasis on Workers Compensation and Social Security Disability law.

**PREREQUISITE:** 10110101 Intro to Paralegalism

### **10110130 Real Estate Law - Paralegal**

...provides the learner with the skills to analyze types of real estate ownership; analyze the effect of the Marital Property Act on real estate; determine the requirements of listing contracts; draft legal descriptions; draft an offer to purchase; negotiate a real property sale; prepare financing documents; compare abstracting and title insurance; record deeds; compare land contracts; summarize foreclosure procedure; draft closing documents; compare landlord and tenant rights and responsibilities.

**COREQUISITE:** 10110101 Intro to Paralegalism

### **10110142 Paralegal Internship**

...enhances the participant's ability to perform the duties of a paralegal; to seek and obtain employment as a paralegal; apply paralegal skills in an actual workplace setting; to perform legal research and writing; and understand law office systems and administration. Students are responsible for seeking and obtaining an internship position for a minimum of 140 hours in a legal environment under the supervision of an attorney or other qualified professional, completing an internship agreement and learning contract, maintaining a work log and obtaining approval from the internship instructor.

**COREQUISITE:** 10110105 Legal Writing

### **10110168 Criminal Law-Paralegal**

...provides the learner with the skills to analyze state and federal criminal procedures, determine if a search and arrest is in accordance with the Fourth Amendment, analyze the Miranda rules, draft a criminal summons and complaint, determine possible defenses for a defendant, draft motions, analyze a criminal complaint and jury instructions for required elements, create demonstrative evidence, create a trial notebook, conduct a client interview, and contrast prosecution and defense roles.

**PREREQUISITE:** 10110101 Intro to Paralegalism

### **10801195 Written Communication**

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.

### **10801196 Oral/Interpersonal Comm**

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.

### **10804106 Introduction to College Math**

...is an introductory level course designed to review and develop fundamental concepts of arithmetic, algebra, geometry, and statistics. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percent; basic principles and application of algebra, geometry, graphing, and statistics; measurement skills in U.S. Customary and Metric Systems; and the use of calculators as a tool.

**PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent

### **10809122 Introduction to American Government**

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

### **10809195 Economics**

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

### **10809196 Sociology - Intro**

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

### **10809198 Intro to Psychology**

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.