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Academic Year: 2020-2021

Paralegal Associate Degree

Program Code 101101

Paralegals perform work under the supervision of a lawyer in a variety of settings – a private law firm, insurance company, corporation, bank, private business, legal clinic, government agency, legal aid office, law department, special interest group, public defender's office, prosecutor's office, service company, or consulting firm. The Paralegal program is approved by the American Bar Association and is also a member of the American Association for Paralegal Education. Paralegals are not authorized to provide legal services directly to the public except as permitted by law.

**Average
Starting Salary**
\$34,716.00

FT Median Annual Wage

**100%
Graduate
Employment**

With 80% Employed in Field

Job Openings:
17*

Locations

Offered at the Green Bay campus.
For information: (920) 498-5444.
Toll-free: (888) 385-6982.

This program is fully eligible for financial aid.

Requirements for Program Entry

- Completed application.
- High school transcript or equivalent. For a list of equivalents, go to www.nwtc.edu/gettingstarted.
- Ability to use Windows and Microsoft Word proficiently.
- To be admitted to this program, learners must achieve a prior cumulative high school or college grade point average of 2.6 or higher OR a satisfactory academic skills assessment score. College grade point average must be based on 15 credits or more. To learn more about starting this program, please contact an academic advisor at (920) 498-5444 or (888) 385-6982.

* Program-related job openings, full- and part-time, within our district, via EMSI. Many programs have additional job opportunities outside of district. Learn more at www.nwtc.edu/graduatesuccess

CURRICULUM

The Paralegal associate degree is offered in the day and in the evening. Students following the study plan below will complete the Paralegal associate degree in the number of semesters shown.

FIRST SEMESTER	
10-890-101 College 101	1
10-110-101 Paralegal Intro/Legal Ethics	3
10-801-196 Oral/Interpersonal Comm	3
10-801-136 English Composition 1	3
10-809-166 Intro to Ethics: Theory & App	3
10-110-174 Law Office Administration	3
SEMESTER TOTAL	16

SECOND SEMESTER	
10-101-106 Accounting-for Non-Accountants	3
10-110-104 Legal Research	3
10-110-175 Legal Computer Applications	3
10-105-101 Career Planning	1
10-110-165 Contracts and Insurance Law	3
10-110-114 Estates and Probate	3
SEMESTER TOTAL	16

THIRD SEMESTER	
10-105-103 Career Preparation	1
10-110-106 Law-Family	3
10-110-xxx Paralegal Elective (see list below)	3
10-110-102 Civil Litigation	3
10-110-168 Paralegal Criminal Law	3
10-804-134 Mathematical Reasoning	3
SEMESTER TOTAL	16

FOURTH SEMESTER	
10-110-xxx Paralegal Elective (see list below)	3
10-809-198 Intro to Psychology	3
10-110-199 Paralegal Career Experience	2
10-110-105 Legal Writing	3
10-110-107 Legal Aspects/Business Org	3
10-809-172 Intro to Diversity Studies	3
SEMESTER TOTAL	17

TOTAL CREDITS 65

Students must take 2 of 4 Paralegal elective courses below:

10-110-103 Civil Trial Advocacy	3
10-110-115 Administrative Law	3
10-110-122 Creditor/Debtor Relations	3
10-110-162 International Law and Immigration	3

Curriculum Note

- A grade of "C" or better must be achieved in 10-110-101 Paralegal Intro/Legal Ethics in order to proceed with core Paralegal courses (those numbered 10-110-XXX).
- The credit for 10-890-101, College 101 is an Institutional Requirement for graduation. Consequently, it is not part of the program requirements, but must be passed with a C or better.

Course Descriptions

10-890-101 COLLEGE 101 ...Students will utilize digital tools and resources to assess, explore, practice, apply, and evaluate both employability and learning skills. By establishing NWTC cultural values as hallmarks of success in academic, career, and personal settings the course encourages reflective, personalized development of a growth mindset and emphasizes the importance of making wise choices. To maximize the return on investment, students should take this course in their first semester as it identifies key expectations (hidden rules) of higher learning and professional employment.

10-110-101 PARALEGAL INTRO/LEGAL ETHICS ...introduction to: the legal profession, paralegal roles and career opportunities, the legal system, basic legal concepts/terminology relating to substantive areas of law; survey/introduction to substantive areas of the law; legal ethical standards for lawyers and paralegals.

10-801-196 ORAL/INTERPERSONAL COMMUNICATION ...the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills score greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English score greater/equal to 16; OR preparatory course--contact an academic advisor at 920-498-5444)

10-801-136 ENGLISH COMPOSITION 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 75; OR ACT Rdg score greater/equal to 16 AND Eng greater/equal to 18; OR preparatory courses--contact academic advisor at 920-498-5444)

10-809-166 INTRO TO ETHICS: THEORY & APP ...basic understanding of theoretical foundations of ethical thought; analyze/compare relevant issues using diverse ethical perspectives; critically evaluate individual, social/professional standards of behavior--applying a systematic decision-making process. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)

10-110-174 LAW OFFICE ADMINISTRATION ...law office procedures including law office management, communications process, law office systems, utilizing and supervising paralegals, timekeeping, billing and trust account management; file and records management; introduction to employment law; ethical considerations in law office management. (Corequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-101-106 ACCOUNTING-FOR NON-ACCOUNTANTS ...teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.

10-110-104 LEGAL RESEARCH ...research terminology; sources of law; primary/secondary authority; mandatory/persuasive authority; citation form; factual/legal issues; effective research strategies; validating and updating results; computer-assisted legal research; Internet research. (Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; Technical Diploma Corequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-175 LEGAL COMPUTER APPLICATIONS ...legal applications and ethics relating to: PC hardware, software, and technology used in a law office; legal specialty applications software for docketing/calendaring, timekeeping/billing, and case management; e-filing and the electronic courthouse; presentation/trial graphics.

10-105-101 CAREER PLANNING ...experiential learning introduction. Learn how personal branding allows candidates to differentiate themselves from the competition through appearance, personality, and marketing competency. Career portfolio introduced. (Corequisite: 10-890-101, College 101)

10-110-165 CONTRACTS AND INSURANCE LAW ...explore contract formation, breach of contract, defenses to contract, parol evidence rule, statute of frauds, and warranties. Examine insurance law including insurable interests, insurer's duty to defend, subrogation, and bad faith claims. (Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better)

10-110-114 ESTATES AND PROBATE ...introduction to estate planning and probate practice and procedure including property classification, ownership and succession; estate planning documents; drafting, executing, modifying and contesting wills; probate courts and proceedings; drafting probate pleadings; introduction to trusts; ethics in estate planning and probate practice. (Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; Technical Diploma Pre-requisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-105-103 CAREER PREPARATION ...create professional resume and cover letter, prepare for interviews, understand interviewing techniques, participate in a mock interview. (Prerequisites: 10-105-101, Career Planning; 10-801-136, English Composition 1)

10-110-106 LAW-FAMILY ...introduction to domestic relations law, practice and procedure including marriage, divorce, paternity and adoption; drafting pleadings and calculating support obligations; introduction to laws affecting children, reproductive rights and gender discrimination laws; ethics in family law practice. (Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better.)

10-110-102 CIVIL LITIGATION ...introduction to civil procedure in state and federal courts; paralegal function in the litigation process; introduction to pleadings, discovery, motion practice, alternative dispute resolution and post-trial practice; ethics in civil litigation.

(Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; Technical Diploma Corequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-168 PARALEGAL CRIMINAL LAW ...substantive and procedural criminal law, the role of paralegals in both the prosecution and defense of criminal actions, emphasis on investigations and preparation of legal documents. (Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; Technical Diploma Corequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-804-134 MATHEMATICAL REASONING ...This course provides an alternative pathway to earning credit for a college level liberal arts mathematics course. All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. (Prerequisite: Accuplacer Arithmetic score greater/equal to 65 AND Reading score greater/equal to 50; OR ACT Math score greater/equal to 15 AND ACT Reading score greater/equal to 15; OR prep courses-contact an academic advisor 920-498-5444)

10-809-198 INTRODUCTION TO PSYCHOLOGY ...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings. (Prerequisite: Cumulative GPA of 2.6 or greater OR satisfactory reading and writing assessment scores OR 10-831-107, College Reading and Writing 1 with "B" or better OR Corequisite: 10-831-102, English Comp Prep)

10-110-199 PARALEGAL CAREER EXPERIENCE ...students can select any hands on experience related to: Internship, Field Research, Service Learning, Simulations, Capstone, Industry Related or Study Abroad. Instructor approval required. (Prerequisite: 10-105-103, Career Preparation)

10-110-105 LEGAL WRITING ...analytical writing; synthesis of facts and legal authorities; briefing cases; drafting legal research memoranda; ethics in legal writing. (Prerequisites: 10-801-136, English Composition 1; 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-104, Legal Research)

10-110-107 LEGAL ASPECTS/BUSINESS ORGANIZATIONS ...formation, operation, and dissolution of types of business organizations, and substantive and procedural law involving business organizations. (Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; Technical Diploma Pre-requisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-809-172 INTRO TO DIVERSITY STUDIES...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)

10-110-103 CIVIL TRIAL ADVOCACY ...advanced application of skills learned in Civil Litigation, culminating in a mock trial; drafting pleadings, discovery, motions and trial documents; introduction to evidence and trial preparation; drafting appellate documents; ethics in civil litigation. (Prerequisites: 10-801-136, English Composition 1; 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; 10-110-102, Civil Litigation)

10-110-115 ADMINISTRATIVE LAW ...the paralegal's role in preparation and representation of cases before administrative agencies, structure and authority of administrative agencies, procedures, and substantive state and federal administrative law. (Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; Technical Diploma Corequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-122 CREDITOR/DEBTOR RELATIONS ...legal rights of creditors and debtors, collection of outstanding debts, execution of judgments, small claims court, bankruptcy procedures, and filing bankruptcy petitions and schedules. (Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; Technical Diploma Corequisite: 10-110-101, Paralegal Intro/Legal Ethics)

10-110-162 INTERNATIONAL LAW & IMMIGRATION ...develop the knowledge, skills, process and understanding of international law and immigration including international organizations, treaties and courts; student and worker visas; citizenship, residency and removal; and legal systems throughout the world. (Associate Degree Prerequisite: 10-110-101, Paralegal Intro/Legal Ethics with a "C" or better; Technical Diploma Corequisite: 10-110-101, Paralegal Intro/Legal Ethics)