

Program Number 30-110-2
Technical Diploma • Two Terms

ABOUT THE PROGRAM

Paralegals work under the supervision of lawyers in a range of tasks—researching the law; preparing for hearings; 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 communication, and enjoy researching and analyzing facts, you might find a career as a paralegal very rewarding. This credential is appropriate for those persons who already have earned a bachelor’s degree.

PROGRAM OUTCOMES

- Apply ethical principles in a legal environment.
- Process legal documents.
- Perform legal research.
- Synthesize various sources into a supportable legal conclusion.
- Demonstrate professionalism as a member of a legal team.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

Lakeshore credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
- Complete the online Student Success Questionnaire.
- Complete Student Success Tutorial prior to meeting with your program counselor.
- Submit official college transcripts for proof of bachelor’s degree
- Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and discuss the results of the Student Success Questionnaire.

**Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.*

APPROXIMATE COSTS

\$149.50 per credit tuition (WI resident) plus \$8.97 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Admissions Advisor about how to apply for aid.

SPECIAL NOTE FOR ONLINE LEARNERS

While some of the courses may be offered online, students are required to take at least nine semester credits or the equivalent of legal specialty courses through traditional classroom instruction. This requirement may be satisfied through synchronous interactive video systems, as they are considered equivalent to traditional classroom instruction.

CONTACT

Lakeshore Admissions Advisor
 920.693.1366 • Admissions@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1 (Spring)		
10110101	Introduction to Paralegalism and Legal Ethics	3
10110102	Civil Litigation 1	3
10110106	Family Law	3
10110104	Legal Research	3
		12
Term 2 (Fall)		
10110168	Criminal Law - Paralegal	3
10110103	Civil Litigation 2	3
10110105	Legal Writing	3
10110132	Personal Branding - Paralegal	1
10110143	Paralegal Internship	2
		12
		TOTAL 24

Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2024-2025 rates and are subject to change prior to the start of the academic year.

CIVIL LITIGATION 1...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. PREREQUISITE: 10110101 Intro to Paralegalism

CIVIL LITIGATION 2...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 1 or CONDITION: 301102 Post-Bacc Legal Studies/Paralegal admission requirements met

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. COREQUISITE: 10110101 Intro to Paralegalism

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. PREREQUISITE: 10110101 Intro to Paralegalism

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 apply to paralegals; law office software; and substantive civil law.

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. PREREQUISITE: 10110101 Intro to Paralegalism

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: 10110104 Legal Research and (10801136 English Comp 1 or 10801195 Written Comm) or CONDITION: 301102 Post-Bacc Legal Studies/Paralegal admission reqs met

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 144 hours in a legal environment under the supervision of an attorney or other qualified professional, completing an internship agreement and e-portfolio, maintaining a work log and obtaining approval from the internship instructor. COREQUISITE: 10110105 Legal Writing

PERSONAL BRANDING-PARALEGAL...prepares the student to prepare an electronic portfolio, to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work on the internet, adapt a resume for an electronic scan, and post a resume and cover letter on the internet.