

**Program Number 10-110-1**  
**Associate Degree in Applied Science • Four Terms**

**ABOUT THE PROGRAM**

The program of study for the Associate Degree in Legal Studies/Paralegal is ABA (American Bar Association) approved and complies with the requirements established by the Wisconsin Bar Association to become a Wisconsin Bar Certified Paralegal. 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. A degree in Legal Studies/Paralegal provides a wide range of career opportunities beyond the law office, including insurance companies, bank and bank trust departments, real estate title insurance and sales, government offices and agencies, the court system, human resources, and corporate legal departments.

**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 [lakeshore.edu/future-students/transfer](https://lakeshore.edu/future-students/transfer).

**ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS**

- Submit online application.
- Complete the online Student Success Questionnaire.
- Complete Get Started at Lakeshore appointment:
  - Application Check-in
  - College Orientation Overview
  - 1st Time Program Registration

*\*Submit high school transcripts, college transcripts, and test scores (optional, highly recommended). Official transcripts will be needed for transferring college credit(s) and for financial aid purposes.*

**ACADEMIC PREPAREDNESS/FUTURE SEMESTER ENROLLMENT STEPS**

If applicable, complete program-specific academic preparedness requirements and enrollment steps prior to enrolling in occupational or core courses. Students will be notified if there is a program waitlist. View the college's program webpage for details: <https://lakeshore.edu/programs-and-courses/career-areas/law-public-safety-security/legal-studiesparalegal>.

**APPROXIMATE COSTS**

\$152.85 per credit tuition (WI resident) plus \$9.17 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit [lakeshore.edu/Financial-Aid/tuition-and-fees](https://lakeshore.edu/Financial-Aid/tuition-and-fees) for details.

**FINANCIAL AID**

This program is eligible for financial aid. Visit [lakeshore.edu/Financial-Aid](https://lakeshore.edu/Financial-Aid) for more information.

**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.

**Lakeshore's Legal Studies/Paralegal program is approved by the American Bar Association.**

**CONTACT**

Lakeshore College Recruiter  
920.693.1366 • [Recruitment@lakeshore.edu](mailto:Recruitment@lakeshore.edu)

Catalog No.	Class Title	Credit(s)
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**Term 1 (Fall)**

10102160	Business Law 1	3
10110101	Introduction to Paralegalism and Legal Ethics	3
10110168	Criminal Law - Paralegal	3
10110135	Legal Technology	3
10801136	English Composition 1	3

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**Term 2 (Spring)**

10110102	Civil Litigation 1	3
10110104	Legal Research	3
10110160	Employment Law - Paralegal	3
10801198	Speech OR 10801196 Oral/Interpersonal Communication	3
10809172	Introduction to Diversity Studies	3

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**Term 3 (Fall)**

10110103	Civil Litigation 2	3
10110105	Legal Writing	3
10110132	Personal Branding - Paralegal	1
10110130	Real Estate Law - Paralegal	3
10809122	Introduction to American Government	3
10809198	Introduction to Psychology	3

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**Term 4 (Spring)**

10110107	Legal Aspects of Business Organizations	3
10110114	Administration of Estates	3
10110143	Paralegal Internship OR 10110145 Paralegal Studies	2
10110106	Family Law	3
10804189	Introductory Statistics	3

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**TOTAL 60**

*Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your academic counselor for details. The tuition and fees are approximate based on 2025-2026 rates and are subject to change prior to the start of the academic year.*

**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

**BUSINESS LAW 1...**provides the learner with the skills to summarize the American legal system; diagram the state/federal court systems; evaluate dispute resolution methods; sequence the civil litigation process; summarize the administrative agencies; differentiate civil and criminal law; apply theories of negligence, intentional tort, and product liability; summarize elements of a contract; assess the validity of a contract; assess third-party rights and available remedies; and summarize Article II of the UCC.

**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

**EMPLOYMENT LAW-PARALEGAL...**provides the learner with the skills to analyze state and federal law governing employment relationships, job discrimination, sexual harassment, workplace privacy, labor standards and human resource management. PREREQUISITE: 10110101 Intro to Paralegalism

**ENGLISH COMPOSITION 1...**is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents. Discuss reading and writing academic course support with your Counselor.

**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 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. Discuss reading academic course support with your Counselor.

**INTRODUCTION TO DIVERSITY STUDIES...**introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored. Discuss reading academic course support with your Counselor.

**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.

**INTRODUCTION 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. Discuss reading academic course support with your Counselor.

**INTRODUCTORY STATISTICS...**prepares students to display data with graphs, describe distributions with numbers perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Discuss math and reading academic course support with your Counselor.

**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

**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 TECHNOLOGY...**provides learners with practical knowledge of the application of computers in the legal environment. This course consists of hands-on experience in the application of legal software and the internet to the current practice of law.

**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 requirements

**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.

**REAL ESTATE LAW - PARALEGAL...**provides 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 and Legal Ethics

**SPEECH...**explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of the course. Discuss reading academic course support with your Counselor.