Legal Studies/Paralegal (10-110-1)
Associate of Applied Science
Effective 2025/2026

The course sequence shown on this sheet is the recommended path to completion. Courses will be scheduled in the terms indicated here.
All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan.
Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.).

O = Online, F=Fall, S=Spring, SU=Summer

Term	Course #	Cr.	Course Title	Requisites (prereq- before/ coreq-with)	O
1	890-155	1	⚲ Gateway to Success (G2S)		F
1	*110-101	3	🎓Intro to the Paralegal Profession		F
1	*110-102	3	Civil Procedure		F
1	*110-103	3	Family Law		F
2	*110-104	3	Law Office Management and Technology		S
2	*110-105	3	🎓Legal Research		S
2	804-134	3	Mathematical Reasoning[1]	Prereq: 854-760	S
3	801-136	3	English Composition 1[1,2]	Prereq: 831-103 OR 851-757	SU
3	809-172	3	Diversity Studies, Introduction to[1,2]	Prereq: 838-105 OR 851-757	SU
4	*110-107	3	Criminal Law and Procedure		F
4	*110-109	3	Estate Planning and Probate		F
5	*110-106	3	Civil Litigation Procedures	Prereq: 110-102	S
5	*110-108	3	Legal Writing	Prereq: 110-105; 801-136; 804-134 OR 804-135	S
5	*110-113 OR *110-114	3	Employment Law OR Bankruptcy Law		S
6	801-196 OR 801-198	3	Oral/Interpersonal Communication OR Speech[2]		SU
6	809-198	3	Psychology, Introduction to[1,2]	Prereq: 838-105 OR 851-757	SU
7	*110-112	3	Immigration/International Law		F
7	*110-110 OR *110-111	3	Admin Law/Health Care Public Benefits OR Guardianships and Protective Services		F
8	*110-115	3	Ethics in the Legal Profession		S
8	*110-116	3	Trial Preparation/E-Discovery and Legal Tools		S
8	*110-117 OR *110-118	2	Paralegal Career Readiness OR Paralegal Internship	Prereq: 110-108	S

Minimum Program Total Credits Required: 60

Notes associated with courses (identified by a superscript number at the end of the course title) are located on the back of the sheet.

⚲Mastery of this course will put students on a path to achieve successful degree completion, on-time graduation, and enrich the college experience. Students are required to take this course in their first semester of enrollment. Please see an advisor for details.

🎓 = Milestone Course. Faculty have identified this course as providing a strong foundation for success throughout the program.

(*) indicates students must achieve a combined average of 2.0 ("C") or above for these major courses to meet graduation requirements.

Legal Studies/Paralegal (10-110-1)

The Paralegal Program prepares students for responsible, entry-level paralegal positions. Working under the supervision of an attorney, paralegals serve as legal assistants who perform administrative and support tasks. Paralegals may work in the public sector or private law firms and may engage in a wide variety of legal duties. Graduates of this program will be qualified to perform specifically delegated substantive legal work for which a lawyer is responsible.

Program Learning Outcomes

Graduates will be able to:
1. Apply ethical principles in a legal environment.
2. Process legal documents.
3. Perform legal research.
4. Synthesize various sources into a supportable legal conclusion.
5. Demonstrate professionalism as a member of a legal team.

Essential Career Competencies

Gateway's six essential career competencies are the general attitudes and skills promoted and assessed by all programs. All Gateway graduates will develop skills in:

- Communication Competence
- Critical Thinking and Problem Solving
- Professionalism and Career Management
- Teamwork and Collaboration
- Cultural Competence
- Technology Competence

Admission Requirements

1. Students must submit an application and pay $30 fee.
2. Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid reading, writing, and math placement assessments.

Graduation Requirements

- Minimum 60 credits with a cumulative GPA of 2.0 or above.
- *Average of 2.0 ("C") or above for these major courses.
- Complete 890-155 Gateway to Success (G2S) in the first semester.

For a complete list of Graduation Requirements, check the Student Handbook or Graduation Requirements.

Notes

1. Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.
2. A credit for prior learning assessment is available for this course. For more information, please contact cfpl@gtc.edu.

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for one year or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult My Gateway for exact fee amounts. The District reserves the right to modify, cancel, or relocate course offerings in response to factors such as low enrollment, resource availability, or other relevant considerations to ensure high-quality educational experiences. Students will be notified in writing and are encouraged to meet with their Academic Advisor to adjust their academic plan.

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