

# Legal Studies/Paralegal

PROGRAM CODE: 10-110-1



Associate Degree

**Location:** Downtown Milwaukee Campus, Online Campus**Start Dates:** August, January and June

**Admission Requirement:** High school diploma or equivalent. Transfer of legal specialty coursework credit (PLEGAL designated courses) is accepted, subject to review by the Program Coordinator for course compatibility, only from ABA approved paralegal programs or from accredited law schools. Transfer is limited to a maximum of 15 credits.

**Financial Aid Eligible:** Yes. Use code 003866 at fafsa.gov.

## Program Description

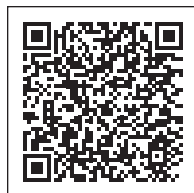
With coursework focused on the practical aspects of law, this program provides a broad background and prepares students to work as a paralegal in the legal community, in government, or in business and industry. At least 9 credits of legal specialty (PLEGAL) courses must be taken through synchronous instruction.

## Career Outlook

Although this is a growing profession, competition in the job market is keen. Paralegals are required to work under the supervision of an attorney to avoid the unauthorized practice of law. Paralegals may not provide legal services directly to the public, except as permitted by law.

## Program Learning 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.



## Complete Program Details

**QUESTIONS?** 414-570-4426 or [servepathway@matc.edu](mailto:servepathway@matc.edu)

COURSES	CREDITS
<b>BADM-106</b> MS Office for Business Applications .....	3
<b>ECON-195</b> Economics..... (or) Any 200-level ECON course	3
<b>ENG-195</b> Written Communication ‡..... (or) ENG-201 English 1 ‡	3
<b>OFTECH-103</b> Keyboard and Keypad.....	1
<b>PLEGAL-101</b> Introduction to Paralegalism .....	3
<b>ACCTG-102</b> Basic Office Accounting .....	3
<b>BADM-165</b> Legal Environment of Business.....	3
<b>ENG-196</b> Oral/Interpersonal Communication ‡..... (or) Any 200-level ENG or SPEECH course	3
<b>PLEGAL-103</b> Legal Research ‡.....	3
<b>PLEGAL-123</b> Corporate Practice Systems ‡ .....	3
<b>PLEGAL-140</b> Legal Interviewing/Investigation ‡.....	3
<b>MATH-123</b> Math With Business Applications ‡..... (or) Any 200-level MATH course	3
<b>PLEGAL-105</b> Civil Procedure ‡ .....	3
<b>PLEGAL-107</b> Legal Writing ‡ .....	3
<b>PLEGAL-114</b> Trusts and Estates – Probate Systems ‡ .....	3
<b>PLEGAL-121</b> Domestic Relations and Divorce Practice Systems ‡ .....	3
<b>PSYCH-199</b> Psychology of Human Relations..... (or) Any 200-level PSYCH course	3
<b>GEOSCI-112</b> Principles of Sustainability..... (or) Any 200-level BIOSCI, CHEM, GEOSCI or PHYS course	3
<b>PLEGAL-111</b> Litigation Practice Systems ‡ .....	3
<b>PLEGAL-116</b> Real Estate Law and Practice ‡ .....	3
<b>PLEGAL-118</b> Criminal Practice ‡ .....	3
<b>SOCSCI-197</b> Contemporary American Society .....	3
(or) Any 200-level SOCSCI course	

## CREDITS

Total credits needed to complete this degree

64

‡ Prerequisite required.

It is recommended that PLEGAL-103 be taken before PLEGAL-107, and that PLEGAL-105 be taken before PLEGAL-111.

Program curriculum requirements are subject to change.

Current MATC students should consult their Academic Program Plan for specific curriculum requirements.

MATC courses are offered in person, entirely online or partially online. Check each course's delivery options in Self-Service at [selfservice.matc.edu](https://selfservice.matc.edu).

This program is approved by the American Bar Association, 321 North Clark Street, Chicago, IL 60654; 800-285-2221; [americanbar.org/groups/paralegals/](https://americanbar.org/groups/paralegals/).