



Legal Studies/Paralegal

ASSOCIATE DEGREE

Program Code: 10-110-1

Downtown Milwaukee Campus

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. Classes are offered face-to-face at the Downtown Milwaukee Campus. Selected courses are available online and in blended/accelerated format. 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
- Apply critical thinking skills to address legal issues
- Demonstrate professionalism in a legal environment

Admission Requirements

- A high school diploma or GED
- 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.



Community & Human Services
MILWAUKEE AREA Technical College

For complete information, go to
matc.edu/course-catalog/community-human-services

To apply for financial aid, visit fafsa.gov School Code: 003866

COURSES

Credits

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

TOTAL CREDITS: 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.
 This Associate in Applied Science program will transfer to one or more four-year institutions.

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

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

Possible Careers

- Corporation Paralegal
- Government Paralegal
- Law Office Paralegal
- Real Estate Paralegal

Related Programs

- Post-Baccalaureate Legal Studies/Paralegal
- Criminal Justice Studies



10% Post Consumer Recycled



matc.edu or 414-297-MATC
 Wisconsin Relay System 711

Downtown Milwaukee Campus
 700 West State Street

Mequon Campus
 5555 West Highland Road

Oak Creek Campus
 6665 South Howell Avenue

West Allis Campus
 1200 South 71st Street

**MATC Education Center
 at Walker's Square**
 816 West National Avenue, Milwaukee