

Post-Baccalaureate Legal Studies/Paralegal

PROGRAM CODE: 30-110-2



Technical Diploma



COURSES	CREDITS
ENG-195* Written Communication ‡ (or) ENG-201 English 1 ‡	3
PLEGAL-101 Introduction to Paralegalism	3
PLEGAL-103 Legal Research ‡	3
PLEGAL-105 Civil Procedure ‡	3
PLEGAL-107 Legal Writing ‡	3
PLEGAL-111 Litigation Practice Systems ‡	3
PLEGAL-114 Trusts and Estates – Probate Systems ‡	3

CREDITS

Total credits needed to complete this diploma

21

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

Admission Requirements: Bachelor's degree with at least 18 credits in Liberal Arts courses required; submit official college transcript to Downtown Milwaukee Campus Admissions Office. Transfer of legal specialty coursework credit (PLEGAL designated courses) is accepted, subject to review by Program Coordinator for course compatibility, only from ABA approved paralegal programs or accredited law schools. Transfer is limited to maximum of 9 credits.

Financial Aid Eligible: No

Program Description

This program is designed for students who already have a bachelor's degree with at least 18-credits in Liberal Arts courses. You will gain the foundation for a paralegal career in a law office, government agency, private organization or corporation. At least 9 credits of legal specialty (PLEGAL) legal courses must be taken through synchronous instruction.

Career Outlook

Typical job duties include conducting client interviews, obtaining case information, performing legal research, preparing and filing legal documents, and providing general assistance to attorneys. Paralegals are required to work under the supervision of an attorney and 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.
- Demonstrate professionalism as a member of a legal team.
- Synthesize various sources into a supportable legal conclusion.



Complete Program Details

QUESTIONS? 414-570-4426 or servepathway@matc.edu

‡ Prerequisite required, however, students admitted to the technical diploma program can register for paralegal specialty (PLEGAL) courses. Diploma students must request Prerequisite Waivers for the courses they wish to take via their Self-Service account.

Program curriculum requirements are subject to change.

* Students admitted to the technical diploma program should request that undergraduate credit be awarded for ENG-195.

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

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.

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