



Post-Baccalaureate Legal Studies/Paralegal

TECHNICAL DIPLOMA

Program Code: 30-110-2

Downtown Milwaukee Campus (Also offered online)

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. 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.

Typical job duties include conducting client interviews, obtaining case information, performing legal research, and providing general assistance to attorneys. 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

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.



Community & Human Services
MILWAUKEE AREA Technical College

matc.edu | 414-297-MATC

Start dates: August, January and June

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

| | |
|-------------------|---|
| ENG-195* | Written Communication ‡ 3 (or) ENG-201 English 1 ‡ |
| 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 |

TOTAL CREDITS: 21

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

‡ 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.

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

A minimum of 9 credits of legal specialty courses at MATC must be completed.

Program curriculum requirements are subject to change.

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

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

Possible Careers

- Law Clerk
- Legal Assistant
- Legal Office Manager
- Corporate Legal Department
- Contract Abstractor
- Compliance Officer
- Legal Document Proofreader

Related Program

- Legal Studies/Paralegal



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