

# Legal Studies/Paralegal

PROGRAM CODE: 10-110-1



Associate Degree



**Location:** Downtown Milwaukee Campus

**Start Dates:** August, January and June

**Admission Requirement:** 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.

**Transfer:** Will transfer to one or more four-year institutions

**Financial Aid Eligible:** Yes.

Apply at [fafsa.gov](https://fafsa.gov). Use School Code 003866.

## 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.
- Apply critical thinking skills to address legal issues.
- Demonstrate professionalism in a legal environment.



**Complete Program Details**

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

COURSE	CREDITS
BADM-106 MS Office for Business Applications .....	3
ECON-195 Economics..... (or) Any 200-level ECON course	3
ENG-195 Written Communication ‡..... (or) ENG-201 English 1 ‡	3
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 ‡..... (or) Any 200-level ENG or SPEECH course	3
PLEGAL-103 Legal Research ‡.....	3
PLEGAL-123 Corporate Practice Systems ‡ .....	3
PLEGAL-140 Legal Interviewing/Investigation ‡.....	3
MATH-123 Math With Business Applications ‡..... (or) Any 200-level MATH course	3
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..... (or) Any 200-level PSYCH course	3
GEOSCI-112 Principles of Sustainability..... (or) Any 200-level BIOSCI, CHEM, GEOSCI or PHYS course	3
PLEGAL-111 Litigation Practice Systems ‡ .....	3
PLEGAL-116 Real Estate Law and Practice ‡ .....	3
PLEGAL-118 Criminal Practice ‡ .....	3
SOCSCI-197 Contemporary American Society..... (or) Any 200-level SOCSCI course	3

## 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.**

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