



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 offered at MATC's other campuses via interactive television. Online classes are available; at least 10 credits of legal specialty (PLEGAL) courses must be taken via face-to-face 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.

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 Requirement

- A high school diploma or GED

TECHNICAL STUDIES

Credits

(1) BADM-165	Legal Environment of Business.....	3
(1) COMPSW-106	Introduction to MS Office.....	3
(1) OFTECH-103	Keyboard and Keypad.....	1
(1) PLEGAL-101	Introduction to Paralegalism.....	3
(2) ACCTG-110	Financial Accounting	3
(2) PLEGAL-103	Legal Research ‡.....	3
(2) PLEGAL-105	Civil Procedure ‡.....	3
(3) PLEGAL-107	Legal Writing ‡.....	3
(3) PLEGAL-111	Litigation Practice Systems ‡.....	3
(3) PLEGAL-121	Domestic Relations and Divorce Practice Systems ‡.....	3

Students select five courses from the following 15

Students will select one course for second semester, one course for third semester, and three courses for fourth semester:

PLEGAL-114	Trusts and Estates – Probate Systems ‡
PLEGAL-116	Real Estate Law and Practice ‡
PLEGAL-118	Criminal Practice ‡
PLEGAL-123	Corporate Practice Systems ‡
PLEGAL-127	Debtor-Creditor Law ‡
PLEGAL-140	Legal Interviewing/Investigation ‡

GENERAL STUDIES

ECON-195	Economics.....	3
	(or) Any 200-series ECON course	
ENG-151	Communication Skills 1 ‡.....	3
(& ENG-152)	Communication Skills 2 ‡.....	3
	(or) ENG-201‡ and any 200-series ENG or SPEECH course	
MATH-123	Math With Business Applications ‡.....	3
	(or) Any 200-series MATH course	
NATSCI-167	Science of Technology.....	3
	(or) Any 200-series NATSCI course	
PSYCH-199	Psychology of Human Relations	3
	(or) Any 200-series PSYCH course	
SOCSCI-197	Contemporary American Society	3
	(or) Any 200-series SOCSCI or HIST course	

TOTAL CREDITS: 64

() Semester order for full-time students.

‡ 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.

For complete information, go to matc.edu/business

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

Possible Careers

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

Related Programs

- Paralegal Studies
- Business Management
- Criminal Justice Studies

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

This program is approved by the American Bar Association, 750 North Lakeshore Drive, Chicago, IL 60611; 312-988-5616; www.americanbar.org/groups/paralegals/.



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