

LEGAL STUDIES/PARALEGAL

Program Number: 10-110-1

Associate of Applied Science Degree

Campus: Beaver Dam, Fond du Lac, West Bend, Online

This program is eligible for financial aid (<http://www.morainepark.edu/financial-aid/>)

Prepare for a rewarding career in the growing legal field with a Legal Studies/Paralegal associate degree from Moraine Park Technical College.

About the Program

Paralegals, also known as legal assistants, assist lawyers with a variety of tasks (please note: paralegals do not provide legal advice).

What You'll Learn

Students in the Legal Studies/Paralegal program learn to interview clients, prepare for hearings and trials, and research the law. Graduates are skilled in preparing legal documents and legal correspondence. Paralegals are also skilled investigators and analyzers. Paralegals need to be detail-oriented, organized and have strong communication skills.

Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/academics/transfer-information/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

Credit for Prior Learning

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/transfer-information/credit-for-prior-learning/>) page for more information.

Approximate Costs

Tuition

Occupational

- \$146.20 per credit (resident)
- \$219.30 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- \$188.90 per credit (resident)
- \$283.35 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- \$4.50 minimum per course Material Fee
- \$12.50 per-credit Supplemental Fee for Undergraduate courses
- \$10 minimum per credit Online Course Fee (Fee suspended for 2023-2024)
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) for additional enrollment fee information.

Financial Aid

Financial Aid is available for associate degree and technical diploma programs (those that are 2 semesters in length and typically with 28 credits or more). Processing can take 4-5 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) is received. Visit the Financial Aid (<https://www.morainepark.edu/pay-for-college/financial-aid/>) page to learn more.

While attending Moraine Park during the 2023-24 school year, your estimated cost of attendance for one full year includes tuition of \$4,375 (15 credits for fall and spring semester), fees of \$338, food and housing of \$4,052 (if living with parents, \$9,614 if living on your own), books and supplies of \$2,061, personal expenses of \$2,245, and transportation of \$2,007 for a total of \$15,161. Your direct costs (those costs paid directly to the college) include tuition & fees. The indirect costs (costs not paid to the college) can vary from individual to individual and your own personal needs.

Course Requirements

Course	Title	Credits
Semester 1		
103-159	Computer Literacy - Microsoft Office	1
106-120	Document Formatting	1
110-101	Introduction to Paralegalism	3
110-102	Civil Litigation	3
110-168	Criminal Law	3
801-136	English Composition 1	3
890-101	College 101	2
Credits		16
Semester 2		
106-182	Information Management	3
110-104	Legal Research	3
110-105	Legal Writing	3
110-106	Family Law	3
110-114	Administration of Estates	3
809-122	Introduction to American Government	3
Credits		18
Semester 3		
101-184	Principles of Accounting	3
110-130	Real Estate Law	3
196-134	Legal Issues in the Workplace	3

Mathematics Course (https://catalog.morainepark.edu/academic-programming/general-education/mathematics/)	3
Social Science Course (https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/)	3
Credits	15
Semester 4	
110-107 Legal Aspects of Business Organizations	3
110-136 Legal Ethics	3
110-169 Legal Office Applications	3
Communication Course (https://catalog.morainepark.edu/academic-programming/general-education/communications/)	3
Behavioral Science Course (https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/)	3
Credits	15
Total Credits	64

Program 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.

Career Opportunities

Paralegal or legal assistant in any of the following:

- Law Office
- Government Agencies and Departments
- Corporate Human Resources or Legal Department
- District Attorney's Office
- Insurance Company
- Title Company
- Trust Department of a Bank
- Legal Aid Office
- Public Defender's Office
- Legal Advocate

Statewide Median Salary for Recent Graduates

\$38,477