

## BACHELOR OF SCIENCE IN LEGAL STUDIES (BSLS)

*Only the Herzing University paralegal programs at New Orleans and Atlanta are approved by the American Bar Association. (ABA). The Herzing Legal Studies program offered online is not approved by the ABA.*

**(Please see the *Undergraduate Program Offerings by Campus* chart in the catalog for a list of Herzing campuses offering this program.)**

### PROGRAM DESCRIPTION

This program is designed to provide in-depth understanding of the legal system as it relates to the law, the courts, clients, and lawyers. The core curriculum provides a solid foundation of legal, ethical, technical, and communication skills. Students will be prepared for entry-level or management training positions in office administration or other business enterprises requiring a legal studies background.

### SPECIAL ADMISSIONS

Students at the Atlanta and New Orleans campuses must complete all paralegal courses at the campus in a traditional classroom format.

### PROGRAM OUTCOMES

Upon completion of this program, the student should be able to:

1. Describe the US legal system.
2. Describe the changing functions of the paralegal as the delivery of legal services evolves.
3. Demonstrate proficiency of standard technology and research tools used in legal environments
4. Evaluate ethical decision making practices in a legal environment.
5. Draft a variety of legal documents
6. Evaluate alternatives to litigation.
7. Formulate appropriate business solutions.

### POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, paralegal and legal assistant.

### PROGRAM CONTENT

A minimum of 126.00 semester credit hours is required for graduation.

### REQUIRED MANAGEMENT CORE COURSES

All courses, 30.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
AC 107	Accounting I	IS 102	3.00
AC 220	Finance	AC 107	3.00
BU 106	Introduction to Management	None	3.00
BU 204	The Digital Firm and Business Communications	BU 106	3.00
BU 220	Principles of Marketing	BU 106	3.00
BU 302	Leadership and Organizational Behavior	BU 106	3.00
BU 305	Administrative Law	None	3.00
BU 407	Quantitative Decision Making	MA 204 or MA 320	3.00
EC 111	Principles of Microeconomics	None	3.00
EC 121	Principles of Macroeconomics	None	3.00

### REQUIRED INTRODUCTORY LEGAL STUDIES COURSES

All courses, 34.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
IS 102 *	Computers and Application Software	None	4.00
PL 100	Introduction to Legal Assisting	None	3.00
PL 106	Legal Research	PL 100	3.00
PL 115	Contract Law	PL 100 and PL 106	3.00
PL 131	Torts	PL 106	3.00
PL 132	Family Law	PL 106	3.00
PL 140	Ethics and Paralegal Professionalism	PL 100	3.00
PL 180	Law Office Procedures	PL 106	3.00
PL 215	Civil Litigation	PL 106	3.00
PL 250	Legal Writing	EN 104 and PL 106	3.00
PL 298	NALA Certification Review	Final course	3.00

\* IS 102: The American Bar Association does not consider this a general education course.

### REQUIRED ADVANCED LEGAL STUDIES COURSES

All courses, 9.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PL 300	Legal Office Administration	PL 180	3.00
PL 425	Business Organizations	PL 106	3.00
PL 450	Advanced Legal Research	PL 250	3.00

### ELECTIVE COURSES

A minimum of 12.00 semester credit hours is required. At least 9.00 semester credit hours must be paralegal (PL) courses.

Course Number	Course Name	Prerequisite	Semester Credit Hours
BU 206	Business Law I	None	3.00
BU 403	Constitutional Law	None	3.00
HR 100	Introduction to Human Resource Management	None	3.00
HR 230	Employment Law and Labor Relations	BU 206 and HR 100	3.00
HR 340	Alternative Dispute Resolution (ADR) Essentials	HR 100	3.00
IS 120	Word Processing	IS 102	4.00
IS 160	Spreadsheets	IS 102	4.00
PL 139	Wills, Trusts and Estates	PL 106	3.00
PL 220	Bankruptcy	None	3.00
PL 225	Criminal Law	PL 106	3.00

Course Number	Course Name	Prerequisite	Semester Credit Hours
PL 235	Property Law and Intellectual Property Law	PL 106	3.00
PL 246	Environmental Law and Administrative Agencies	PL 106	3.00

#### REQUIRED PROJECT MANAGEMENT

3.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
BU 345	Project Management	None	3.00

#### REQUIRED CAPSTONE OR INTERNSHIP

3.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PL 491	Capstone Project	Final semester	3.00
PL 494 *	Legal Studies Internship	Final semester	3.00

\* Online students in some states may not be allowed to take this internship due to state restrictions.

#### REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor's degree must complete a minimum of 33.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300-400 level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. \*

3.00 Semester Credit Hours in Cultural Diversity

6.00 Semester Credit Hours in English Composition or Literature

3.00 Semester Credit Hours of General Education Electives ♦

3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus \*\* ♦

1.00 Semester Credit Hour in Information Literacy

7.00 Semester Credit Hours in Mathematics (College Algebra or Above)

4.00 Semester Credit Hours of Natural Science With a Lab Component

3.00 Semester Credit Hours in Social or Behavioral Science

3.00 Semester Credit Hours in Speech

\* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 33.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

\*\* A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

**PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES**

2.00 semester credit hours are required.

Course Number	Course Name	Prerequisites/Corequisites	Semester Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00