

HERZING

ASSOCIATE OF SCIENCE IN LEGAL ASSISTING/PARALEGAL (ASLAP)

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.

Offered at the New Orleans and Atlanta campuses only.

PROGRAM DESCRIPTION

The program prepares students with the skills and academic knowledge necessary for a career as a legal assistant/paralegal working under the supervision of a licensed attorney. The American Bar Association defines a paralegal as “a person qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, government agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.” These career opportunities may be in small or large firms working as a legal assistant/paralegal. The duties of a legal assistant/paralegal include assisting the lawyer with research, brief preparation, and other legal office administration but do not include practicing law, advising clients, or setting fees since paralegals may not provide legal services directly to the public except as permitted by law.

SPECIAL ADMISSIONS AND TRANSFER REQUIREMENTS

Students at the Atlanta and New Orleans campuses must complete all paralegal courses at the campus in a traditional classroom format. Transfer students at the Atlanta and New Orleans campuses must complete at least 10.00 semester credit hours of paralegal core courses in a traditional classroom format at the campus.

PROGRAM OBJECTIVES

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

1. Draft legal documents in areas of law studied including torts and family law, probate procedure, and contracts.
2. Demonstrate the ability to define and articulate law practices in a variety of legal settings where legal assistants/paralegals work, including small and large private firms, corporations, and governmental agencies; the emerging role of the legal assistant/paralegal; and the place of the legal assistant/paralegal in expanding the delivery of legal services.
3. Demonstrate the ability to define and articulate the effect of change in the delivery of legal services and corresponding needs for well-qualified legal assistants and paralegals.
4. Demonstrate mastery of word-processing, Internet and legal research technologies in a typical law office environment.
5. Demonstrate the ability to define and articulate alternatives to litigation including mediation, voluntary and mandatory arbitration.
6. Demonstrate the ability to articulate ethical decision-making in the legal environment.
7. Think critically, both conceptually and by using mathematical analysis; write and speak effectively; use basic computer applications; and understand human behavior in the context of the greater society.

POTENTIAL JOB POSITION TITLES

Potential entry-level job position titles include legal assistant and paralegal.

PROGRAM CONTENT

A minimum of 66.00 semester credit hours is required for graduation. In addition, students must demonstrate a keyboarding speed of a minimum of 40 net words per minute by the end of their program in order to qualify for this associate's degree in legal assisting/paralegal.

REQUIRED COURSES

All courses, 31.00 semester credit hours, are required.

Course Number	Course Name	Prerequisites/Corequisites	Credit Hours
BU 206	Business Law I	None	3.00
IS 102 ■	Computers and Application Software	None	4.00
PL 100	Introduction to Legal Assisting	None	3.00

Course Number	Course Name	Prerequisites/Corequisites	Credit Hours
PL 106	Legal Research	PL 100	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

■ The American Bar Association does not consider computer applications to be a general education course.

ELECTIVE COURSES

A minimum of 12.00 semester credit hours is required. At least 6.00 semester credit hours must be paralegal (PL) courses.

Course Number	Course Name	Prerequisites/Corequisites	Credit Hours
AC 107	Accounting I	IS 102	3.00
BU 106	Introduction to Management	None	3.00
BU 195	E-Business Concepts	None	3.00
BU 251	Contracts and Procurements	BU 206	3.00
BU 302	Leadership and Organizational Behavior	BU 106	3.00
BU 305	Administrative Law	BU 206	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	
HR 340	Alternative Dispute Resolution (ADR) Essentials	HR 100	3.00
IS 120	Word Processing	IS 102	4.00
IS 121	Introduction to the Internet	None	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
PL 235	Property Law and Intellectual Property Law	PL 106	3.00
PL 246	Environmental Law and Administrative Agencies	PL 106	3.00
PL 294	Career Internship	Final semester, PGPA of 2.5 or better, and PD 214	4.00

GENERAL EDUCATION REQUIREMENTS

Students enrolled in this associate's degree must complete a minimum of 21.00 semester credit hours in general education distributed among the following disciplines. Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

Note: In this program, 4.00 semester credit hours in Mathematics or Natural Science replaces Computer Applications in the general education requirements recognizing that computer literacy is a component of the paralegal core curriculum.

- 1.00 Semester Credit Hours in Information Literacy
- 3.00 Semester Credit Hours in English Composition
- 3.00 Semester Credit Hours in Speech
- 4.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ♦
- 4.00 Semester Credit Hours in Mathematics or Natural Science ▲

* 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 21.00 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.

▲ Students in the state of Georgia must take a science course to fulfill this requirement.

♦ The state of Minnesota requires a minimum of 20.00 semester credit hours of general education for associate's degrees, not counting computer applications. However, all Herzing University students in the AASLAP program must complete a minimum of 21.00 semester credit hours in general education to complete the requirement for graduation from this associate's degree program. Minnesota students must complete at least 2.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the PL 294 Internship must also take PD 214.

Course Number	Course Name	Prerequisites/Corequisites	Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00
PD 214	AS/AAS/BS/Diploma Internship Preparation	None	0.00

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at

<http://www.herzing.edu/academics/legal-assisting-paralegal>