



**Associate of Applied Science in**

# **LEGAL SUPPORT AND SERVICES**

**Make Your Comeback as a Skilled, Versatile Legal Professional**

You have the drive and the talent. Now's the time to go after what you want and earn your degree. Come back stronger and more prepared for today's workforce with an associate's in legal support and services. With a solid foundation in the law, research, and legal administration, you can build a career working with the courts, government agencies, health care providers, corporations, nonprofits, and more.



# Why Study Law at Purdue Global?

## **Built for Working Adults**

Complete courses online, without compromising your work or family schedule.

## **Backed by the Power of Purdue**

Earn a degree you can be proud of — one that employers will respect. Achieve more in the legal field with a name that opens doors in your career.

## **Your Experience Counts as College Credit**

It's time to get the recognition you deserve. Transfer up to 75% of your degree requirements to graduate sooner and save on tuition.<sup>1</sup>

## **Affordable Tuition**

Lower the cost of your education through military discounts, employer reimbursement options, transfer credit, and more.<sup>2</sup> Our average associate's graduate saves 55% on tuition with credit for prior learning.<sup>3</sup>

## **Faculty Expertise**

Learn from legal practitioners with extensive experience in the field. All faculty possess advanced academic degrees and relevant industry credentials.

## **Personal Support**

Work directly with faculty through online discussion boards and seminars, and enjoy individual tutoring at no cost. In addition, academic and career advisors are dedicated to helping you balance school with your career and life responsibilities.

## **Introductory Trial Period**

Make sure online learning at Purdue Global is right for you. Enroll in the University and try our classes for 3 weeks before you owe any tuition. That's the Purdue Global Commitment.<sup>4</sup>

## **Nationally Ranked and Respected**

Purdue Global is part of the respected Purdue University system. One of the most prestigious research universities in the world, Purdue is ranked #16 most innovative company in the world alongside Open AI, NASA, and Microsoft.<sup>5</sup>

**Purdue Global is the largest university provider of legal support services programs in the U.S.<sup>6</sup>**

# Take the Next Step in Your Career and Your Education

## **Prepare for the Certified Paralegal Examination**

The National Association of Legal Assistants (NALA) recognizes the Associate of Applied Science in Legal Support and Services as meeting the coursework criteria for eligibility to sit for the Certified Paralegal Examination.<sup>7</sup>

## **Build a Pathway to a Bachelor's or Master's Degree**

Get a head start on a future degree. Once you earn your associate's degree, you can transfer it directly into your Purdue Global bachelor's, covering half of your degree requirements.<sup>8</sup>

**AAS in Legal Support  
and Services**



**Bachelor's Degree in  
Legal Support and Services**



**Master's Degree in  
Legal Studies**

# Curriculum

Develop a foundational knowledge of the law, including legal administrative skills and competencies that prepare you to assist during legal proceedings or investigations. Courses are reviewed and revised continually by industry experts to ensure they reflect the most recent developments in the field.

## Course Topics Include:

- Law and the legal profession
- American jurisprudence
- Legal research and writing
- Civil litigation
- Torts
- Legal technology
- Family law
- Legal ethics
- Criminal law

## What You Will Learn

Gain the core skills that employers demand. The program prepares you to:

- Assist clients: Analyze data to ethically assist clients throughout the legal process.
- Perform legal research: Locate and analyze relevant primary and secondary legal sources in electronic and print media.
- Perform investigative functions: Use investigative techniques to gather information from a variety of sources.
- Perform communications functions: Communicate with legal professionals, witnesses, clients, and others about legal actions.
- Implement legal procedures: Manage electronic and print information.
- Assist in litigation preparation: Draft and organize information for trial purposes.
- Prepare legal documents: Prepare correspondence such as affidavits, briefs, pleadings, appeals, wills, contracts, and real-estate closing statements for clients.

## Capstone Project

Demonstrate your ability to apply the critical thinking skills and concepts you study online to real-world legal scenarios.

## Program Detail

**Credit Hours:** 90

**Completion Time:** 1–2 years (With transfer credit and other prior experience, the average completion time for Purdue Global associate's degree graduates in 2021–2022 was 1.7 years.)<sup>9</sup>

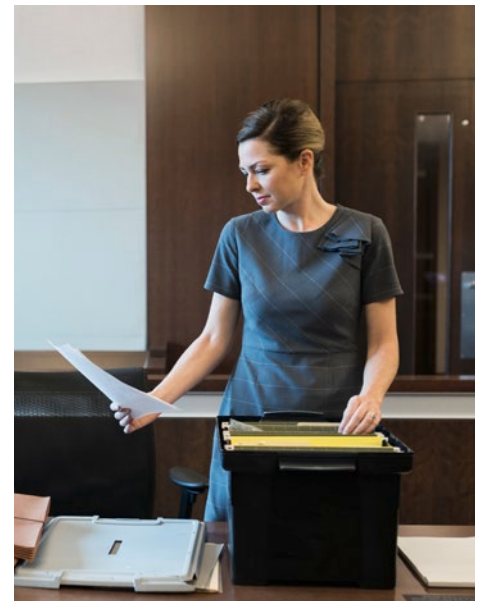
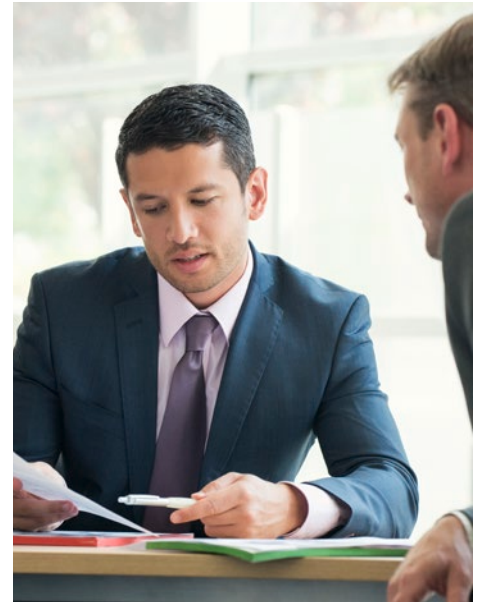
**Course Load:** 2 courses per term

**Terms:** 10 weeks long

**Start Dates:** Throughout the year

## Additional Programs

- Bachelor of Science in Legal Support and Services
- Master of Science in Legal Studies
- Master of Public Administration
- Juris Doctor — Purdue Global Law School
- Executive Juris Doctor — Purdue Global Law School





# Career and Networking Opportunities

## Industry Outlook<sup>10</sup>

- Employment of **legal assistants** and **paralegals** is expected to grow through 2032, with an average of 38,000 job openings projected each year.
- A steady demand for paralegals and legal assistants is expected, as businesses create in-house legal departments, and as law firms try to increase the efficiency of legal services and reduce their expenses.

## Career Pathways and Outcome<sup>11</sup>

### Roles

- Legal assistant
- Paralegal
- Legal secretary
- Title examiner, abstractor, and searcher

### Industries

- Legal
- Business
- Government
- Health care
- Banking
- Real estate
- Service
- Many more

## Center for Career Advancement

Our team of Career Services Specialists connects you with job and networking opportunities, and offers the following assistance:

- Career assessment/exploration
- Resume and cover letter review
- Interview preparation/mock interviews
- Portfolio development to showcase your skills
- Assistance in building an online presence
- Job search and networking support
- Virtual career fairs
- 24/7 online access to job openings and career development tools

## Purdue Global Law Society

The Purdue Global Law Society is committed to providing a forum for students to learn more about law-related fields through networking, community involvement, political involvement, and potential mentoring opportunities.

## Accredited by the Higher Learning Commission

Purdue Global is accredited by the Higher Learning Commission (HLC). The HLC ([HLCCommission.org](http://HLCCommission.org)) is an institutional accreditation agency recognized by the U.S. Department of Education.

## Military Friendly

We offer reduced tuition rates for servicemembers, veterans, and spouses.

**Contact an Admissions Advisor at 844-PURDUE-G or visit [PurdueGlobal.edu](http://PurdueGlobal.edu).**

### IMPORTANT INFORMATION: PLEASE READ

For comprehensive consumer information, visit [Info.PurdueGlobal.edu](http://Info.PurdueGlobal.edu).

- 1 Purdue Global does not guarantee transferability of credit. Future transfer credit savings are subject to review and the academic policies of Purdue Global. See the University Catalog for the Prior Learning policy.
- 2 May not be combined with other Purdue Global tuition reductions or ExcelTrack<sup>®</sup> pricing.
- 3 Purdue Global online associate's degree students who graduated in the 2021–2022 academic year and entered their program with eligible prior learning (transfer, experiential, or credit by exam) credits saved an average of nearly \$18,000 toward the total degree. Campus tuition and prior learning credit savings vary by location. Savings based on overall cost of completion without prior learning credit. Calculation based on total prior learning credit times standard cost per credit in student's program of study. Individual savings will vary. Calculation includes campus and military students. Purdue Global does not guarantee transferability of credit. See University Catalog for the Prior Learning policy. Source: Office of Reporting and Analysis, July 2022. 2021–2022 academic year.
- 4 Students who inform Purdue Global they do not wish to pursue the program during the 3-week trial will not be charged. Students who choose to continue at Purdue Global will be billed for the full first term's tuition, including the 3-week trial, and will need to meet other specific requirements. Classes will be applied toward a degree if satisfactorily completed and students select to continue their studies at Purdue Global. No credits are earned if the student withdraws during the introductory period (3 weeks for new qualifying undergraduate students), which begins day one of the first term. Graduate programs and BS in Professional Flight not included. Additional terms may apply to international and non-U.S. citizen students. For further information, see the University Catalog.
- 5 Source: [www.fastcompany.com/most-innovative-companies/list](http://www.fastcompany.com/most-innovative-companies/list). Ranking applies to Purdue University West Lafayette and not to Purdue Global.
- 6 Source: Integrated Postsecondary Education Data System (IPEDS), 2021–2022 Total Degrees and Certificates Conferred, First Major, Legal Support Services, [nces.ed.gov/IPEDS](http://nces.ed.gov/IPEDS). Based on the total number of degrees and certificates granted by Purdue Global compared to other degree-granting institutions.
- 7 The coursework in this program fulfills the academic requirements to apply for the National Association of Legal Assistants' (NALA) Certified Paralegal examination. The University cannot guarantee students will be eligible to sit for or pass exams. In some cases, work experience, additional coursework beyond the Purdue Global program, fieldwork, and/or background checks may be necessary to be eligible to take or to successfully pass the exams.  
Paralegals are not lawyers and cannot practice law or give legal advice. Graduates are not authorized to practice law and will not be eligible to sit for any state's bar examination. This program was not designed to meet any specific state's requirements for licensure or certifications. Refer to [Licensure.PurdueGlobal.edu](http://Licensure.PurdueGlobal.edu) for state-specific licensure information..
- 8 The University cannot guarantee that students will be granted admission to any future programs. Speak to an Advisor about transfer credit opportunities and see the University Catalog for the Prior Learning Assessment policy.
- 9 The average completion time for Purdue Global online associate's degree students who graduated in the 2021–2022 academic year was 1.7 years. Source: Purdue Global Office of Reporting and Analysis, July 2022.
- 10 Source: U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, Paralegals and Legal Assistants, Legal Occupations. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.
- 11 Purdue Global cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.