

# ASSOCIATE OF APPLIED SCIENCE IN LEGAL SUPPORT AND SERVICES



## MEET THE DEMAND FOR SKILLED LEGAL PROFESSIONALS IN A WIDE RANGE OF FIELDS

Today's legal professionals are thinking outside the law firm. Increasingly, companies and organizations are bringing their legal support and regulatory affairs services in-house. Purdue University Global's associate's degree helps you gain the knowledge, credentials, and skills to advance your career in a variety of settings, including courts, government agencies, corporations, health care providers, nonprofits, and more.

## WHY STUDY LAW AT PURDUE GLOBAL?

### ONLINE FLEXIBILITY FOR WORKING ADULTS

Earn your degree 100% online, on your schedule. You can also visit one of our regional locations to take advantage of local, onsite support and services.

### TRANSFER CREDITS

Transfer up to 75% of your degree requirements to accelerate completion of your degree 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 47% 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.

### ONE-ON-ONE MENTORING

Work directly with faculty during online discussion boards and office hours, and enjoy no-cost individual tutoring. 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 University is ranked in the top 10 best public universities in the U.S. by *The Wall Street Journal/Times Higher Education*.<sup>5</sup>

**Purdue Global is the largest provider of legal support services programs in the U.S.,<sup>6</sup> with more than 6,500 legal studies graduates since 2001.<sup>7</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>8</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>9</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

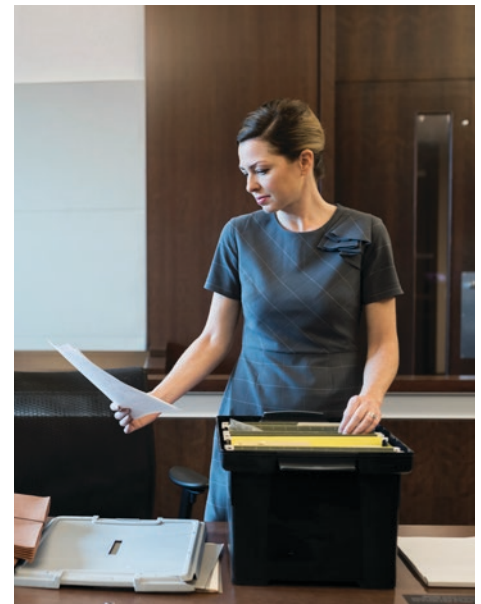
**Credit Hours:** 90

**Completion Time:** 1–2 years (With transfer credit and other prior experience, the average completion time for Purdue Global associate's degree graduates in 2019–2020 was 19 months.)<sup>10</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—Concord Law School at Purdue University Global
- Executive Juris Doctor—Concord Law School at Purdue University Global

# CAREER AND NETWORKING OPPORTUNITIES

## INDUSTRY OUTLOOK<sup>11</sup>

- Employment of **legal assistants** and **paralegals** is expected to grow from 2019 to 2029—much faster than the average for all occupations.
- A strong demand for many more 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 OUTCOMES<sup>12</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 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 (HLCommission.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**.

### 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 Assessment policy.
- 2 May not be combined with other Purdue Global tuition reductions or ExcelTrack™ pricing.
- 3 Purdue Global online associate's degree students who graduated in the 2019–2020 academic year and entered their program with eligible prior learning (transfer, experiential, or credit by exam) credits saved an average of nearly \$16,000 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 Assessment policy. Source: Office of Reporting and Analysis, October 2020. 2019–2020 academic year.
- 4 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. Students who choose to continue their studies at Purdue Global will need to meet specific requirements. Graduate programs not included. Additional terms may apply to international and non-U.S. citizen students. For further information, see the University Catalog.
- 5 Source: [www.timeshighereducation.com/student/best-universities/best-public-universities-united-states](http://www.timeshighereducation.com/student/best-universities/best-public-universities-united-states). Rankings apply to Purdue University West Lafayette and not to Purdue Global.
- 6 Source: Integrated Postsecondary Education Data System (IPEDS), 2018–2019 Total Degrees and Certificates Conferred, First Major, Legal Support Services, [nces.ed.gov/IPEDS](http://nces.ed.gov/IPEDS). Based on total number of degrees and certificates granted by Purdue Global compared to other Title IV institutions.
- 7 Number of graduates includes data prior to the March 2018 purchase of Kaplan University by Purdue University and subsequent creation of Purdue University Global.
- 8 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 certification, and Purdue Global makes no representations or warranties as to whether the degree or any individual courses meet such requirements. Refer to the University Catalog for additional information.
- 9 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.
- 10 The average completion time for Purdue Global online associate's degree students who graduated in the 2019–2020 academic year was 1.7 years. Source: Purdue Global Office of Reporting and Analysis, July 2020.
- 11 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.
- 12 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.