



Bachelor of Science in Legal Support and Services

College of Social
and Behavioral Sciences

One Degree. Many Career Opportunities.

Legal knowledge is valuable for pursuing careers in settings within or far beyond the law firm. Having your bachelor's degree could make you a more competitive candidate for legal support and service positions at corporations, insurance firms, consulting firms, and health care institutions, or for paralegal positions.¹

Kaplan University's Bachelor of Science in Legal Support and Services provides a solid foundation in legal theory and practice, offering you broad-based knowledge of the law as well as practical areas of study. The program also offers a concentration in paralegal studies.

The curriculum is regularly evaluated and updated so courses are based on current knowledge, research, and case studies in the field. You'll learn from professors who are legal practitioners with real-world experience in legal services, law, and policy. And you'll have regular opportunities to collaborate with faculty members and classmates via live seminars, discussions boards, and one-on-one instructor interactions.

Kaplan University has helped over 6,500 legal studies graduates achieve their educational goals since 2001. When you earn your degree here, you'll join an active and diverse academic community.

WHAT'S INSIDE:

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- › [Curriculum Highlights](#)
- › [Kaplan University Overview](#)

To enroll, call your Admissions Advisor today.
For more information, visit www.kaplanuniversity.edu.



Segments of the Legal Field are Projected to Grow. Become Part of That Growth.

As businesses create in-house legal departments and litigation continues to rise, certain segments of the legal field are projected to expand. Opportunities for legal assistants within law firms are also projected to expand as firms try to increase the efficiency of legal services and lower their expenses.² However, while opportunities are expected to rise, the legal field remains a competitive one.



Today's Legal Professionals are Also Thinking Outside the Law Firm.

The Bachelor of Science in Legal Support and Services program is designed to help prepare you for a career in the legal, business, government, health care, banking, real estate, or service industries. Positions you could pursue with this degree include:

Title Examiner

Search real estate records, examine titles, or summarize pertinent legal or insurance documents or details for a variety of purposes. Compile lists of mortgages, contracts, and other instruments pertaining to titles by searching public and private records for law firms, real estate agencies, or title insurance companies.

Paralegal or Legal Assistant

Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, formulate a defense, or initiate legal action. Sample job titles:

- Immigration Paralegal
- Legal Analyst
- Legal Assistant
- Paralegal
- Paralegal Specialist
- Real Estate Paralegal
- Contracts Paralegal
- Litigation Paralegal

Legal Secretary

Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research. Sample job titles:

- Judicial Administrative Assistant
- Legal Administrative Secretary
- Litigation Assistant
- Magistrate Assistant

Graduates are not authorized to practice law and will not be eligible to sit for any state's bar examination. Paralegals are not lawyers and cannot practice law or give legal advice.

The Path to Success Could Start With the Right Legal Education.

Kaplan University’s Bachelor of Science in Legal Support and Services program offers a practical curriculum and specialized elective options that allow you to customize your education, including a concentration in paralegal studies. Courses offer a well-rounded academic foundation that emphasizes analytical thinking, reading comprehension, and communication skills while helping students develop the practical skills relevant to today’s job market.

This program focuses on:

- **Theory and Principles:** Define the basic theories, elements, and principles of law such as justice, natural law, civil rights, and the social contract between a citizen and the government.
- **Research:** Find relevant primary and secondary legal sources in electronic and print media and apply them to specific fact scenarios using prescribed analysis and argument.
- **Investigation:** Apply investigative techniques to support the development of a legal argument.
- **Communication:** Produce communications using theoretical and practical concepts from specialized areas of law.
- **Critical Thinking:** Evaluate the role of legal theory and practice as it relates to various societal institutions.
- **Real-World Applications:** Apply legal principles and research data to the analysis of social, political, and economic issues.

- **Practical and Technical Skills:** Develop skills in legal research and legal writing and competencies related to many legal support positions.
- **Foundational Knowledge of the Law:** Build legal administrative skills.
- **Professional Competencies:** Exhibit professionalism while assisting during legal proceedings or investigations, preparing documents, managing technology, and researching legal issues.

Paralegal Concentration

The paralegal concentration offered within the Bachelor of Science in Legal Support and Services includes courses in litigation, criminal law, and administrative law.

Accelerated Master’s Degree Option

Interested in continuing on to pursue a graduate degree? Our flexible degree pathways allow you to work toward any of the following Kaplan University master’s degrees while you earn your bachelor’s degree:

- Master of Public Administration
- Master of Science in Environmental Policy
- Master of Science in Legal Studies
- Master of Science in Human Services
- Master of Science in Psychology

Complete both your bachelor’s degree and master’s degree in less time and at a lower cost than completing both programs separately. Speak to an Education Advisor for more details upon enrollment in this bachelor’s degree program.

Program Detail

Bachelor of Science in Legal Support and Services

› Credit Hours: 180

Program may not be available in all states. Contact an Admissions Advisor for details.

Kaplan University Tuition Cap

This program is offered at Kaplan University Tuition Cap pricing, which limits the cost of completion for eligible enrollees. For complete details, including eligibility, associated fees, and how prior-learning credits could further lower the cost of attendance, visit www.kaplanuniversity.edu/paying-school/tuition-reduction.aspx.

Here Is What Our Program Chair Had to Say

Gurmit Kaur, Academic Department Chair

“ This is a robust program that gives students a broad knowledge about the legal profession with focus on the various areas of the law that any legal support team member would encounter in any number of legal environments. We have an excellent team of highly qualified and experienced faculty to provide timely guidance to our students. ”

This testimonial was solicited by Kaplan University. The views and opinions expressed are those of the individual.

Kaplan University—A Different School of Thought®

We Stand Behind Our Academic Quality. Try Our Classes Before You Owe Any Tuition.

Kaplan University wants you to make an educated decision about your education. As a new student, the Kaplan CommitmentSM gives you a chance to experience real classes before deciding if you will stay and pursue your studies. If you withdraw during the introductory period, you will have no financial obligation beyond the application fee.³

Why Kaplan University?

Our programs are designed to offer you the freedom to grow and pursue your goals. We offer:

- Online classes that allow you to study virtually anytime, anywhere you have an Internet connection.
- Personal advisors to help you select the courses to meet your goals.
- Reduced tuition rates for servicemembers, including Guard and Reserve, and veterans.
- Scholarships for eligible Kaplan University students.
- A portfolio development course that could help translate your work and life experiences into college credit.⁴

Other Programs

In addition to this program, Kaplan University also offers:

- Master of Science in Legal Studies
- Master of Public Administration
- Master of Science in Environmental Policy

A Note From Dean Sander

“The College of Social and Behavioral Sciences degree programs are created to meet the unique needs of all students. Whether students are interested in the flexibility of creating their own degree plan, applying previously earned college credit to earn their degree faster, or starting a degree from the beginning, the College of Social and Behavioral Sciences focuses on the needs of adult students in meeting their educational, career, and personal goals.”

Sara Sander

Sara Sander
Dean and Vice President,
College of Social and
Behavioral Sciences



IMPORTANT INFORMATION—PLEASE READ

For comprehensive consumer and gainful employment information, visit www.kaplanuniversity.edu/student-consumer-information.aspx.

¹ Kaplan University's programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, the University 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.

² Source: Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-2017 Edition*, Paralegals and Legal Assistants, www.bls.gov/ooh/Legal/Paralegals-and-legal-assistants.htm. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

³ Classes count toward a degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period (3 weeks for undergraduate students), which begins day one of the first term. Students who choose to continue their studies at the University 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 catalog.kaplanuniversity.edu and www.kaplanuniversity.edu/Kaplan_Commitment.pdf. Application fee waived for campus and learning center students through December 31, 2016.

⁴ Kaplan University does not guarantee the transferability of credit. See University Catalog for Prior Learning Assessment Policy.

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