



# Associate of Applied Science in Legal Support and Services

College of Social and Behavioral Sciences

**Today's legal professionals are thinking outside the law firm.**

Increasingly, companies and organizations such as insurance firms, consulting firms, and health care institutions are bringing their legal support and regulatory affairs services in-house. If you are interested in building your knowledge and opportunities in legal-related professions, earning your Associate of Applied Science in Legal Support and Services at Kaplan University could be the first step on your road to success.

This online associate's degree program is designed to provide you with foundational knowledge of the law, including legal administrative skills and competencies that prepare you to assist during legal proceedings or investigations. You'll also gain practical and technical skills and competencies required for a range of legal support positions. As a graduate, you'll be prepared to assist during legal proceedings or investigations, prepare documents, manage technology, and research legal issues.

Learning online at Kaplan University is interactive, supportive, and engaging. Your professors are legal practitioners with real-world expertise in legal services, law, and policy. Courses include live seminars, discussion boards, one-on-one instructor feedback, and collaboration with fellow students.

The College of Social and Behavioral Sciences offers a breadth of academic programs designed to develop professionals, leaders, and change agents in fields that make a difference in response to human and societal causes, issues, and needs. As one of the largest providers of online legal studies programs in the United States,<sup>1</sup> Kaplan University has helped over 6,500 legal studies graduates achieve their educational goals since 2001.

When you earn your degree from Kaplan University, you join one of the most active and diverse alumni communities in the legal field.

## WHAT'S INSIDE:

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

To enroll, call your Admissions Advisor today.  
For more information, visit [www.kaplanuniversity.edu](http://www.kaplanuniversity.edu).



# The Need for Legal Services Is Growing

The legal support and services field is changing. Increasing numbers of private sector employers are expected to bring on legal support staff as they create in-house legal departments.<sup>2</sup> 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. But while opportunities are rising, the legal field remains a competitive one. Formally trained professionals are expected to have the best job prospects.<sup>2</sup>

## Program Key Words

Use these phrases to conduct research on potential career paths:

- Legal assistant
- Legal services
- Legal support

## Build Skills, Build Possibilities

Our program focuses on equipping you with the knowledge and the credentials to pursue job opportunities in the legal services field.<sup>3</sup> And it's not just law firms anymore—government agencies, corporations, health care providers, and nonprofits are expected to increasingly require the services of trained legal assistants. We help you build the practical, real-world skills relevant to a successful legal services career in a variety of industries. Graduates of the associate's degree program could pursue a job in any of these environments:

- Corporate law department and private law firms
- Local, state, or federal government agencies
- Insurance companies
- Real estate firms
- Banks
- Private consulting

### Possible Day-to-Day Activities:<sup>3,4</sup>

- Analyze data necessary to assist clients
- Identify and gather information
- Communicate with diverse stakeholders
- Draft and organize information for litigation

- Prepare documents used in legal proceedings or for submission to regulatory agencies
- Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements under supervision of an attorney
- Prepare affidavits or other documents, maintain document files, and file pleadings with the court clerk
- Gather and analyze research data, such as statutes, decisions, legal articles, codes, and documents
- Investigate facts and law to determine causes of action and to prepare cases
- Call upon witnesses to testify at hearings
- Direct and coordinate law office technology and activities, including delivery of subpoenas
- Help to mediate disputes between parties and assist in the real estate closing process
- Keep and monitor legal volumes to ensure that the law library is up to date
- Appraise and inventory real and personal property for estate planning
- Handle the escrow account and billing for a law firm

# A Solid Foundation for Your Future

Successful legal support and services careers demand the right blend of knowledge, experience, and skill. Kaplan University's associate's degree program focuses on training you in the skills relevant to careers in law firms, courts, government agencies, and legal departments in a variety of industries.

The curriculum stresses practical knowledge in areas that you can use immediately upon entering the field, such as legal research, drafting, writing, interviewing, using legal technology, and preparing legal documents.<sup>3</sup>

Your courses will also examine substantive areas of law including wills and trusts, contracts, real estate, and torts so that you gain familiarity with the elements of bringing a lawsuit, applicable defenses, and preparing a client's case. In addition, you can complete an internship in a legal setting as part of your program, which means you can gain real-world professional experience—and build your résumé—while you earn college credit.

## This program is designed to teach 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.

## Program Detail

### Associate of Applied Science in Legal Support and Services

**Credit Hours:** 90

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](http://www.kaplanuniversity.edu/paying-school/tuition-reduction.aspx).

# 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 Commitment<sup>SM</sup> 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.<sup>5</sup>

## 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.
- A portfolio development course that could help translate your work and life experiences into college credit.<sup>6</sup>

## Other Programs

In addition to this program, Kaplan University also offers:

- Bachelor of Science in Legal Support and Services
- Master of Science in Legal Studies

### Note From the Dean

“The College of Social and Behavioral Sciences degree programs are created to meet the unique needs of 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 pursuing 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](http://www.kaplanuniversity.edu/student-consumer-information.aspx).

1 Source: Integrated Postsecondary Education Data System (IPEDS), 2012-2013 Total Degrees and Certificates Conferred, First Major, Legal Professions and Studies, on the Internet at [nces.ed.gov/ipeds](http://nces.ed.gov/ipeds). Based on total number of degrees and certificates granted by Kaplan University compared to other U.S.-based Title IV degree-granting institutions, primarily baccalaureate or above.

2 Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-2017 Edition, Paralegals and Legal Assistants, on the Internet at [www.bls.gov/ooh/Legal/Paralegals-and-legal-assistants.htm](http://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 Kaplan University's programs are designed to prepare graduates to pursue employment in fields related to their subjects of study, such as the positions provided as examples. However, Kaplan 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. Graduates are not authorized to practice law and will not be eligible to sit for any state's bar examination.

4 Source: O\*Net OnLine, Summary Report for Paralegals and Legal Assistants, on the Internet at [www.onetonline.org/link/summary/23-2011.00](http://www.onetonline.org/link/summary/23-2011.00).

5 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](http://catalog.kaplanuniversity.edu). Application fee waived for campus and learning center students through December 31, 2017.

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

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