

Legal Studies

Bachelor of Science

Specialties in:

Client Advocacy

Criminal Law

**Environmental Law
and Policy**

Labor Law

Legal Administration

Legal Technology

**Legislative/
Constitutional Law**

Personal Injury

Career Choices*:

Corporate Legal Assistant

Governmental Legal Assistant

Litigation Legal Assistant

Real Estate Legal Assistant

Student Profile:

Do you have...

an interest in the law?

a desire and commitment
to help others?

a good work ethic?

good verbal and written
communication skills?

detail orientation
and good organization skills?

a well-established set of ethics?

self-motivation, initiative
and a positive outlook?

good human relations skills?

an ability to think logically?

a willingness to learn new skills
and to be challenged?

Program Description:

The legal assistant profession is one of the occupations projected to grow the fastest through the year 2014 according to the U.S. Department of Labor. A legal assistant (or paralegal) is a valued member of the legal team and works under the supervision of attorneys.

This program is approved by the American Bar Association and is designed to train qualified legal assistants capable of working in a variety of areas of the law and in a variety of work environments. Consequently, the role and job duties of a legal assistant vary depending on the areas of law and work environment in which a legal assistant is employed. Such diversity, varied challenges, and employment possibilities are what makes the legal assistant profession so interesting and rewarding.

There are four different degrees or offerings in legal studies. They are as follows: (1) a four-year baccalaureate degree in legal studies with an emphasis in legal administration, criminal law, personal injury, labor law, legislative/constitutional law, environmental law and policy, legal technology, or client advocacy or a selected minor as approved by the legal studies coordinator; (2) a two-year associate's degree in legal studies; (3) a post-baccalaureate (one-year) certificate in legal studies (which is available to students who already have a bachelor's degree in some other discipline and wish to make a career change or advancement); or (4) a minor in legal studies which can complement various majors (and may also be helpful to students who are planning on attending law school).

Career Descriptions*:

Litigation Legal Assistant — Conducts legal, factual and computerized research; drafts legal pleadings and documents; interviews clients and witnesses; investigates, gathers and organizes case information; assists at trial.

Corporate Legal Assistant — Drafts and/or analyzes various legal documents; attends meetings, negotiations or closings; performs legal and factual research; monitors compliance with applicable industry regulations; assists attorneys with preparation for collective bargaining, contract negotiations, administrative hearings or trials.

Criminal Law Legal Assistant — Conducts comprehensive interviews of defendants, law enforcement, victims, and/or witnesses; performs case and field investigations; locates and coordinates usage of applicable experts; prepares motions, briefs or other legal documents; acts as a litigation assistant during trial and any appeal.

Governmental Legal Assistant — Works as an immigration specialist; civil rights analyst; environmental protection specialist; mediation specialist; legislative analyst; workers compensation claims examiner, etc. (even the White House has employed legal assistants).

Real Estate Legal Assistant — Conducts title searches; drafts real estate closing documents; monitors compliance with title, survey, disclosure and/or regulatory requirements; schedules and participates in real estate closings.

**Note: The above career descriptions are only a sampling of the numerous avenues available to legal assistants. See next page for additional employment listings.*

Legal Studies Bachelor of Science

For this degree, students must complete the required courses in the majors that are listed below, the general education requirements, plus electives to total 124-128 credits. Students must elect a specialty area (see next page) or a minor as approved by the legal studies coordinator.

Required Major Courses (58-60 credits)

BUSN350	Business Law I	3
BUSN355	Business Law II	3
CJUS319	Substantive Criminal Law	3
CJUS409	Procedural Criminal Law	3
LAWS102	Legal Research and Case Analysis	3
LAWS125	Civil Litigation and Procedure	4
LAWS140	Personal Injury Litigation and Investigative Techniques	3
LAWS150	Legal Professionals and Ethical Considerations	3
LAWS202	Legal Writing and Analysis	3
LAWS250	Law Office Management, Systems and Technology	3
LAWS299	Legal Studies Internship and Professional Development Seminar	6-8
LAWS320	Real Estate Law	3
LAWS321	Family Law	2
LAWS322	Probate Law & Procedure	3
LAWS401	Evidence & Trial Practice	3
LAWS450	Advanced Legal Writing & Interviewing Seminar	3
LAWS	Elective**	3
POLI467	Constitutional Law and Civil Liberties*	4

General Education (36-39 credits)*

ENGL110	First-Year Composition I	3
ENGL111	First-Year Composition II	3
COMM101	Fund. of Speech Communication	3
HUMN251	Humanities I	4
HUMN	Elective	3
	Social Science	6-8
	Social Science Diversity	3-4
	Natural Science	8
MA110 (or higher)	Explorations in Math	3
PHIL205	Logic	3

Computer Cognates - Required (6-7 credits)

OFFC119	Computerized Accounting Procedures***	4
CSCI101	Intro. to Microcomputer Appl.	3
DATA225	Word Processing Techniques	3
DATA231	Database	3
DATA235	Spreadsheets	3
DATA250	Desktop Publishing & Presentation Design	3

Legal Specialty or Minor (20+ credits)

See below and next page.

Electives (8 credits or less)

Electives are to be chosen in consultation with advisor.

*The legal studies B.S. degree requires eight credits in social science, natural science or mathematics beyond those for general education. These requirements may be fulfilled in part or in total through the specialty areas section, the minor and/or POLI467. Students should consult their advisor.

**See LAWS300, seminar in legal studies; also consult with legal studies coordinator.

***ACTGI32 may be substituted for OFFCI9.

Legal Studies Specialties*

A student shall obtain a minimum of 20 credits in any one of the specialty areas listed below. Specialty area courses should be selected in consultation with your legal studies advisor. As an alternative to selecting a specialty area within this program, a student may choose a minor that must be approved by the legal studies advisor or dean.

Note: At least nine credits shall be at the 300-400 level, with the exception of the Legal Technology Specialty. Also, in selecting and planning courses within a given specialty be sure to review necessary course prerequisites.

Criminal Law Specialty

CJUS101	Intro. to Criminal Justice	3
CJUS243	Investigation	3
CJUS250	Correctional Law	3
CJUS341	Fire Cause and Arson Investigation	3
CJUS355	Juvenile Justice	3
CJUS444	Criminalistics	4
LAWS301	Alternative Dispute Resolution and Conflict Management	3
PSYC101	Introduction to Psychology	4
PSYC259	Abnormal Psychology	3
SOCY101	Introduction to Sociology	3
SOCY103	Cultural Diversity	3
SOCY214	Criminology	3
SOCY338	Deviance	3

Labor Law Specialty

ECON201	Principles of Macroeconomics	3
ECON202	Principles of Microeconomics	3
LAWS301	Alternative Dispute Resolution and Conflict Management	3
LAWS406	Worker's Disability Compensation Law	2
MGMT360	Management Concepts and Applications	3
MGMT365	Human Resource Management	3
MGMT451	Labor Law	4
MGMT464	Organizational Behavior	3
MGMT469	Collective Bargaining	3
PSYC228	Organizational Behavior	3
PSYC383	Industrial Psychology	3
SOCY313	Work and Organization	3

Employment:

Legal assistants are employed with ...

- private law firms
- corporations
- financial institutions
- government (federal, tribal, state or local)
- courts and mediation systems
- real estate offices and title companies
- insurance companies
- special interest groups
- prosecutor or public defender offices
- educational institutions
- financial service organizations
- credit and collection agencies
- service, consulting or publishing companies

Completion of the Legal Studies Program DOES NOT AUTHORIZE graduates to practice law as an attorney

Legal Studies

Legal Administration Specialty

ACTG132	Principles of Accounting I	4
ACTG133	Principles of Accounting II	4
ACTG232	Intermediate Accounting I	4
ACTG233	Intermediate Accounting II	4
ACTG332	Cost Management I	4
ACTG333	Cost Management II	4
ACTG334	Accounting Information Systems	3
ACTG421	Federal Taxation Accounting I	3
ACTG422	Federal Taxation Accounting II	3
BUSN226	Records Management	3
COMM210	Business & Professional Speaking	3
COMM320	Public Relations	4
COMM325	Organizational Communication	3
ECON302	Managerial Economics	4
FINC341	Managerial Finance	4
FINC443	Insurance	4
LAWS301	Alternative Dispute Resolution and Conflict Management	3
MRKT281	Marketing Principles & Strategy	3
MRKT385	Services Marketing	3
MRKT387	Advertising Theory & Practice	3
MGMT360	Management Concepts and Applications	3
MGMT365	Human Resource Management	3
MGMT380	Principles of Leadership	3
MGMT464	Organizational Behavior	3
MGMT476	Employee Training & Development	4
PSYC228	Organizational Behavior	3

Legislative/Constitutional Law Specialty

ECON201	Principles of Macroeconomics or	3
ECON202	Principles of Microeconomics	3
ECON305	Public Finance	3
HIST131	United States History I	4
HIST132	United States History II	4
HIST335	American Political Parties	4
HIST440	The Declaration of Independence and the Constitution	4
LAWS301	Alternative Dispute Resolution and Conflict Management	3
LAWS305	Tribal Law and Government	3
POLI130	Introduction to State and Local Government	4
POLI201	Intro. to Public Administration	3
POLI301	Policy Analysis and Evaluation	4
POLI364	Political Parties, Interest Groups & Public Opinion	3
POLI367	Congress & the Presidency	4
POLI401	Prin. of Public Administration	3

Personal Injury Specialty

BIOL105	Function of the Human Body	4
BIOL121	Human Anatomy & Physiology I	4
BIOL122	Human Anatomy & Physiology II	4
CHEM104	Life Chemistry I	3
CHEM105	Life Chemistry II	4
FINC443	Insurance	4
HLTH101	Intro. to Medical Terminology	2
HLTH209	Pharmacology**	3
LAWS301	Alternative Dispute Resolution and Conflict Management	3

LAWS405	No-Fault Automobile Law	3
LAWS406	Worker's Disability Compensation Law	2
PSYC101	Introduction to Psychology	4
PSYC217	Social Psychology	3
PSYC357	Personality Theory	3
PSYC385	Health Psychology	3
EVRN285	Principles of Epidemiology	3

Environmental Law and Policy Specialty

ECON202	Principles of Microeconomics	3
ECON307	Environmental Economics	3
EVRN126	Interpretation of Maps and Aerial Photography	2
EVRN131	Introduction to GIS and GPS	2
EVRN231	Intermediate GIS	2
EVRN285	Principles of Epidemiology	3
EVRN311	Environmental Law	3
EVRN313	Solid and Hazardous Waste	3
INTD300	The Human Environment	3
LAWS301	Alternative Dispute Resolution and Conflict Management	3
NSCI103	Environmental Science	3
NSCI104	Environmental Science Lab	1
POLI342	International Environmental Policy	3
SOCY227	Population and Ecology	3

Legal Technology Specialty***

BUSN226	Records Management	3
CSCI101	Intro. to Microcomputer App.****	3
CSCI103	Survey of Computer Science****	3
CSCI105	Intro. to Computer Programming	3
CSCI163	Troubleshooting & Repair of Personal Computer	3
CSCI221	Computer Networks	3
CSCI263	Storage, Protection & Recovery of Personal Computer	3
DATA121	Computer App. for Business****	3
DATA225	Word Processing Techniques	3
DATA231	Database	3
DATA235	Spreadsheets	3
DATA250	Desktop Publishing & Presentation Design	3
DATA261	Multimedia Applications	3
LIBR101	Information & Information Technology Literacy	1
OFFC235	Automated Office Systems	3

Client Advocacy Specialty

CJUS250	Correctional Law	3
CJUS355	Juvenile Justice	3
COMM201	Small Group Communication	3
COMM302	Argumentation & Advocacy	3
HLTH210	Intro. to Health Care Concepts	3
HLTH352	Health Care Issues of Aging Pop.	3
LAWS301	Alternative Dispute Resolution and Conflict Management	3
LAWS305	Tribal Law & Government	3
SOCY102	Social Problems	4
SOCY238	Social Psychology	4
SOCY326	Sociology of Aging and the Aged	3
SOCY327	Sociology of Dying and Death	3
SOCY/SOWK338	Deviance	3

SOWK/PSYC201	Communication Skills in Counseling	3
SOWK/PSYC391	Family Therapy	3
SOWK/HMSV480	Grant Writing	3
PSYC101	Introduction to Psychology	4
PSYC155	Lifespan Development	3
PSYC217	Social Psychology	3
PSYC259	Abnormal Psychology	3
PSYC265	Child & Adolescent Development	3
PSYC301	Exceptional Child & Adolescent	3
PSYC396	Tests & Measurements	3

**LAWS300 seminar in legal studies may apply to certain specialties and can be taken with approval of legal studies coordinator. In the alternative, these special topics may be used as the required legal studies elective. In addition, with the approval of the legal studies coordinator, a student may be able to complete an independent study (LAWS490) in his/her selected specialty.*

***Prerequisites: BIOL122 or BIOL105 and CHEM105.*

****A student may not count a computer cognate that he/she selected as a part of the major towards this specialty.*

*****A student may only complete one of these three courses in this specialty.*

Bachelor of Science Degree:

At least eight (8) semester credits *in addition* to courses used for general education requirements from categories of social science, natural science or mathematics.

These bachelor of science degree requirements can be used for majors or minors, but not general education.