

HERZING

BACHELOR OF SCIENCE IN LEGAL STUDIES (BSLS)

Only the Herzing University paralegal programs at New Orleans and Atlanta are approved by the American Bar Association.

PROGRAM DESCRIPTION

This program is designed to provide in-depth understanding of the legal system as it relates to the law, the courts, clients, and lawyers. The core curriculum provides a solid foundation of legal, ethical, technical, and communication skills. Students will be prepared for entry-level or management training positions in office administration or other business enterprises requiring a legal studies background.

SPECIAL ADMISSIONS AND TRANSFER REQUIREMENTS

Students at the Atlanta and New Orleans campuses must complete all paralegal courses at the campus in a traditional classroom format. Transfer students at the Atlanta and New Orleans campuses must complete at least 10.00 semester credit hours of paralegal core courses in a traditional classroom format at the campus.

PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Demonstrate the ability to utilize industry standard accounting principles, accounting-based software, and principles to analyze financial information in order to support and evaluate managerial decision-making.
2. Demonstrate the ability to formulate strategic and operational business solutions typically encountered during normal operation of a small- or mid-sized entity utilizing a range of management tools within an ethical environment.
3. Demonstrate mastery of industry standard spreadsheets, databases, and accounting systems.
4. Demonstrate the ability to define and articulate organizational, operations, ethical, legal, and managerial issues impacting the student's major area of study.
5. Think critically at a conceptual level and using mathematical analysis as well as the scientific method; write and speak effectively; use basic computer applications; and understand human behavior in the content of the greater society in a culturally diverse world.

POTENTIAL JOB POSITION TITLES

Potential entry-level and management training position titles include account representative, human resource representative, client services representative, office manager, law office administrator, or paralegal manager.

PROGRAM CONTENT

A minimum of 126.00 semester credit hours is required for graduation.

REQUIRED MANAGEMENT CORE COURSES

All courses, 30.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
AC 107	Accounting I	IS 102	3.00
AC 220	Finance	AC 107	3.00
BU 106	Introduction to Management	None	3.00
BU 204	The Digital Firm and Business Communications	BU 106	3.00
BU 209	Leadership and Team Dynamics	BU 106	3.00
BU 220	Principles of Marketing	BU 106	3.00
BU 301	Organizational Behavior and Human Relations	BU 106	3.00
BU 407	Quantitative Decision-Making	MA 204 or MA 225 or MA 320	3.00
EC 111	Principles of Microeconomics	None	3.00
EC 121	Principles of Macroeconomics	None	3.00

REQUIRED INTRODUCTORY LEGAL STUDIES COURSES

All courses, 31.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
BU 206	Business Law I	None	3.00
IS 102 *	Computers and Application Software	None	4.00
PL 100	Introduction to Legal Assisting	None	3.00
PL 106	Legal Research	PL 100	3.00
PL 131	Torts	PL 106	3.00
PL 132	Family Law	PL 106	3.00
PL 140	Ethics and Paralegal Professionalism	PL 100	3.00
PL 180	Law Office Procedures	PL 106	3.00
PL 215	Civil Litigation	PL 106	3.00
PL 250	Legal Writing	EN 104 and PL 106	3.00

* IS 102: The American Bar Association does not consider this a general education course.

REQUIRED ADVANCED LEGAL STUDIES COURSES

All courses, 9.00 semester credit hours, are required.

Course Number	Course Name	Prerequisite	Credit Hours
PL 300	Legal Office Administration	PL 106 and PL 180	3.00
PL 425	Business Organizations	BU 206, PL 100 and PL 106	3.00
PL 450	Advanced Legal Research	PL 100, PL 106 and PL 250	3.00

OPEN ELECTIVE COURSES

A minimum of 15.00 semester credit hours is required. Students may take any accounting (AC), business management (BU), information systems (IS) or paralegal (PL) course. At least 9.00 semester credit hours must be paralegal (PL) courses.

REQUIRED PROJECT MANAGEMENT

3.00 semester credit hours are required.

Course Number	Course Name	Prerequisite	Credit Hours
BU 345	Project Management	None	3.00

REQUIRED CAPSTONE OR INTERNSHIP

3.00 semester credit hours are required.

Course Number	Course Name	Prerequisite	Credit Hours
BU 491	Capstone Project	Final semester	3.00
BU 495	Internship	Final semester and PD 214	3.00

REQUIRED COURSES IN GENERAL EDUCATION

Students enrolled in this bachelor's degree must complete a minimum of 33.00 semester credit hours in general education distributed among the following disciplines. A minimum of 9.00 semester credit hours must be upper level (300-400 level courses). Refer to the General Education section of the catalog for Herzing University courses that would satisfy these requirements. *

- 1.00 Semester Credit Hour in Information Literacy
- 6.00 Semester Credit Hours in English Composition or Literature
- 3.00 Semester Credit Hours in Speech
- 7.00 Semester Credit Hours in Mathematics (College Algebra or Above)
- 4.00 Semester Credit Hours of Natural Science With a Lab Component
- 3.00 Semester Credit Hours in Social or Behavioral Science
- 3.00 Semester Credit Hours in Humanities With a Critical Thinking Focus ** ♦
- 3.00 Semester Credit Hours in Cultural Diversity
- 3.00 Semester Credit Hours of General Education Electives ♦

* Transfer students may transfer courses that are within 1.00 semester credit hour of the courses listed above to meet these discipline requirements. Any resulting deficiency in the total of 33.00 semester credit hours required in general education may be made up with general education electives from any of the listed disciplines.

** A course with a critical thinking focus would be a course that addresses the theories and application of critical analysis with an emphasis on developing sequential reasoning skills. Examples may be courses in critical thinking, philosophy, logic, or science.

♦ Minnesota students must complete at least 4.00 semester credit hours of general education in the humanities.

PERSONAL AND PROFESSIONAL DEVELOPMENT COURSES

2.00 semester credit hours are required. Students taking the BU 495 Internship must also take PD 214.

Course Number	Course Name	Prerequisite	Credit Hours
PD 121	Professional Development I	None	1.00
PD 202	Professional Development II	None	1.00
PD 214	AS/AAS/BS/Diploma Internship Preparation	None	0.00

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at <http://www.herzing.edu/academics/legal-studies>