

ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL STUDIES

SCHOOL OF LEGAL STUDIES



MAXIMIZE YOUR TALENT WITH A PARALEGAL CAREER

An associate's degree from Kaplan University could help you use your talent to pursue a rewarding legal career with many possibilities.¹ Our comprehensive curriculum is designed to provide practical knowledge that could help prepare you to work in many areas of the legal field, including real estate, corporate, family, social security, and employment law. With guidance from our faculty of experienced legal professionals, you could gain real-world research and administrative skills and technological competency to help you excel in the industry. During the program's capstone course, you will have the opportunity to complete a culminating project to help you showcase your application of those skills. In addition, our flexible online classes could help you achieve all this around your schedule.

WHAT'S INSIDE:

- ▶ Career Outcomes
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- ▶ Kaplan University Overview

To enroll, call your Admissions Advisor today. For more information, visit studentcenter.kaplan.edu.



A different school of thought.®

**KAPLAN
UNIVERSITY**

THE NEED FOR EDUCATED PARALEGALS IS GROWING

The paralegal field is expanding. In an effort to cut costs, many companies are taking care of routine legal processes in-house, so qualified paralegals and legal assistants may be facilitating some tasks that were once performed by attorneys.² This has led to an escalating demand for these positions, which should only continue in the coming years. New jobs will also be created by workers retiring and leaving the field. Between 2008 and 2018, open positions are expected to grow by 28 percent—much faster than the national average.² As the law becomes more complex, companies will increasingly seek paralegals who specialize in areas such as real estate, bankruptcy, medical malpractice, and product liability²—which means individuals joining the profession will need to be well educated and highly knowledgeable.



FIND SUCCESS THROUGHOUT THE LEGAL FIELD

An associate's degree in paralegal studies from Kaplan University could provide you with the credentials needed to pursue job opportunities around the nation.² Your skills could be in demand at law firms as well as within the government, corporations, the health care industry, and nonprofits. You could be involved in legal areas including litigation, real estate, intellectual property, health care, criminal law, and environmental law.²

Graduates of the associate's degree program could pursue a job in any of these environments:¹

- Corporate law departments and private law firms
- Local, state, and federal government agencies
- Insurance companies
- Real estate firms
- Banks at the local, state, and national levels

POSSIBLE DAY-TO-DAY ACTIVITIES COULD INCLUDE:^{1,3}

- Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements
- 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 CURRICULUM CREATED TO HELP YOU SUCCEED

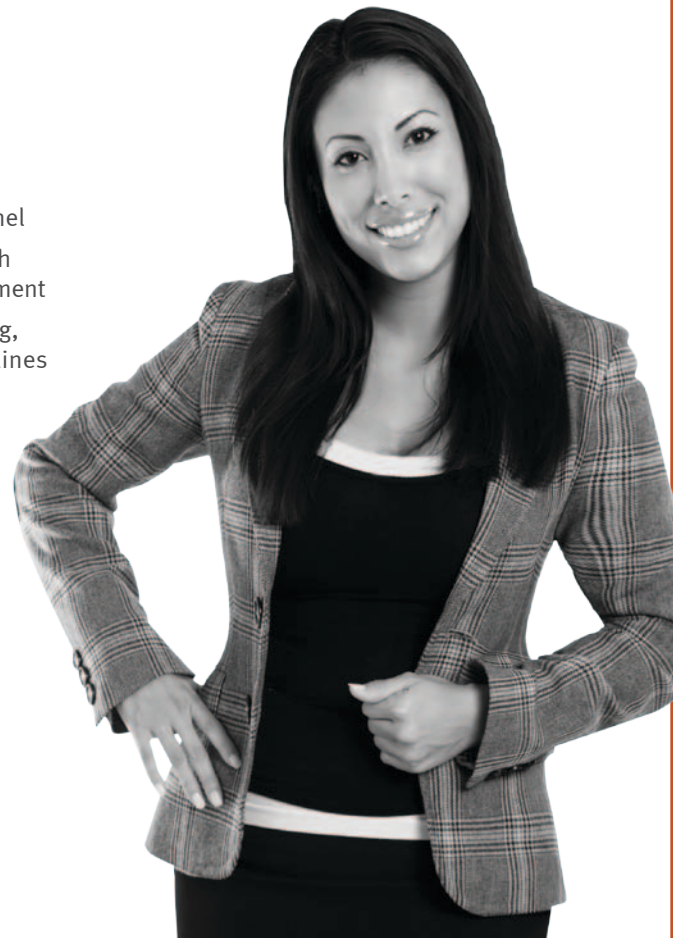
Kaplan University's associate's degree program offers students a practical and technical skill set to help them pursue a career as a paralegal, and teaches them a broad spectrum of knowledge relevant to many areas of the legal field.¹ Courses are taught by seasoned professionals with real-world experience in the paralegal profession. Students will study topics including civil litigation, contracts, legal research, and criminal law, while also building the office and software proficiency required by the profession, including word processing, document assembly, case management, time tracking, and billing. Graduates may also choose to acquire more highly specialized legal knowledge in the future by pursuing a bachelor's degree.⁴

Some offered courses include:

- Introduction to Legal Technology
- Civil Litigation
- Legal Ethics
- Introduction to Legal Research

The program is designed to help graduates gain the following knowledge, abilities, and experiences:

- A general literacy focus as well as strong written and oral comprehension skills
- Effective analytical skills, including the ability to interpret legal documents and communicate the contents to other legal personnel
- Strong organizational skills as well as the ability to manage a high volume of law documents circulating throughout the work environment
- Comprehensive study in areas such as legal research and writing, litigation, contracts, legal ethics, torts, and various legal disciplines
- A capstone project, to which students will apply the concepts they have learned and skills they have gained throughout the program



Program Detail

Associate of Applied Science in Paralegal Studies

- Credit Hours: 90

HERE IS WHAT ONE GRADUATE HAS TO SAY

Gina Johnson⁵

- 2009 Graduate, Associate of Applied Science in Paralegal Studies

“ I was very impressed with the curriculum that they had to offer. And when I pulled the curriculum and shared it with the general counsel and the attorneys that I was working with, they agreed that it was excellent for paralegal studies. ”

KAPLAN UNIVERSITY—A DIFFERENT SCHOOL OF THOUGHT[®]

THE KAPLAN COMMITMENTSM—EXPERIENCE KAPLAN UNIVERSITY WITH NO TUITION OBLIGATION.

At Kaplan University, we are committed to your education, your goals—you. And, as part of our pledge to help you succeed, we're announcing a whole new way to try a Kaplan University degree program for yourself with no tuition obligation.

It's simple. You'll attend real classes for real credits. After an introductory period, if you decide we're right for you, and you meet our academic standards and other requirements, you'll continue on. If not, your obligation ends there. There's no tuition cost or other financial obligation, except for the nonrefundable application fee.⁶

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 active-duty service members and veterans.
- Scholarships for eligible Kaplan University students.
- A portfolio development course that could help translate your work and life experiences into college credit.⁷

Other Programs

In addition to this program, Kaplan University also offers:

- › Associate of Applied Science in Public Administration
- › Bachelor of Science in Paralegal Studies
- › Bachelor of Science in Legal Studies
- › Bachelor of Science in Public Administration and Policy
- › Bachelor of Science in Environmental Policy and Management

IMPORTANT INFORMATION—PLEASE READ

¹ 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 does not guarantee that graduates will be placed in any job, equipped to perform all the tasks noted, or eligible for job advancement opportunities. 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, 2010-11 Edition, Paralegals and Legal Assistants, on the Internet at www.bls.gov/oco/ocos114.htm. These employment projections are provided for informational purposes only. Long-term projections are not intended to predict short-term changes in employment demand due to the current economy. Graduates are not authorized to practice law and will not be eligible to sit for any state's bar examination.

³ Source: O*Net OnLine, Summary Report for Paralegals and Legal Assistants, on the Internet at online.onetcenter.org/link/summary/23-2011.00.

⁴ While many of Kaplan University's degree programs are designed to prepare graduates to pursue continued undergraduate- or graduate-level education, the University cannot guarantee that students will be granted admission to any undergraduate or graduate programs.

⁵ Views and opinions stated herein are the individual's and not necessarily those of Kaplan University. Individual student schedules and experiences may vary. This testimonial was solicited by Kaplan University.

⁶ Classes will count toward a student's degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period. The introductory period is five weeks, and begins on day one of the student's first academic term. If at any point during the introductory period a student chooses to opt out, he or she will have no other obligation to the University except for the application fee. Only available to new students; continuing students are not eligible.

⁷ Kaplan University does not guarantee the transferability of credit. See University Catalog for Prior Learning Assessment Policy.

Note From Dean

Programs in legal and paralegal studies prepare you for exciting and demanding careers in the fast-moving areas of today's legal environment. You will not just learn the skills needed for success but will practice skills by applying them to real situations and problems that legal professionals encounter on a daily basis. The curriculum is designed to actively engage you in dynamic discussions with your instructors and classmates and to teach you to think critically, solve problems, and collaborate with colleagues.



Karen Evans, PhD
Interim Dean, School of Legal Studies



To enroll, call your Admissions Advisor today. For more information, visit studentcenter.kaplan.edu.