



Paralegal Studies

Degree Awarded: Bachelor of Arts

Requirements for the Major: 34 credits

The major in Paralegal Studies is designed for students with paralegal training who are seeking a baccalaureate degree in order to expand their knowledge in business and organizational skills while further developing their expertise in the areas of Business and Human Resource Management or Public Administration. The core courses provide a foundation for students to develop additional expertise in a specific concentration and the major combines professional development with a liberal arts curriculum. This program is designed to prepare graduates for positions in law firms, legal departments of corporations, insurance companies, government agencies, community legal service programs, juvenile justice organizations, corrections, office management, human resource management, or law school.

Prerequisites for courses for the major:

Completion of an A.A., A.S., or A.A.S. or other appropriate degrees for Paralegal or Legal Assistant Program's requirements (or in process). These courses will not be counted in computing the GPA for the major.

Requirements for the Major:

34 semester credits including a common Paralegal Studies core of 16 credits and 18 additional credit hours in one of two concentrations: Business and Human Resource Management or Public Administration.

| Paralegal Studies Common Core | | | | Essential Competencies-Outcome Iterations | | | | | | |
|---|--|---|--|---|----|---|---|---|----|---|
| | | | | CI | IL | W | O | Q | GA | V |
| BSAD 202 | Entrepreneurship and Business Fundamentals | 3 | | | | | | | | |
| BSAD or POLS 399 | Internship | 3 | | | | | | | | |
| POLS 450 | Senior Seminar | 3 | | x | x | x | | | | x |
| ENGL 309 | Writing for Business | 3 | | | x | | x | | | |
| POLS 315 | Introduction to Public Administration | 3 | | | | x | | | x | x |
| INTS 450 | Capstone Project | 1 | | | | | | | | |
| Verified completion of associate's degree in paralegal studies or legal assistant | | | | | | | | | | |

Students must also complete an 18 credit concentration from the following choices:

| Business and Human Resource Management Concentration: | | | | Essential Competencies-Outcome Iterations | | | | | | |
|---|-------------------------------------|---|--|---|----|---|---|---|----|---|
| | | | | CI | IL | W | O | Q | GA | V |
| ACCT 211 | Financial Accounting | 3 | | | | | | | | |
| BSAD 310 | Principles of Management | 3 | | | | | | | | |
| BSAD 375 | Human Resource Management | 3 | | | | | | | | |
| Take 9 credits from: | | | | | | | | | | |
| BSAD 377 | Staffing, Training, and Development | 3 | | | | | | | | |
| BSAD 407 | Compensation and Benefits | 3 | | | | | | | | |
| BSAD 408 | Employment Law and Labor Relations | 3 | | | | | | | | |
| BSAD 430 | Special Topics (as approved) | 3 | | | | | | | | |

This information must be used in conjunction with the 2019-2020 Grand View University Catalog and does not reflect a student's official record of progress. Students are expected to use the Progress tool found on myView > GV Self Service when monitoring and planning coursework. Other available resources include: Course Planning Documents (found on myView under Academics) and the faculty and staff who work with academic requirements.

Essential Competencies-Outcome Iterations****Transfer courses do not receive outcome iterations******Public Administration Concentration:**

| | | | | CI | IL | W | O | Q | GA | V |
|--|---|---|---|-----------|-----------|----------|----------|----------|-----------|----------|
| | ECON 101 | Principles of Macro Economics | 3 | | | | | | | |
| | POLS 322 | Public Policy | 3 | x | x | | | x | | |
| | POLS 120 | State and Local Government | 3 | x | x | | | | | |
| | POLS 340 | American Constitutional Law and Development I | 3 | | x | | | | | |
| | POLS 405 | Public Finance | 3 | | | | | | | |
| | Three additional upper division credits from BSAD or POLS or take PSYC/SOCS 362 Forensic Socio-Psychology | | 3 | | | | | | | |

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