

128 / Music, Paralegal Studies

Mus 347	Applied Music String Elective	2 hrs. cr.
Mus 357	Applied Music Woodwind Elec	2 hrs. cr.
Mus 367	Applied Music Voice Elective	2 hrs. cr.
Mus 318	Applied Music Brass Elective	2 hrs. cr.
Mus 328	Applied Music Keyboard Elective	2 hrs. cr.
Mus 338	Applied Music Percussion Elec	2 hrs. cr.
Mus 348	Applied Music String Elective	2 hrs. cr.
Mus 358	Applied Music Woodwind Elective	2 hrs. cr.
Mus 368	Applied Music Voice Elective	2 hrs. cr.

Elective in Jazz Improvisation

Mus 114		1 hr. cr.
Mus 214		2 hrs. cr.

Applied Music Major (Private Lessons)

Private study in: Brass, Keyboard, Percussion, String, Woodwind, and Voice. All applied music offerings may be repeated twice for credit.

Mus 217	Applied Music Brass Major	2 hrs. cr.
Mus 227	Applied Music Keyboard Major	2 hrs. cr.
Mus 237	Applied Music Percussion Major	2 hrs. cr.
Mus 247	Applied Music String Major	2 hrs. cr.
Mus 257	Applied Music Woodwind Major	2 hrs. cr.
Mus 267	Applied Music Voice Major	2 hrs. cr.
Mus 218	Applied Music Brass Major	2 hrs. cr.
Mus 228	Applied Music Keyboard Major	2 hrs. cr.
Mus 238	Applied Music Percussion Major	2 hrs. cr.
Mus 248	Applied Music String Major	2 hrs. cr.
Mus 258	Applied Music Woodwind Major	2 hrs. cr.
Mus 268	Applied Music Voice Major	2 hrs. cr.
Mus 417	Applied Music Brass Major	2 hrs. cr.
Mus 427	Applied Music Keyboard Major	2 hrs. cr.
Mus 437	Applied Music Percussion Major	2 hrs. cr.
Mus 447	Applied Music String Major	2 hrs. cr.
Mus 457	Applied Music Woodwind Major	2 hrs. cr.
Mus 467	Applied Music Voice Major	2 hrs. cr.
Mus 418	Applied Music Brass Major	2 hrs. cr.
Mus 428	Applied Music Keyboard Major	2 hrs. cr.
Mus 438	Applied Music Percussion Major	2 hrs. cr.
Mus 448	Applied Music String Major	2 hrs. cr.
Mus 458	Applied Music Woodwind Major	2 hrs. cr.
Mus 468	Applied Music Voice Major	2 hrs. cr.

Corequisite: Music major (major code of 9030, 9031, 9032, 9033, 9034, 9006, Or 1005.)

wishing to take only classes in paralegal studies may receive recognition for successfully completing 21 hours of course work. This option is recommended only for post-graduate students or students who have already completed the Core Curriculum. The required courses and suggested electives are listed under the requirements for the minor. Students must have an adviser in paralegal studies.

Minor in Paralegal Studies

Semester Hours

Core Requirements

Eng 101 College Composition 3

Computer Literacy (CIS 105 or Demonstrated Proof of Competency) 3

Paralegal Required Courses 9

PLS 201 Introduction to Legal Assistance 3

PLS 210 Law Office Management 3

PLS 302 Legal Research 3

Legal Electives 15

Paralegal Specialty Courses 9

Nine (9) hours from combination of courses listed below:

PLS 298 Topics in Paralegal Studies 3

PLS 311 Property 3

PLS 312 Civil Litigation 3

PLS 320 Family Law 3

PLS 401 Wills, Trusts, and Probate 3

PLS 491 Internship** 3

PLS 498 Senior Seminar** 3

PLS 499 Independent Study** 3

General Legal Electives 6

Six (6) hours from combination of either Paralegal Specialty Courses listed above or the following General Legal Electives:

GB 301 Legal Environment of Business I 3

GB 302 Legal Environment of Business II 3

PSc 310 Law, Society, & Judicial Process 3

PSc 322 International Law 3

PSc 431 Constitutional Law I 3

PSc 432 Constitutional Law II 3

Comm 310 Communications Law 3

LE 250 Criminal Law 3

MM 411 Labor and Employment Law 3

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**See Prerequisites



Faculty Miller - Head, Yates

The paralegal program is designed for the student seeking a career as a legal assistant working under the direction and supervision of an attorney in private practice, government service, or legal aid. However, the knowledge and skills acquired in the paralegal program are beneficial to students in the areas of law enforcement, prelaw, business law, and political science. Students who choose to learn more about the legal system and how to develop their own skills in legal research for personal enrichment are also encouraged to enroll.

No major or degree is now offered in paralegal studies, but a student enrolled in the paralegal program may obtain an Associate of Arts degree with an emphasis in paralegal studies. Paralegal studies may also be used as a minor for a Bachelor of Arts or Bachelor of Science degree. Students

Suggested Order of Study

Associate of Arts

Major Code 7999

Emphasis in Paralegal Studies

(This is a general Associate of Arts degree, NOT a paralegal degree)

Freshman Year

1st Semester		
Course		Hours
PLS 201	Introduction to Legal Assistance	3
PLS 302	Legal Research	3
CORE	[Eng 101 Comp I]	3

CORE	[PSc 120 Govt:U.S./Sta/Loc]	3
CORE	[Math 125 Contemporary Math]	3
		15
2nd Semester		
CORE	[Eng 102 Comp II]	3
CORE	[Hist 110 U.S. History]	3
CORE	[Phys 100 Fund of Phys Sci]	5
PLS 210	Law Office Management	3
PLS	Upper Division Elective	3
		17
Sophomore Year		
1st Semester		
CORE	[Soc 110 or Psy 100]	3
CORE	[Bio 101 General Biology]	4
CORE	[Humanities and Fine Arts]	3
PLS	Upper Division Electives	6
		16
2nd Semester		
CORE	[Hist 120 U.S. History]	3
CORE	[Comm 100 Oral Communication]	3
CORE	[Literature]	3
CORE	[Humanities and Fine Arts]	3
PLS 491	Internship	3
PLS	Upper Division Elective	3
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[Department Recommendations]

Suggested electives are Civil Litigation; Family Law; Property; Wills, Trusts and Probate.

For additional information contact:

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 Phone: 417.625.9333
 Email: yates-m@mssu.edu

PLS 311 (S, Odd) 3 hrs. cr.
Property
 Laws relating to real and personal property with emphasis on the procedures and forms used in real estate transactions and conveyances such as deeds and contracts.

PLS 312 (S, Even) 3 hrs. cr.
Civil Litigation
 Process of civil litigation from filing to appeal including rules for instituting and conducting lawsuits before federal and state courts, rules of procedure, and the preparation of pertinent legal forms.

PLS 320 (S, Even) 3 hrs. cr.
Family Law
 Laws regulating marriage, adoption, divorce, division of property, child custody and support, adult abuse, and termination of parental rights, and the preparation of pertinent legal forms.

PLS 401 (F, Even) 3 hrs. cr.
Wills, Trusts, and Probate
 Law of wills, trusts, and intestate succession; includes analysis of the administration and probate of estates and the preparation of pertinent legal forms.

PLS 491 (Demand) 3 hrs. cr.
Internship
 An applied internship of 135 hours done under the supervision of a practicing professional who is directly engaged in a day-to-day application of the law (i.e. judges, attorneys, government officials) as approved by department head. Prerequisite: 12 hours of paralegal studies and/or consent of instructor.

PLS 498 (Demand) 3 hrs. cr.
Advanced Topics in Paralegal Studies
 Comprehensive analysis and review of selected legal topics to be announced when course is offered. Prerequisite: 9 hours of paralegal studies or consent of instructor.

PLS 499 1-2-3 hrs. cr.
Independent Study
 Study and research by the student under the direction and supervision of instructor/adviser with prior approval by department head and school dean. Prerequisites: Advanced standing in the major field and a minimum GPA of 3.0.

Course Descriptions

PLS 201 (F) 3 hrs. cr.
Introduction to Legal Assistance
 American legal system with emphasis on the roles, skills, and tasks of the paralegal. Topics include professional ethics, client interviewing, and legal analysis.

PLS 210 (S, Odd) 3 hrs. cr.
Law Office Management
 Management and operation of the law office with emphasis on the practical aspects of processing cases, office workflow, billing, and attorney-client and personnel relationships. Topics include the legal team, the attorney-client relationship, legal fees, timekeeping, filing, and records management.

PLS 298 (Demand) 3 hrs. cr.
Topics in Paralegal Studies
 Special topics of current interest to the student. Subjects are changed each semester. Students are encouraged to submit areas of interest to the Social Science Department.

PLS 302 (F, Odd) 3 hrs. cr.
Legal Research
 Research involved in case preparation; use of the law library and the various digests, encyclopedias, reporters, etc., contained therein.



Faculty Simpson - Head, B. Brown

Philosophy deals with basic questions from all areas of life and thought—science, religion, art, morality, and politics—and helps students refine their views on these subjects. Most importantly, philosophy teaches students how to think: how to analyze problems into their essential elements, how to decide which proposed solution to a problem is supported by the best evidence, how to separate relevant from irrelevant points, and how to state issues clearly and precisely. While some philosophy students go to graduate school and become professional philosophers, most go on to careers in such areas as law, medicine, theology, business, government, and public service. Philosophy students are highly successful in gaining