

The Associate in Science (A.S.)
Degree in Paralegal Studies
(Legal Assisting) prepares
students for careers as
paralegals and legal assistants.

The program is intended primarily for students who desire an associate in science degree and then directly enter the workforce. The curriculum focuses on the study of legal theory and substantive areas of the law, and incorporates the practical application of law to develop the skills necessary to succeed in the profession. The program emphasizes legal research, writing, law-related technology, communication, ethics, and critical thinking skills so that students enter the legal profession well prepared.

<input checked="" type="checkbox"/> Task
<input type="checkbox"/> View career information at http://www.fscj.edu/careercoach
<input type="checkbox"/> Meet with your advisor each term.
<input type="checkbox"/> Fulfill the Civic Literacy requirement.
<input type="checkbox"/> Satisfy the associate in science degree graduation requirements.

Certification/Licensing

At this time, certification of paralegals/legal assistants remains voluntary in Florida. The Certified Paralegal (CP) credential is recognized in the legal community as representing the highest standard of excellence and professionalism. Students who successfully graduate from the Paralegal Studies (Legal Assisting) program at Florida State College at Jacksonville meet the educational requirements to sit for the CP exam. The exam is administered locally by the National Association of Legal Assistants (NALA). For more information regarding the CP exam, eligibility and fees, please visit the NALA website at <http://nala.org/>.

Advising

(904) 646-2328 or legalstudies@fscj.edu.

Recommended Roadmap

This roadmap provides general guidance about recommended courses. For specific guidance about your individual academic degree plan, please see an advisor. Also refer to the College Catalog for additional information. **Full-time students will refer to the term-by-term recommendations, and part-time students will take courses in the order listed.** A minimum grade of C or higher must be achieved in all professional and paralegal studies courses, as well as courses used to satisfy the general education and civic literacy requirements.

Lists of Professional Law-Related Elective Coursework and Professional Elective Coursework options are available at the end of this document.

Term 1

Transfer students may use CGS 1060C or an acceptable CGS prefix elective in place of CGS 1100C.

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	ENC 1101: English Composition I or ENC 1101C: English Composition I Enhanced or ENC 1102: Writing About Texts	3	Varies	Varies
<input type="checkbox"/>	MAC 1105: College Algebra or higher-level MAC prefix course or MAP 2302: Differential Equations or MGF 1106: Topics in College Mathematics or MGF 1107: Explorations in Mathematics or STA 2023: Elementary Statistics	3-5	Varies	Varies
<input type="checkbox"/>	CGS 1100C: Microcomputer Applications for Business and Economics	3	All	All
<input type="checkbox"/>	BUL 2131: Business Law I: The Legal Environment of Business	3	All	Hybrid, Online
<input type="checkbox"/>	AMH 2020: United States History From 1877 to the Present or POS 2041: American Federal Government	3	Varies	Varies

Term 2

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	BSC 1005: Life in Its Biological Environment or BSC 2010C: Principles of Biology I or BSC 2085C: Human Anatomy and Physiology I or AST 1002: Introduction to Astronomy or CHM 1020: Chemistry for Liberal Arts or CHM 2045C: General Chemistry and Qualitative Analysis I or ESC 1000: Earth and Space Science or EVR 1001: Introduction to Environmental Science or PHY 1020C: Physics for Liberal Arts with Laboratory or PHY 2048C: Physics I With Calculus or PHY 2053C: General Physics I	3-4	Varies	Varies
<input type="checkbox"/>	SPC 2017: Introduction to Speech Communications or SPC 1065: Speech Communication for Business and the Professions or SPC 2608: Fundamentals of Public Speaking	3	Varies	Varies
<input type="checkbox"/>	ARH 2000: Art in the Humanities or PHI 2010: Philosophy in the Humanities or MUL 2010: Music in the Humanities or LIT 2000: Literature in the Humanities or HUM 2020: Topics in the Humanities or THE 2000: Theatre in the Humanities	3	Varies	Varies
<input type="checkbox"/>	PLA 1003: Introduction to Paralegal Studies	3	All	Hybrid

<input checked="" type="checkbox"/>	Course: Course Title	Term 3	Credit	Terms	Available
<input type="checkbox"/>	PLA 1104: Legal Research and Writing I	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities	
<input type="checkbox"/>	PLA 2273: Tort Law	3	All	Online	
<input type="checkbox"/>	PLA 2600: Wills, Trusts and Estates	3	All	Online	
<input type="checkbox"/>	PLA 2610: Real Estate Law	3	All	Online	
<input type="checkbox"/>	PLA 2800: Family Law	3	All	Online	
<input type="checkbox"/>	PLA 2114: Legal Research and Writing II	4	Fall, Spring	Hybrid	

Important for You to Know

This academic roadmap does not include developmental education courses in reading, writing, and/or mathematics that you may be required to take. Students who place into developmental education courses are required to complete designated developmental education courses with a grade of C or higher regardless of program of study. In addition, it does not include MAT 1033: Intermediate Algebra, which, for many students, is a prerequisite course for MAC 1105.

Record of Conviction of a Crime

Most governmental agencies, including the Public Defender's Office and State Attorney's Office, as well as some law firms, require students to undergo drug screening and criminal background checks prior to internships or employment. Students whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to opportunities at these locations. Students should be aware that some of the professional paralegal organizations may deny membership due to certain criminal convictions. Membership in such organizations is strictly voluntary.

Internships

The program culminates in a professional internship during the student's last semester in the program. With approval from the Instructional Program Manager, a student may enroll in the Internship course, which will consist of classroom activities and an internship of a minimum 180 hours at a law-related office. For those students who are unable to complete an internship due to circumstances, the program has developed an alternative course, Simulated Law Office Experience: The Paralegal Studies Capstone. The alternative course is not ideally suited for everyone and cannot fully replace the valuable experience of an internship. Students are encouraged to participate in the internship when feasible.

Term 4

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	Professional Law-Related Elective	3	Fall, Spring	Varies
<input type="checkbox"/>	Professional Law-Related Elective	3	Fall, Spring	Varies
<input type="checkbox"/>	PLA 2732: Technology in the Law Office	3	Fall, Spring	Hybrid
<input type="checkbox"/>	Professional Elective	3-4	Varies	Varies

Term 5

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	PLA 2200: Litigation	3	Fall, Spring	Hybrid
<input type="checkbox"/>	PLA 2949: Internship or PLA 2944: Simulated Law Office Experience: The Paralegal Studies Capstone	3	Varies	On-Campus, Online

Total Program Credit Hours

The Paralegal Studies (Legal Assisting) A.S. degree program requires a **minimum of 64 credit hours**. Total program hours may vary based on the student's individual degree plan. Please see an advisor for individual guidance.

Professional Law-Related Elective Coursework

Minimum Credit Hours: 6

Note: Students must request permission from the Program Manager to enroll in PLA 2944.

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	Any course with a PLA prefix	3	Varies	Varies
<input type="checkbox"/>	PLA 1303: Criminal Law and Procedure for Paralegals	3	Spring	Online
<input type="checkbox"/>	PLA 1423: Contract Law	3	Varies	Online
<input type="checkbox"/>	PLA 1933: Selected Topics in Paralegal Studies	3	Varies	Online
<input type="checkbox"/>	PLA 2241: Alternative Dispute Resolution	3	Fall	Online
<input type="checkbox"/>	PLA 2465: Debtor/Creditor Law	3	Spring	Online
<input type="checkbox"/>	PLA 2763: Law Office Procedures	3	Varies	Online
<input type="checkbox"/>	PLA 2880: Constitutional Law	3	Fall	Online
<input type="checkbox"/>	PLA 2944: Simulated Law Office Experience: The Paralegal Studies Capstone	4	All	Online
<input type="checkbox"/>	PLA 2950: Certified Paralegal Exam Review	3	All	Hybrid

Program Learning Outcomes

Upon completing this program, students will be able to demonstrate proficiency in the following program learning outcomes:

- draft correspondence proficiently, utilizing appropriate format and grammar;
- draft legal documents proficiently, utilizing appropriate format, content, and grammar, given a set of facts;
- proficiently and accurately conduct legal research, given a factual scenario;
- identify, analyze, and resolve law-related ethical issues, given a fact scenario;
- demonstrate effective oral communication skills;
- proficiently and accurately utilize basic law-related technology and software; and
- demonstrate sound judgment and analytical/critical thinking skills.

Professional Elective Coursework Options

Minimum Credit Hours: 3

Students should consult the online class schedules for the terms offered and available modalities.

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	Any course with the following prefix: ACG, ASL, CCJ, CJL, FRE, GER, MAN, MAR, OST or SPN	3	Varies	Varies
<input type="checkbox"/>	ACG 2021: Financial Accounting	3	All	All
<input type="checkbox"/>	ASL 1140: American Sign Language I	4	Varies	Varies
<input type="checkbox"/>	BSC 1005: Life in Its Biological Environment	3	Varies	Varies
<input type="checkbox"/>	BSC 2010C: Principles of Biology I	4	Varies	Varies
<input type="checkbox"/>	BSC 2020C: Human Biology	4	Varies	Varies
<input type="checkbox"/>	BSC 2050: Biology of Environmental Systems	3	Varies	Varies
<input type="checkbox"/>	BSC 2085C: Human Anatomy and Physiology I	4	Varies	Varies
<input type="checkbox"/>	CCJ 1020: Introduction to Criminal Justice	3	All	Online
<input type="checkbox"/>	ENC 2210: Technical Report Writing	3	All	Varies
<input type="checkbox"/>	FRE 1120: French I	4	Varies	Varies
<input type="checkbox"/>	GER 1120: German I	4	Varies	Varies
<input type="checkbox"/>	HSC 1531: Medical Terminology (for Health Professions)	3	Varies	Varies
<input type="checkbox"/>	MAN 2021: Principles of Management	3	All	Hybrid, Online
<input type="checkbox"/>	MAN 2043: Quality Management	3	All	Online
<input type="checkbox"/>	MAN 2125: Supervision and Performance Improvement	3	All	Online
<input type="checkbox"/>	MAN 2582: Introduction to Project Management	3	All	Hybrid, Online
<input type="checkbox"/>	MAR 2011: Principles of Marketing	3	All	Hybrid, Online
<input type="checkbox"/>	OST 1100: Keyboarding/Introduction to Word Processing	3	All	Online
<input type="checkbox"/>	OST 1355: Introduction to Information and Records Management	3	Spring	Online
<input type="checkbox"/>	OST 1384: Introduction to Customer Service	3	All	Online
<input type="checkbox"/>	OST 1581: Professional Development in the Work Environment	3	All	Online
<input type="checkbox"/>	OST 2335: Applied Business Communications	3	All	Online
<input type="checkbox"/>	OST 2501: Office Systems Management	3	Fall, Spring	Online
<input type="checkbox"/>	OST 2771: Word Processing I	3	Fall, Summer	Online
<input type="checkbox"/>	SPN 1120: Spanish I	4	Varies	Varies