

About the Program

The Advanced Technical Certificate (A.T.C.) in Paralegal Studies educates, trains, and develops students for careers as paralegals and legal assistants. For more information about this program, visit fscj.edu/academics/programs/certs/4104.

Note: If you are considering employment in a state other than Florida, please visit fscj.edu/academics/license-disclose to determine if this program will meet the selected state's educational requirements to sit for licensure or certification testing.

Program Requirements

This program requires a **minimum of 22 credit hours**. Total program hours may vary based on the student's individual academic degree plan. This program is **not eligible** for financial aid.

Students in this certificate program **are not required** to complete math courses unless they are listed as part of the certificate program. Related programs suggest a **Mathematical Thinking in Context math pathway**.

Application Procedure

This is a Limited Access program. Only students who meet the criteria below are eligible to be admitted. All others may consider the A.S. in Paralegal Studies program option.

Applicants must submit an application for admission into A.T.C. in Paralegal Studies program. The following criteria apply:

- ☐ Applicants must have graduated with at least a bachelor's degree from a regionally accredited college or university.
- ☐ Applicants must have a 2.0 overall grade point average.

Technical Certificate Graduation Requirements

- ☐ Fulfill all academic requirements for the chosen program of study as outlined in the Florida State College at Jacksonville catalog and curriculum.
- ☐ Earn minimum prescribed semester hours for the chosen program of study with a cumulative grade point average of 2.0 (C) on a 4.0 scale on all courses that apply to the chosen program of study.
- ☐ Complete a minimum of 25 percent of the total hours required for the program in residence at Florida State College at Jacksonville. Credit by examination and credit for prior learning do not count toward this residency requirement.
- ☐ Fulfill all obligations, financial or otherwise, to the College before graduating.

Catalog Year

This document is prepared for students with a **2025-26 College Catalog year** who have not tested into developmental education courses. **Students who enter under the 2025-26 catalog** will be assigned to the degree or certificate requirements in effect during the 2025-26 academic year. The student's assigned catalog year will remain in effect as long as the student maintains continuous enrollment. Changes to requirements as mandated by law or by rule of the District Board of Trustees may supersede this provision.

To maintain continuous enrollment, a student must have registration for, and successful completion of, at least one course within a three-term period. After three consecutive terms of no enrollment, the student will be discontinued from the current program of study and will need to apply to FSCJ to reenter under the same program of study. Upon readmission, the student will be assigned to the current catalog of record in the chosen program.

Curriculum

Terms Offered are subject to change. Please verify course availability at fscj.edu/schedules. Prior to enrolling in classes, please meet with an advisor for specific guidance about your individual academic degree plan.

All courses in this program must be completed with a grade of C or higher.

Students must have permission from the program manager to enroll in PLA 2949 and PLA 2944. PLA 2949 must be taken in the final semester of the program, and students may take a maximum of 12 credit hours in that semester.

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| ☐ PLA 1003 - Introduction to Legal Studies, Credit Hours: 3. Terms Offered: TBA. | Grade Earned: _____ |
| ☐ PLA 1104 - Legal Research and Writing I, Credit Hours: 3. Terms Offered: TBA. | Grade Earned: _____ |
| ☐ PLA 2732 - Technology in the Law Office, Credit Hours: 3. Terms Offered: TBA. | Grade Earned: _____ |
| ☐ PLA 2114 - Legal Research and Writing II, Credit Hours: 4. Terms Offered: TBA. | Grade Earned: _____ |
| ☐ Professional Law-Related Elective, Credit Hours: 3. Terms Offered: TBA. | Grade Earned: _____ |
| ☐ PLA 2200 - Litigation, Credit Hours: 3. Terms Offered: TBA. | Grade Earned: _____ |
| ☐ <i>Select from:</i> | |
| PLA 2949 - Internship, Credit Hours: 3. Terms Offered: TBA. | |
| or PLA 2944 - Simulated Law Office Experience: The Paralegal Studies Capstone, Credit Hours: 3. Terms Offered: TBA. | |
| or PLA 2950 - Certified Paralegal Exam Review, Credit Hours: 3. Terms Offered: TBA. | Grade Earned: _____ |

Course Requirements

Prerequisites, corequisites, and conditions for any course are subject to change. Students must meet the prerequisite and corequisite requirements of any course at the time the student attempts to register for that course. If you have questions about the prerequisites, corequisites, or conditions for a course, please contact any academic advisor.

Professional Courses

Complete either PLA 2949 or PLA 2944 or PLA 2950 and complete all other listed courses.

PLA 1003 - Introduction to Legal Studies Credit Hours: 3. **Prerequisite(s):** ENC 1101 or ENC 1101C each with a grade of C or higher. **Corequisite(s):** ENC 1101 or ENC 1101C. **Conditions:** Students may take PLA 1003 after successful completion of ENC 1101 or ENC 1101C or during the same semester as ENC 1101 or ENC 1101C. **Terms Offered:** TBA.

PLA 1104 - Legal Research and Writing I Credit Hours: 3. **Prerequisite(s):** ENC 1101 or ENC 1101C and PLA 1003 (each with a grade of C or higher). **Corequisite(s):** PLA 1003. **Conditions:** Students may take PLA 1104 after successful completion of PLA 1003 or during the same semester as PLA 1003. **Terms Offered:** TBA.

PLA 2114 - Legal Research and Writing II Credit Hours: 4. **Prerequisite(s):** ENC 1101 or ENC 1101C, ENC 1102, PLA 1003, and PLA 1104 (each with a grade of C or higher). **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

PLA 2200 - Litigation Credit Hours: 3. **Prerequisite(s):** PLA 1003, PLA 1104, and PLA 2273 (each with a grade of C or higher). **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

PLA 2732 - Technology in the Law Office Credit Hours: 3. **Prerequisite(s):** PLA 1003 (with a grade of C or higher) and CGS 1100C (or equivalent). **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

PLA 2949 - Internship Credit Hours: 3. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This is a held class and needs permission from the Program Manager to enroll. Students take this course in their final semester of the program, with a maximum of twelve credit hours total in that semester. **Terms Offered:** TBA.

PLA 2944 - Simulated Law Office Experience: The Paralegal Studies Capstone Credit Hours: 3. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** This is a held class and needs permission from the Program Manager to enroll. Students have the option of this course or the internship. Students may choose this course as a paralegal elective as well. **Terms Offered:** TBA.

PLA 2950 - Certified Paralegal Exam Review Credit Hours: 3. **Prerequisite(s):** None. **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

Professional Law-Related Elective Courses

Complete one of the following courses.

PLA 1003 - Introduction to Legal Studies Credit Hours: 3. **Prerequisite(s):** ENC 1101 or ENC 1101C each with a grade of C or higher. **Corequisite(s):** ENC 1101 or ENC 1101C. **Conditions:** Students may take PLA 1003 after successful completion of ENC 1101 or ENC 1101C or during the same semester as ENC 1101 or ENC 1101C. **Terms Offered:** TBA.

PLA 1423 - Contract Law Credit Hours: 3. **Prerequisite(s):** BUL 2131 or PLA 1003 with a grade of C or higher. **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

PLA 2241 - Alternative Dispute Resolution Credit Hours: 3. **Prerequisite(s):** BUL 2131 or PLA 1003. **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

PLA 2273 - Tort Law Credit Hours: 3. **Prerequisite(s):** ENC 1101 or ENC 1101C and PLA 1003 (each with a grade of C or higher). **Corequisite(s):** PLA 1003. **Conditions:** None. **Terms Offered:** TBA.

PLA 2465 - Debtor/Creditor Law Credit Hours: 3. **Prerequisite(s):** BUL 2131 or PLA 1003. **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

PLA 2600 - Wills, Trusts and Estates Credit Hours: 3. **Prerequisite(s):** PLA 1003 and PLA 1104 (each with a grade of C or higher). **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

PLA 2610 - Real Estate Law Credit Hours: 3. **Prerequisite(s):** PLA 1003 and PLA 1104 (each with a grade of C or higher). **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

PLA 2763 - Law Office Procedures Credit Hours: 3. **Prerequisite(s):** PLA 1003 (with a grade of C or higher). **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.

PLA 2800 - Family Law Credit Hours: 3. **Prerequisite(s):** PLA 1003 and PLA 1104 (each with a grade of C or higher). **Corequisite(s):** PLA 1104. **Conditions:** Students may take PLA 2800 after successful completion of PLA 1104 or during the same semester as PLA 1104. **Terms Offered:** TBA.

PLA 2880 - Constitutional Law Credit Hours: 3. **Prerequisite(s):** PLA 1003 (with a grade of C or higher). **Corequisite(s):** None. **Conditions:** None. **Terms Offered:** TBA.