

## **Associate of Science in Paralegal Studies Program Code 2172**

**Program Description:** The Associate of Science degree in Paralegal Studies (Legal Assisting) is a program designed for students seeking a career in a law-related field as a paraprofessional. The program is approved by the American Bar Association (ABA). Upon successful completion of this program, a student will be able to work under the supervision of an attorney and perform many vital functions as a paralegal. Paralegals may be responsible for interviewing, investigation, research, document preparation, and other tasks. They cannot, however, engage in the actual practice of law by doing such activities as giving legal advice, setting fees, negotiating, or representing clients in court. Paralegals work in law firms, legal departments of major corporations, government agencies (federal, state and local), real estate departments of large businesses, trust departments of banks, brokerage houses, and insurance companies.

**Career Pathway:** Business

**Program Entrance Requirements:** HS Diploma or GED

### **Additional Program Information:**

#### *Transfer Credits*

Broward College's Paralegal Studies Program honors credits for courses taken at other institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education, participate in the Florida statewide course numbering system, and are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to legal specialty courses offered at Broward College. All other legal specialty courses that are completed and transcribed from either an accredited institution or an ABA-approved program will be evaluated by the Program Manager for specific course equivalencies and how accepted credit(s) will be applied toward specific degree requirements. No student shall be awarded credit for legal specialty courses by exam or experiential learning.

#### *Program Graduation Requirements*

- Meet BC's graduation requirements as listed in the Academic Programs and Graduation Requirements section of the College Catalog.
- Completion of 64 semester credit hours curriculum plan listed below with a degree GPA of 2.0 or higher.
- Complete all courses with a grade of "C" or higher.
- At least 25% of the total credits for the Associate of Science Degree in Paralegal Studies must be earned at Broward College, of which at least 12 credit hours must comprise Broward College legal specialty courses.

#### *Internships*

The Paralegal Studies Program offers the possibility of participating in an internship as a Program elective. For specific information, please contact the Program Manager or a Program advisor.

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**Location(s):** While most of the program can be completed at any BC location, the Paralegal Studies (PLA) courses are only offered at the Judson A. Samuels South Campus and the North Campus. Please consult the course schedule for specific semester locations.

**Contact information:** Program contact information can be found at <http://www.broward.edu/academics/programs/paralegalstudies/Pages/default.aspx>

**Related Industry Certifications:** Upon completing this program, graduates will be eligible to sit for the following industry certifications:

- The Certified Paralegal Exam (CP exam) through the Association of Legal Assistants/Paralegals (NALA)
- The Paralegal CORE Competency Exam (PCCE) through the National Federation of Paralegal Associations (NFPA)

**Related Programs at Broward College:** N/A

<b>General Education Credit Hours</b>		<b>18</b>	PLA1201	Civil Litigation	3
ENC1101	Composition I	3	PLA1303	Criminal Litigation	3
PSY2012	General Psychology or		PLA1435	Corporations	3
SYG2000	Principles of Sociology	3	PLA1600	Probate Practice	3
SPC1608	Public Speaking	3	PLA1610	Procedures for Real Estate	
	Biological/Physical Science	3		Title Closing	3
	Mathematics	3	PLA1800	Domestic Relations	3
	Humanities	3	PLA1841	Immigration Law	3
			PLA2114	Legal Writing and Drafting	3
<b>Core Requirements Credit Hours</b>		<b>46</b>	PLA2466	Debtor/Creditor Relations	3
CGS1060C	Computer and Internet Literacy	3	PLA2762C	Paralegal Office Systems	3
OST1103C	Basic Keyboarding I	1	Elective*	Paralegal Studies Elective	3
BUL2241	Business Law I	3			
PLA1003	Intro to Paralegal Studies	3			
PLA1104	Law Library	3			
				<b>Total Program Credit Hours</b>	<b>64</b>

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**Recommended Course Sequencing**

**First Year Term I**

ENC1101	English Composition I	3
CGS1060C	Computer and Internet Literacy	3
BUL2241	Business Law I	3
PLA1003	Introduction to Paralegal Studies	3
PLA1104	Law Library	3
<b>Total Term Credits Hours</b>		<b>15</b>

**First Year Term II**

SPC1608	Public Speaking	3
PLA1303	Criminal Litigation	3
PLA1435	Corporations	3
PLA1201	Civil Litigation	3
PLA2114	Legal Writing and Drafting	3
<b>Total Term Credits Hours</b>		<b>15</b>

**First Year Term III**

OST1103C	Basic Keyboarding I	1
GE Course	General Education Humanities	3
<b>Total Term Credits Hours</b>		<b>4</b>

**Second Year Term I**

Elective*	Paralegal Studies Elective	3
PLA1841	Immigration Law	3
PLA2762C	Paralegal Office Systems	3
PLA1610	Procedures for Real Estate Title Closing	3
PSY2012	General Psychology or	
SYG2000	Principles of Sociology	3
<b>Total Term Credits Hours</b>		<b>15</b>

**Second Year Term II**

PLA1600	Probate Practice	3
PLA1800	Domestic Relations	3
PLA2466	Debtor/Creditor Relations	3
GE Course	General Education Science	3
GE Course	General Education Mathematics	3
<b>Total Term Credits Hours</b>		<b>15</b>
<b>Total Program Credit Hours</b>		<b>64</b>

**Notes:**

\*Program elective – Student may have to take MAT1033 or STA1001 based on placement score. If the student does not need MAT1033 or STA1001, the student must take one of the following approved Paralegal Electives – BUL2242, CJL1062, ECO2013, FIN1100, OST2335, PLA2930, PLA2940, QMB1001, SPN1000.

- Many courses have specific pre-requisite and co-requisite requirements that must be followed. Students are encouraged to consult the Course Information Table for a detailed list of all requisite requirements.

**Students are strongly encouraged to meet with an advisor to create an educational plan.**