

**LEGAL ASSISTING (Paralegal Studies)  
Associate in Science Major Code 2172**

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**Program Description**

The Legal Assisting (Paralegal Studies) Associate in Science Degree, offered at the South and North Campuses, is a program designed for students seeking a career in a law-related field as a paraprofessional. This 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 legal assistant (paralegal). Legal Assistants 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. Legal assistants 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.

**Entrance Requirements**

- HS Diploma or GED
- PERT  
The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college-level coursework. Recent ACT or SAT score may also be used for placement. For more information, see <http://www.broward.edu/testing/>. Students who test into college prep courses must successfully complete all of the required coursework to qualify for graduation.

**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 Legal Assisting must be earned at Broward College, of which at least 12 credit hours must comprise Broward College legal specialty courses.

**General Provisions**

Broward College's Legal Assisting 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 that 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 will be applied toward specific degree requirements. No student shall be awarded credit for legal specialty courses by exam or experiential learning.

For additional information, contact the Program Manager at Judson A. Samuels South Campus, 954-201-8930 or the Business Administration at Judson A. Samuels South Campus 954-201-8933 or the Business Administration office at North Campus, 954-201- 2360.

**First Year Term I**

*ENC 1101	Composition I	3
**CGS 1060C	Computer and Internet Literacy or	
#OST2764	Info/Word Processing	3
BUL 2241	Business Law I	3
*PLA 1003	Introduction to Legal Assisting	3
*PLA 1104	Law Library	3
<b>Total Term Semester Hours</b>		<b>15</b>

**First Year Term II**

*PLA 1303	Criminal Litigation	3
*PLA 1435	Corporations	3
*PLA 2466	Debtor/Creditor Relations	3
*PLA 1201	Civil Litigation	3
*PLA 2114	Legal Writing and Drafting	3
<b>Total Term Semester Hours</b>		<b>15</b>

**First Year Term III, Session II and/or Session III**

<sup>(1)</sup> Humanities/Fine Arts Elective		3
GEB 2430	Business Ethics	1
<b>Total Term Semester Hours</b>		<b>4</b>

**Second Year Term I**

*PLA 1841	Immigration Law	3
OST 2335	Communication in the Workforce	3
ECO 2013	Principles of Economics	3
*PLA 1610	Procedures for Real Estate Title Closing	3
PSY 2012	General Psychology or	
SYG 2000	Principles of Sociology	3
<b>Total Term Semester Hours</b>		<b>15</b>

**Second Year Term II**

SPC 1608	Public Speaking	3
*PLA 1600	Probate Practice	3
*PLA 1800	Domestic Relation Law	3
<sup>(1)</sup> Elective	Mathematics or Science	3
<sup>(2)</sup> Electives or Practicum		3
<b>Total Term Semester Hours</b>		<b>15</b>
<b>Total Program Semester Hours</b>		<b>64</b>

\*Requires a pre- or co-requisite. See course description in this catalog or online at [www.broward.edu](http://www.broward.edu)

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\*\* CGS1060C must be completed within the first 15 hours of Broward College coursework.

#OST 2764C, Info/Word Processing Applications is not transferable to A.A. Degree.

<sup>(1)</sup>Must be a course approved for General Education.

<sup>(2)</sup>Electives are satisfied by taking one (1) of the following courses:

CJL 1062 Constitutional Law	3
MTB 1103 Business Mathematics	3
SPN 1000 Elem. Spanish Conversation	3
*PLA 2930 Selected Topics in Paralegal Studies	3
BUL 2242 Business Law II	3
FIN 1100 Personal Finance or	3
* PLA 2940 Legal Assisting Practicum	3