

Paralegal Studies (Legal Assisting) (2299) (A.S.)

RECOMMENDED ROADMAP

This Roadmap is a recommended way to complete this program of study. Course availability is subject to change. In some cases a specific course is shown, but there are other options available. To review and consider other courses, see the note at the bottom of this page. Part-time students should refer to the Recommended Course Sequence list. Consult a Student Success Advisor or the Program Manager before creating your actual Academic Degree Plan and refer to the [FSCJ Catalog](#) for more information.

1st Term

Course ID	Course Title	Credit Hours	Grade Earned
1* ENC 1101	English Composition I	3	
2* MGF 1106	Topics in College Mathematics	3	
CGS 1100	Microcomputer Applications for Business and Economics	3	
BUL 2131	Business Law I – The Legal Environment of Business	3	
2* INP 1390	Human Relations in Business and Industry	3	

Term Total = 15

3rd Term

Course ID	Course Title	Credit Hours	Grade Earned
PLA 2273	Tort Law	3	
PLA 2600	Wills, Trust, and Estates	3	
PLA 2610	Real Estate Law	3	
PLA 2800	Family Law	3	
3* See Note Below	Choose 1 Professional Law-Related Elective	3	

Term Total = 15

5th Term

Course ID	Course Title	Credit Hours	Grade Earned
PLA 2200	Litigation	3	
4* PLA 2949 or PLA 2944	Internship or Simulated Law Office Experience: The Paralegal Studies Capstone	3	

Term Total = 6

2nd Term

Course ID	Course Title	Credit Hours	Grade Earned
ENC 1102	Writing About Texts	3	
2* SPC 2065	Speech Communication for Business and the Professions	3	
2* PHI 2603	Introduction to Applied Ethics	3	
PLA 1003	Introduction to Paralegal Studies	3	
PLA 1104	Legal Research and Writing I	3	

Term Total = 15

4th Term

Course ID	Course Title	Credit Hours	Grade Earned
3* Choose 1	Professional Law-Related Elective	3	
PLA 2114	Legal Research and Writing II	3	
PLA 2730	Computer Assisted Legal Research	1	
PLA 2732	Technology in the Law Office	3	
3* See Note Below	Choose 1 Professional Elective	3	

Term Total = 13

Total Credit Hours = 64

Program Notes:

1* ENC 1101C can be taken in place of ENC 1101. Please speak with an advisor for more information.

2* This is the recommended course but there are other options. See the General Education Requirements at fscj.edu/ge and your degree audit for more information.

3* See the professional and professional law-related elective options on the next page or in the catalog at fscj.edu/2299.

4* Students have the option of the Internship or Simulated Law Office Experience. Students must request permission from the program manager to enroll in either course and discuss which course best fits their career goals and situation. Alternatively, students may choose the simulated law office experience course as an elective.

- **This program cannot be completed entirely online.**
- Beginning Fall Term 2015, if you have earned a bachelor's degree and are interested in the Paralegal Studies program, please contact the program manager to discuss your degree options. You may be eligible to enroll in the Advanced Technical Certificate

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RECOMMENDED COURSE SEQUENCE

This list shows a recommended sequence for completing the courses in this program of study. Course availability is subject to change. Part-time students should use this list to determine which courses to take next that fit their schedule. In some cases a specific course is shown, but there are other options available. To review and consider other courses, see the note on page 1. Consult a Student Success Advisor or the Program Manager before creating your actual Academic Degree Plan and refer to the [FSCJ Catalog](#) for more information.

- **ENC 1101** - English Composition I (Credit Hours: 3) - **Prerequisites:** Satisfactory score on the placement test (for non-exempt students only). **See program note 1*.**
- **MGF 1106** - Topics in College Mathematics (Credit Hours: 3) - **Prerequisites:** Satisfactory score on the placement test (for non-exempt students only, per Senate Bill 1720/State Board Rule 6A-10.0315). **See program note 2*.**
- **CGS 1100** - Microcomputer Applications for Business and Economics (Credit Hours: 3) - **Prerequisites:** None
- **BUL 2131** - Business Law I - The Legal Environment of Business (Credit Hours: 3) - **Prerequisites:** None
- **INP 1390** - Human Relations in Business and Industry (Credit Hours: 3) - **Prerequisites:** Qualify for enrollment in ENC 1101. **See program note 2*.**
- **ENC 1102** - Writing About Texts (Credit Hours: 3) - **Prerequisites:** ENC 1101 or ENC 1101C with a grade of “C” or better.
- **SPC 2065** - Speech Communication for Business and the Professions (Credit Hours: 3) - **Prerequisites:** ENC 1101 or ENC 1101C with a grade of “C” or better. **See prog. note 2***
- **PHI 2603** – Introduction to Applied Ethics (Credit Hours: 3) - **Prerequisites:** ENC 1101 or ENC 1101C with a grade of “C” or better. **See program note 2*.**
- **PLA 1003** - Introduction to Paralegal Studies (Credit Hours: 3) - **Prerequisite:** ENC 1101 or ENC 1101C with a grade of “C” or better. **Corequisites:** ENC 1101 or ENC 1101C with a grade of “C” or better.
- **PLA 1104** - Legal Research and Writing I (Credit Hours: 3) - **Prerequisites:** ENC 1101 or ENC 1101C & PLA 1003 (each with a grade of “C” or better). **Corequisites:** PLA 1003.
- **PLA 2273** - Tort Law (Credit Hours: 3) - **Prerequisites:** Prerequisites: ENC 1101 or ENC 1101C and PLA 1003 (each with a grade of “C” or better). **Corequisites:** PLA 1003.
- **PLA 2600** - Wills, Trusts and Estates (Credit Hours: 3) - **Prerequisites:** PLA 1003 and PLA 1104 (each with a grade of “C” or better).
- **PLA 2610** - Real Estate Law (Credit Hours: 3) - **Prerequisites:** PLA 1003 and PLA 1104 (each with a grade of “C” or better).
- **PLA 2800** - Family Law (Credit Hours: 3) - **Prerequisites:** PLA 1003 and PLA 1104 (each with a grade of “C” or better). **Corequisites:** PLA 1104.
- **Choose 1 Professional Law-Related Elective** (see list below)(Credit Hours: 3)
- **Choose 1 Professional Law-Related Elective** (see list below)(Credit Hours: 3)
- **PLA 2114** - Legal Research and Writing II (Credit Hours: 3) - **Prerequisites:** ENC 1101 or ENC 1101C, ENC 1102, PLA 1003 and PLA 1104 (each with a grade of “C” or better). **Corequisites:** PLA 2730
- **PLA 2730** - Computer-Assisted Legal Research (Credit Hours: 1) - **Prerequisites:** PLA 1104 (with a grade of “C” or better). **Corequisites:** PLA 2114.
- **PLA 2732** - Technology in the Law Office (Credit Hours: 3) - **Prerequisites:** PLA 1003 (with a grade of “C” or better) and CGS 1100 (or equivalent).
- **Choose 1 Professional Elective** (see list below)(Credit Hours: 3)
- **PLA 2200** - Litigation (Credit Hours: 3) - **Prerequisites:** PLA 1003, PLA 1104 and PLA 2273 (each with a grade of “C” or better).
- **PLA 2949** - Internship (Credit Hours: 3) - **Prerequisites:** None. **See program note 4*.**
- **Or PLA 2944** – Simulated Law Office Experience: The Paralegal Studies Capstone (Credit Hours: 3) - **Prerequisites:** None. **See Program note 4*.**

<u>Professional Elective Options (3 credit hours required):</u>	
• ASL 1140 - American Sign Language I (Credit Hours: 4)	• MAR 2011 – Principles of Marketing (Credit Hours: 3)
• BSC 1005 - Life in Its Biological Environment (Credit Hours: 3)	• OST 1100 - Keyboarding/Introduction to Word Processing (Credit Hours: 3)
• BSC 2010C - Principles of Biology I (Credit Hours: 4)	• OST 1108 - Keyboard Skill/Speed Building (Credit Hours: 3)
• BSC 2020C - Human Biology (Credit Hours: 4)	• OST 1336 - Fundamentals of Business Communications (Credit Hours: 3)
• BSC 2050 - Biology of Environmental Systems (Credit Hours: 3)	• OST 1355 - Introduction to Information and Records Management (Credit Hours: 3)
• CCJ 1020 - Introduction to Criminal Justice (Credit Hours: 3)	• OST 1384 - Introduction to Customer Service (Credit Hours: 3)
• HSC 1531 - Medical Terminology (for Health Professions) (Credit Hours: 3)	• OST 1581 - Professional Development in the Work Environment (Credit Hours: 3)
• FRE 1120 - French I (Credit Hours: 4)	• OST 2335 - Applied Business Communications (Credit Hours: 3)
• GER 1120 - German I (Credit Hours: 4)	• OST 2501 - Office Systems Management (Credit Hours: 3)
• ENC 2210 - Technical Report Writing (Credit Hours: 3)	• OST 2771 - Word Processing I (Credit Hours: 3)
• MAN 2021 - Principles of Management (Credit Hours: 3)	• SBM 2000 - Small Business Management (Credit Hours: 3)
• MAN 2043 - Quality Management (Credit Hours: 3)	• SPN 1120 - Spanish I (Credit Hours: 4)
• MAN 2125 - Supervision and Performance Improvement (Credit Hours: 3)	

<u>Professional Law-Related Elective Options (6 Credit Hours Required)</u>
Any course with a PLA prefix
• BUL 2242 - Business Law II (Credit Hours: 3)
• PLA 1933 - Selected Topics in Paralegal Studies (Credit Hours: 3)
• PLA 2241 - Alternative Dispute Resolution (Credit Hours: 3)
• PLA 1303 - Criminal Law and Procedure for Paralegals (Credit Hours: 3)
• PLA 2950 – Certified Paralegal Exam Review (Credit Hours: 3)
• PLA 2944 – Simulated Law Office Experience: The Paralegal Studies Capstone (Credit Hours: 3) See program note 4*.
• PLA 2763 - Law Office Procedures (Credit Hours: 3)
• PLA 2465 - Debtor/Creditor Law (Credit Hours: 3)
• PLA 2880 - Constitutional Law (Credit Hours: 3)
• PLA 1423 - Contract Law (Credit Hours: 3)

Total Credit Hours = 64

To view a list of the General Education Requirements, please visit our online catalog: fscj.edu/ge

CAREER OPTIONS

The American Bar Association (ABA) defines a paralegal/legal assistant as “a person, qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.” Paralegals and legal assistants are not permitted by law to give legal advice, represent clients in court, or set legal fees. Doing so is considered the unauthorized practice of law (UPL) and can result in civil and criminal liability. This A.S. degree program supports these ethical guidelines against the unauthorized practice of law by non-attorneys. Employment opportunities may include private law firms, courthouses, governmental or administrative agencies, nonprofit organizations, corporations and other legal environments.

Florida State College at Jacksonville does not discriminate against any person on the basis of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, pregnancy or genetic information in its programs, activities and employment. For more information, visit the Equal Access/Equal Opportunity page.