

Associate in Science
PARALEGAL STUDIES
 64 Credit Hours

2023 – 2024 Program Planning Worksheet / 2 Year Plan

NOTICE TO STUDENTS: This document is not to be considered an official program of study, rather a worksheet for preliminary planning purposes. Many courses have minimum grade and/or *prerequisite requirements* as outlined in the college catalog. Students should work with a Student Success Coordinator/Advisor in the School of Business and Technology.

Student Name: _____ Student ID Number: _____

PARALEGAL STUDIES, AS DEGREE REQUIREMENTS

AS, Paralegal Studies		Credit Hours	Prerequisite(s)	Offered every term?	Offered online?	Met ✓
ENC 1101 Composition I		3	Varies/See Advisor	Yes	Yes	
ENC 1102 Composition II		3	ENC 1101	Yes	Yes	
General Education Core Natural Science		3	Varies/See Advisor	Yes	Yes	
General Education Core Mathematics		3	Varies/See Advisor	Yes	Yes	
General Education Core Humanities Course		3		Yes	Yes	
General Education Core Social Sciences: POS 2041 American National Government State Board of Education Rule 6A-10.02413		3		Yes	Yes	
TOTAL GENERAL EDUCATION CREDIT HOURS		18				
*Courses specified as Mathematics & Social Sciences should be selected from courses listed in the FSW College Catalog's General Education Program Guide.						
AS, Paralegal Studies Core Requirements		Credit Hours	Prerequisite(s)	Offered every term?	Offered online?	Met ✓
BUL 2241 Business Law		3		Yes	Yes	
CJL 2100 Criminal Law		3		Yes	Yes	
CGS 1100 Computer Applications for Business		3		Yes	Yes	
PLA 1003 Introduction to Paralegal Studies		3		Yes	Yes	
PLA 1103 Legal Research & Writing I		3	ENC 1101	Fall and Spring	Lee Campus	
PLA 2114 Legal Research & Writing II		3	PLA 1103	Fall and Spring	Yes	
PLA 2200 Litigation		3	ENC 1101	Yes	Yes	
PLA 2202 Torts		3	ENC 1101	Fall and Spring	Yes	
PLA 2600 Wills, Trusts, & Probate Administration		3	ENC 1101	Fall and Spring	Yes	
PLA 2610 Real Estate Law & Property		3	ENC 1101	Fall and Spring	Yes	
PLA 2763 Law Office Management		3	ENC 1101	Fall and Spring	Lee Campus	
PLA 2800 Family Law		3	ENC 1101	Fall and Spring	Lee Campus	
PLA 2880 Constitutional Law		3	ENC 1101	Fall and Spring	Lee Campus	
PLA 2942 Paralegal Internship co-requisite**		3	18 credit hours of PLA coursework	Spring ONLY		
PLA 2930 Capstone/Portfolio co-requisite**		1	18 credit hours of PLA coursework; CJL 2100 or BUL 2241	Spring ONLY		
TOTAL CORE CREDIT HOURS		43				
AS, Paralegal Studies Open Elective Requirements		Credit Hours	Prerequisite(s)	Offered every term?	Offered online?	Met ✓
Electives may be taken from any 1000-2000 level courses (SLS 1515 Cornerstone Experience recommended***)		3	Varies	Varies	Varies	
TOTAL ELECTIVE CREDIT HOURS		3				
TOTAL CREDIT HOURS REQUIRED AS, PARALEGAL STUDIES		64				

**PLA 2942 Paralegal Internship and PLA 2930 Capstone/Portfolio are co-requisite courses and must be taken at the same time, after students have satisfied the following prerequisites: "Successful completion of 18 credit hours of AS Paralegal Studies degree core coursework."

OPPORTUNITY:

Successful completion of this program qualifies students to sit for the National Association of Legal Assistants (NALA) Certified Legal Assistant/Certified Paralegal exam (CLA/CP). The program does not qualify students to practice law, sit for the state bar exam, nor act as or represent themselves as lawyers. Paralegals and legal assistants are advised to acknowledge the American Bar Association definition of a paralegal or legal assistant as "a person, qualified by education, training or work experience who is employed or retained by a lawyer, a law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal workforce which a lawyer is responsible."

NOTE: Course sequences provided on the second page are formatted to help ensure the most direct path to program completion. Deviation may add to the overall time to complete the degree, as many courses require prerequisites or are not offered every term.

Graduation:

All program requirements must be met in order to be eligible for graduation. Students must indicate their intention to attend the commencement ceremony, by completing the "Commencement Form" by the published deadline. Make an appointment with a Student Success Coordinator/Advisor to ensure you are on track to graduate.