

## 2015– 2016 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 in the School of Business and Technology.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

### AS DEGREE REQUIREMENTS

General Education Requirements	Credit Hours	AS Met √	Open Elective Requirements	Credit Hours	AS Met √
ENC 1101 Composition I	3		Open Electives may be taken from any 1000 and /or 2000 level courses***	9	
ENC 1102 Composition II	3		GRD 2000 Graduation AS Degree Completion	0	
SPC 1017 Fundamentals of Speech <b>OR</b> SPC 2608 Intro to Public Speaking	3		<b>TOTAL ELECTIVE CREDIT HOURS</b>	<b>9</b>	
Gen Ed Mathematics *	3		<b>Degree Completion Requirements</b>	<b>Credit Hours</b>	<b>AS Met √</b>
Gen Ed Social Sciences *	3		<b>TOTAL CREDIT HOURS AS, PARALEGAL STUDIES</b>	<b>64</b>	
Gen Ed Humanities *	3		**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 prerequisite: <i>“Successful completion of 18 credit hours of AS Paralegal Studies degree core coursework.”</i>		
<b>TOTAL GEN ED CREDIT HOURS</b>	<b>18</b>		*** <b>Recommended Electives:</b> SLS 1515 Cornerstone Experience, PLA 2763 Law Office Management, and PLA 2880 Constitutional Law		
*Courses specified as Mathematics & Social Sciences should be selected from courses listed in the FSW College Catalog’s <b>General Education Program Guide.</b>			<b>Important prerequisite considerations:</b> ENC 1101, Composition I, is a prerequisite for all courses with a PLA prefix except for PLA 1003.		
Paralegal Core Requirements	Credit Hours	AS Met √	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 a 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 work for which a lawyer is responsible.”		
BUL 2241 Business Law (Available Online)	3				
CJL 2100 Criminal Law (Available Online)	3				
CGS 1100 Computer Applications for Business (Available Online)	3				
PLA 1003 Introduction to Paralegal Studies (Available Online)	3				
PLA 1103 Legal Research & Writing I	3				
PLA 2114 Legal Research & Writing II (Available Online)	3				
PLA 2200 Litigation (Available Online)	3				
PLA 2202 Torts (Available Online)	3				
PLA 2600 Wills, Trusts, & Probate Administration (Available Online)	3				
PLA 2610 Real Estate Law & Property (Available Online)	3				
PLA 2800 Family Law	3				
PLA 2942 Paralegal Internship co-requisite**	3				
PLA 2930 Capstone / Portfolio co-requisite**	1				
<b>TOTAL PARALEGAL CORE CREDIT HOURS</b>	<b>37</b>		<b>Notes:</b>		

**2015-2016 Suggested Course Sequencing / 2 Year Plan**

First Year Fall Semester	Credits	Met √	First Year Spring Semester	Credits	Met √	First Year Summer Semester	Credits	Met √
ENC 1101 Composition I	3		ENC 1102 Composition II	3		Gen Ed Mathematics	3	
BUL 2241 Business Law	3		CGS 1100 Computer Applications for Business	3		CJL 2100 Criminal Law	3	
PLA 1003 Introduction to Paralegal Studies	3		PLA 2200 Litigation	3		SPC 1017 Fundamentals of Speech <b>OR</b> SPC 2608 Intro to Public Speaking	3	
Open Elective, Recommended: SLS 1515 Cornerstone Experience	3		PLA 1103 Legal Research & Writing I	3				
<b>Total</b>	<b>12</b>		<b>Total</b>	<b>12</b>		<b>Total</b>	<b>9</b>	

Second Year Fall Semester	Credits	Met √	Second Year Spring Semester	Credits	Met √	Second Year Summer Semester	Credits	Met √
PLA 2114 Legal Research & Writing II	3		PLA 2202 Torts	3		Gen Ed Social Sciences	3	
PLA 2800 Family Law	3		PLA 2600 Wills, Trusts, & Probate Administration	3		Gen Ed Humanities	3	
PLA 2610 Real Estate Law & Property	3		Open Elective Recommended: PLA 2880 Constitutional Law <b>SPRING ONLY*</b>	3		GRD 2000 AS PARA Degree Completion Submit Graduation Application by Deadline	0	
Open Elective Recommended: PLA 2763 Law Office Management <b>FALL ONLY*</b>	3			PLA 2942 Paralegal Internship (3) PLA 2930 Capstone / Portfolio (1)	4			
<b>Total</b>	<b>12</b>		<b>Total</b>	<b>13</b>		<b>Total</b>	<b>6</b>	

**\*Indicates course will be offered ONLY in the term listed**

Unless indicated as "ONLY", courses are scheduled in the terms indicated above and may be offered more frequently.

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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 a 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 work for which a lawyer is responsible."