PARALEGAL STUDIES, ASSOCIATE OF SCIENCE

Program Code: 2172
Career Pathway: Business

Location(s): GE courses for this program are offered at all BC locations. (https://www.broward.edu/about/locations/) 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.

Program Entrance Requirements: HS Diploma or GED

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.

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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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENC1101</td>
<td>COMPOSITION I</td>
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<td>PLA1003</td>
<td>INTRODUCTION TO PARALEGAL STUDIES 1</td>
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<td>BUL2241</td>
<td>BUSINESS LAW I</td>
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<td>LAW LIBRARY/RESEARCH 1</td>
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<td>CRIMINAL LITIGATION 1</td>
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<td>LEGAL WRITING AND DRAFTING 1</td>
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<td>CIVIL LITIGATION 1</td>
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<td>CORPORATIONS 1</td>
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<td>IMMIGRATION LAW 1</td>
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Elective Elective Course 4 3.00
PLA1610C PROCEDURES FOR REAL ESTATE TITLE CLOSING 1 3.00
PLA2762C PARALEGAL OFFICE SYSTEMS 1 3.00
GE Course General Education Humanities Core 3.00
PLA1600C PROBATE PRACTICE 1 3.00
PLA1800C DOMESTIC RELATIONS 1 3.00
PLA2466C DEBTOR/CREDITOR RELATIONS 1 3.00
AMH2020 HISTORY OF THE UNITED STATES SINCE 1877 3.00
or POS2041 NATIONAL GOVERNMENT 3.00
GE Course General Education Science Core 3.00

Total Credits 64

1 These courses have pre-requisites or co-requisites that must be met.
2 Students must satisfy the Digital Literacy requirement by testing out, completing a Credit for Prior Learning portfolio, or passing CGS1060C COMPUTER AND INTERNET LITERACY. Students who test out are required to take an approved elective.
3 The recommended General Education Math is MGF1106 FOUNDATIONS OF MATHEMATICAL REASONING or MGF1107 SURVEY OF MATHEMATICS.
4 Program Electives - PLA2940 PLA PRACTICUM or PLA2930 SELECTED TOPICS IN PARALEGAL STUDIES or any GEB*, MAN*, ECO2013 PRINCIPLES OF MACROECONOMICS or OST2053 SUCCESSFUL JOB SEARCH - If 1-credit is needed after taking a 5-credit math course.

Notes: See General Education course information here (https://catalog.broward.edu/programs-study/aa-general-education-graduation-requirements/).

In accordance with Florida Statute and Florida Administrative Code, students may need to satisfy the Civic Literacy Graduation Requirement. Visit the Civic Literacy Graduation Requirement page at broward.edu/civic-literacy (https://students.broward.edu/resources/civic-literacy/).

Students are strongly encouraged to meet with an advisor (https://students.broward.edu/resources/advising/) to create a personalized educational plan.

Program Highlights
Credit for Prior Learning
Accelerate your path to completion with these options:

- Credit by exam
- Earned industry certifications
- Prior Learning Assessment
- And much more...

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

- 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)

Get an Internship
After completing your first year of coursework make sure to visit Career Services (https://broward.edu/career/) for internship opportunities and helpful tools like virtual job shadow, to help take your career to the next level!

- Get an Internship (http://broward.edu/studentresources/career/Pages/Find-a-job-or-internship.aspx)
- Virtual Job Shadow Tool (http://www.broward.edu/studentresources/career/Pages/default.aspx)

Median Wage and Job Growth Outlook
Broward College has Career Coach (https://www.broward.edu/careercoach/)! It is designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training.

Fund Your Education
This program is Financial Aid (https://www.broward.edu/admissions/financial-aid/) eligible. Scholarships (https://www.broward.edu/admissions/financial-aid/scholarships/) may be available. This program is part of the Career Source Broward ITA List (http://careersourcebroward.com/).
**Program Learning Outcomes**

Graduates from this program will:

- Prove a grasp of substantive legal knowledge in a variety of subject areas.
- Demonstrate effective oral and written communication skills applicable to trial procedures.
- Demonstrate proficiency with real estate substantive law, including application of real property transactions.
- Demonstrate proficiency with probate procedures.