

PARALEGAL STUDIES (LEGAL ASSISTING) (A.S.)

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Delivery Method(s): On-Campus

Location(s): Melbourne

Limited Access: Yes

Program Testing Requirements: Assessment in Reading, Writing, and Math

Academic Community: BUSN

Program Code: LGAS

Classification of Instructional Programs (CIP) Code: 22.0302

Florida Department of Education CIP Code: 1722030200

Paralegal Studies courses are offered in the day and evening on the Melbourne campus. Admission to the Paralegal Studies program is limited.

Program-Specific Admissions Information: This is a limited-access program; student must submit a separate application to the program.

Refer to the [Associate in Science \(A.S.\)](#) page to find information about admission, graduation, general education and other requirements. Students will work with an advisor to determine the courses best suited to their plan of study.

Visit the [program page](#) for more information or call 321-433-5494.

Program of Study

Code	Title	Credit Hours
General Education Courses		
ENC 1101	Composition 1	3
ENC 1102	Composition 2	3
POS 2041	American National Government	3
	Humanities Core Requirement	3
	Mathematics Core Requirement	3
	Natural Science Core Requirement	3
Major Courses		
PLA 1003	Introduction to the Paralegal Field and Legal System	3
PLA 1104	Legal Research	3
PLA 1114	Legal Writing	3
PLA 1611	Property Law	3
PLA 2203	Civil Procedure	3
PLA 2260	Evidence	3
PLA 2308	Criminal Procedure	3
PLA 2762	Law Office Procedures	3
PLA 2763	Law Office Management	3
PLA 2940	Paralegal Internship	4
SPC 2608	Fundamentals of Speech Communication	3
Support Courses		
	Select one of the following:	3
CGS 2100	Microcomputer Applications	
MAT 1033	Intermediate Algebra	

Technical Electives

Choose 9 credits from the following:		9
PLA 1465	Bankruptcy	
PLA 2273	Torts	
PLA 2304	Criminal Law	
PLA 2426	Contracts and Business Entities	
PLA 2601	Wills and Trusts	
PLA 2602	Probate, Trust, and Guardianship Administration	
PLA 2800	Family Law	
REE 1040	Real Estate Principles	

Total Hours: 64

Note: In accordance with Florida Statute and Florida Administrative Code, students must satisfy the [Civic Literacy Graduation Requirement](#).

Additional Information:

- A grade of "C" or higher is necessary in each major course for progression and graduation. Only courses/credits with a grade of "C" or higher may be accepted for transfer (additional requirements may apply).
- Students are required to take a minimum of 10 credit hours of legal specialty courses in traditional format.
- At least 25% of the total credits for the degree must be earned at EFSC of which a minimum of 12 credit hours must be Paralegal Studies major courses.
- Not all courses are offered every semester and are subject to instructor availability. Courses may be cancelled by the college at any time.
- PLA courses have pre-requisites or co-requisites. PLA 2940 Paralegal Internship can only be taken the last full semester prior to graduation from Paralegal Studies Program.

Course Sequence

Below is the recommended sequence for taking courses in this degree. Using this guide and meeting with your assigned advisor each term is the key to successful program completion.

Please note that course prerequisites, including required developmental math, reading, or writing, need to be completed to continue on to the more advanced course. Click on the course number to see the requirements.

Code	Title	Credit Hours
ENC 1101	Composition 1	3
PLA 1003	Introduction to the Paralegal Field and Legal System	3
POS 2041	American National Government	3
	General Specialization Course ¹	3
ENC 1102	Composition 2	3
PLA 1104	Legal Research	3
PLA 2203	Civil Procedure	3
PLA 2763	Law Office Management	3
	Natural Science Core Requirement	3
	Mathematics Core Requirement	3
SPC 2608	Fundamentals of Speech Communication	3
PLA 1114	Legal Writing	3

PLA 2260	Evidence	3
General Specialization Course ¹		3
PLA 1611	Property Law	3
PLA 2308	Criminal Procedure	3
PLA 2762	Law Office Procedures	3
Humanities Core Requirement		3
PLA 2940	Paralegal Internship	4
General Specialization Course ¹		3
Support Course ²		3
Total Hours:		64

¹ Select 9 credits from the General Specialization list on the Program of Study page.

² Select 3 credits from the Support Courses list on the Program of Study page.

Learning Outcomes

1. Differentiate in how state and federal laws are applied in the judicial branch
 - *Core Ability Supported: Communicate Effectively*
2. Analyze a court opinion, including all the key facts, issues, and rules of the case, and the conclusion of the court
 - *Core Ability Supported: Process Information*
3. Prepare a responsive pleading that includes all claims, relevant defenses, and counterclaims.
 - *Core Ability Supported: Communicate Effectively*
4. Demonstrate professional behavior consistent with employer expectations for paralegal
 - *Core Ability Supported: Model Ethical and Civic Responsibility*
5. Assess management of the client funds trust accounts
 - *Core Ability Supported: Process Information*
6. Analyze Federal Rules of Evidence and Florida Rules of Evidence
 - *Core Ability Supported: Think Critically and Solve Problems*
7. Compose pretrial motion using hypothetical fact pattern
 - *Core Ability Supported: Process Information*
8. Ability to complete an eviction from start to finish
 - *Core Ability Supported: Think Critically and Solve Problems*