

ASSOCIATE IN SCIENCE - PARALEGAL STUDIES (LEGAL ASSISTING)

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Delivery Method(s): On-Campus

Location(s): Melbourne

Additional Limited Access Application Process Required: 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

The goal of this program is to educate, train and prepare students for a paralegal career. Our curriculum is carefully developed and emphasizes practical skills and knowledge in both substantive and procedural law that is designed to enhance the student's ability to succeed in the legal profession. During the semester-long internship, students will bridge the gap between classroom learning and real-world legal experience while gaining work-related references and networking opportunities to enhance marketability as a legal professional.

Paralegals work under the supervision of a licensed attorney. Paralegal duties may include legal research; drafting of memoranda, legal forms, and correspondence; client interviews, case investigation and witness interviews; case and practice management; as well as participation in trials. Paralegals work in traditional private law firms, agencies of the state and national government, offices for criminal prosecution and criminal defense, and the legal departments of corporations involved in banking, insurance, real estate, and technology.

The Paralegal Studies program is approved by the American Bar Association (ABA). Graduates of this program are eligible to become certified through successful completion of the certification examination from the National Association of Legal Assistants (NALA).

Note: Paralegals may not provide legal services directly to the public except as permitted by law. Florida prohibits the practice of law by non-lawyers.

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

Refer to the [Associate in Science Degree Programs](#) overview to find information about admission, graduation, general education and other requirements. Students who need technical electives will work with a bachelor's advisor to determine the courses best suited to their plan of study.

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

Specializations: Several EFSC Associate in Science (A.S.) and Bachelor degrees have multiple associated specializations. Students must select one specialization, and will receive the specific A.S./BAS degree only one time. While students may take courses from more than one specialization, the specific degree will be awarded only once.

Program Requirements

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
Specialization		
	Select one specialization from below:	9
	General Specialization	
	Litigation Specialization	
	Transactional Specialization	
Support Courses		
	Select two of the following:	6
CGS 2100	Microcomputer Applications	
MAT 1033	Intermediate Algebra	
SPC 2608	Fundamentals of Speech Communication	
Total Credit Hours		64

- Satisfy the [civic literacy competency](#) requirement

Notes:

- 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.

Learning Outcomes

1. Comprehend the differences 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. Demonstrate professional behavior consistent with employer expectations for paralegal
 - *Core Ability Supported: Model Ethic & Civil Responsibility*
4. Assess management of the client funds trust accounts
 - *Core Ability Supported: Process Information*
5. Analyze Federal Rules of Evidence and Florida Rules of Evidence
 - *Core Ability Supported: Think Critically & Solve Problems*
6. Compose pretrial motion using hypothetical fact pattern
 - *Core Ability Supported: Process Information*
7. Write a responsive pleading
 - *Core Ability Supported: Communicate Effectively*
8. Describe various ways easements are created and terminated
 - *Core Ability Supported: Think Critically and Solve Problems*