



# PARALEGAL STUDIES

## Articulated A.S. to B.S. Career Path

(Valencia Community College's Paralegal Studies Program is approved by the American Bar Association)

As the legal system becomes more and more complex, lawyers are increasingly turning to qualified paralegals to provide essential support services. The paralegal is one of the lawyer's most valuable resources, performing substantive legal work delegated and supervised by that lawyer – including assisting with trial preparation and real estate closings, drafting legal documents, and performing research. Through Valencia's A.S. degree in Paralegal Studies, students will develop a strong background in areas such as civil litigation, real property, business organizations, legal research and legal technology. Valencia's Paralegal students will also gain an understanding of the ethical framework within which they work, and be able to effectively analyze and communicate in these areas. Students will be prepared for employment as lay employees assisting lawyers in firms, banks, corporations, and government agencies in the performance of legal services.

**Note:**

Paralegals cannot give legal advice, represent a client, or provide legal services directly to the public, except as permitted by law.

**Potential Careers**

- Paralegal/Legal Assistant

**Potential Earnings**

\$25,000 - \$35,000 per year

**Contacts****Perspective Students:**

Contact Enrollment Services at [enrollment@valenciacc.edu](mailto:enrollment@valenciacc.edu) or call 407-582-1507.

**Current Students:**

Dr. Carin Gordon  
*Program Director*

East Campus: 407-582-2556  
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Ms. Kathy Fedell  
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East Campus: 407-582-2388  
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Dr. Joe Lynn Look  
*Department Dean*

East Campus: 407-582-2807

For more information, visit our Website at:  
[valenciacc.edu/departments/east/business/paralegal](http://valenciacc.edu/departments/east/business/paralegal)

**A.S. to Bachelor's Degree Career Path...**

Now the A.S. degree has a career path to continue to a Bachelor's degree. All of Valencia's A.S. degrees will transfer into the new B.A.S. program at UCF's regional campuses, as well as other universities. The B.A.S. degree has seven different tracks you can specialize in – and the cool thing is, the specialization you major in does not have to be in the same area as the A.S. degree.

Check it out at [regionalcampuses.ucf.edu/bas](http://regionalcampuses.ucf.edu/bas)

Students may also transfer through a specific program agreement to the University of Central Florida or through a statewide agreement to Florida Gulf Coast University to complete a four-year bachelor's degree in Legal Studies.

**The Internship & Placement Office**

is available to assist you in locating an internship or job resources.

Vertrilla Hunt, *East Campus*: 407-582-2726

Carmen Diaz, *West Campus*: 407-582-1034

Matthew Abalos, *Osceola Campus*: 407-582-4196

For more information, visit: [valenciacc.edu/ipo](http://valenciacc.edu/ipo)

# PARALEGAL STUDIES

## Paralegal Studies with Specializations in: Litigation and/or Transactional

Associate in Science Degree  
(Articulated A.S. to B.S. Career Path)

Valencia's Paralegal Studies Program is approved by the  
American Bar Association.

This program is designed to prepare students to work in the legal field for law firms, banks, corporations, and government agencies in the performance of delegated, substantive legal services under the supervision of a licensed attorney. Students receive instruction in the substantive and procedural law necessary to function in the legal environment under the direction and supervision of attorneys in areas such as civil litigation, real property, legal research and writing, business organizations, and legal technology. Students will understand the ethical framework within which they will work and will be able to analyze and communicate effectively in these areas. Instruction stresses practical applications.

The services paralegals provide include assisting in trial preparation, drafting court pleadings and related documents, performing legal research and informal investigations, preparing real estate documents and assisting in real estate closings, drafting contracts, and maintaining corporate books. Paralegals cannot give legal advice, accept a case, set a fee, or present a case in court and may not provide legal services directly to the public, except as permitted by law.

This program is designed for students who seek immediate employment in the legal environment and who may also decide to transfer as a junior to complete a four-year bachelor's degree in Legal Studies at one of the two Florida public universities to which this degree will transfer. Students may transfer through a statewide agreement to Florida Gulf Coast University (FGCU) or through a specific program agreement to the University of Central Florida (UCF). Additional general education and legal specialty courses will be required in the university program.

In addition, several Florida public universities recently have begun to provide general transfer opportunities for A.S. degree graduates to pursue a bachelor's degree. Information about such opportunities, as well as the options in Legal Studies at FGCU and UCF, may be found in the Introduction to this catalog section and [valenciac.edu/asdegrees/tec.cfm](http://valenciac.edu/asdegrees/tec.cfm). Students who want to continue their education should contact their university of choice.

Students are strongly encouraged to consult a career program advisor in the department office for assistance in determining the best education plan for their career goals.

In addition to credits included in the State of Florida's common course numbering system, Valencia may accept up to nine legal specialty credits from a non-American Bar Association-approved paralegal studies program as credit towards PLA course requirements in the Paralegal Studies A.S. degree. All legal specialty courses transferred into the program must be reviewed and approved by the Paralegal Studies Program Director, in addition to the standard college award of credit process.

Students will select either a Transactional or Litigation specialization. The Transactional specialization provides additional course work

relating to real estate and probate matters, while the Litigation specialization provides additional course work relating to civil court and bankruptcy proceedings.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide in program planning. This is found at [valenciac.edu/asdegrees/crim\\_jus/ps.cfm](http://valenciac.edu/asdegrees/crim_jus/ps.cfm)

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all Mandatory Courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

### FOUNDATION COURSES

Course	Title	Credits
+* <b>ENC 1101</b>	<b>Freshman Composition I</b>	<b>3</b>
<b>POS 2041</b>	<b>U.S. Government</b>	<b>3</b>
* PLA 2003	Introduction to Paralegal Practices and Ethics	3
* PLA 1104	Legal Research and Theory I	3
* PLA 1611	Real Property I	3
* BUL 2241	Business Law I	3
* PLA 2203	Civil Litigation I	3
* PLA 2433	Business Organizations	3
<b>SPC 1608</b>	<b>Fundamentals of Speech</b>	<b>3</b>
	<b>Total Credits</b>	<b>27</b>

### INTERMEDIATE COURSES

Course	Title	Credits
* PLA 2732	Legal Technology	3
* PLA 1730	Computer Assisted Legal Research	1
* BUL 2242	Business Law II	3
* <sup>1</sup> <b>ENC 1102</b>	<b>Freshman Composition II</b> or	
* <b>ENC 1210</b>	<b>Technical Communication</b> or	
OST 1335	Business Communications	3
* <sup>1</sup> ACG 2021	Principles of Financial Accounting or	
APA 1111	Basic Accounting	3
<b>PSY 1012</b>	<b>General Psychology</b>	<b>3</b>
<sup>2</sup> <b>Humanities</b>	<b>(See A.S. Gen Ed Requirement)</b>	<b>3</b>
<sup>3</sup> <b>Science</b>	or	
+* <b>Mathematics</b>	<b>(See A.S. Gen Ed Requirement)</b>	<b>3</b>
	<b>Total Credits</b>	<b>22</b>

### Litigation Specialization

Course	Title	Credits
* PLA 2223	Civil Litigation II	3
* PLA 2465	Debtor-Creditor/Bankruptcy	3
* PLA 1114	Legal Research and Theory II	3
* PLA 2192	Legal Research and Theory III Capstone	3
	Paralegal Studies Elective	3
	<b>Total Credits</b>	<b>15</b>
	<b>Total Degree Credits</b>	<b>64</b>

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

\* This course has a prerequisite; check description in Valencia catalog.

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## Transactional Specialization

Course	Title	Credits
* PLA 2612	Real Property II	3
* PLA 2601	Wills, Trusts and Estate Administration I	3
* PLA 1114	Legal Research and Theory II	3
* PLA 2192	Legal Research and Theory III	3
	Capstone	3
	Paralegal Studies Elective	3
	<b>Total Credits</b>	<b>15</b>
	<b>Total Degree Credits</b>	<b>64</b>

## PARALEGAL STUDIES ELECTIVES

These courses may be used as the Paralegal Studies Elective if not a Specialization requirement.

Course	Title	Credits
* PLA 2223	Civil Litigation II	3
* PLA 2465	Debtor-Creditor/Bankruptcy	3
* PLA 2601	Wills, Trusts and Estate Administration I	3
* PLA 2602	Wills, Trusts and Estate Administration II	3
* PLA 2612	Real Property II	3
* PLA 2800	Family Law	3
* PLA 2930	Selected Topics in Paralegal Studies	3
* PLA 2942	Internship in Paralegal Studies	3
CGS 2100	Computer Fundamentals and Applications	3
CJL 2100	Criminal Law	3
CJL 2102	Criminal Evidence and Procedures	3

## NOTES:

<sup>1</sup> This course is required for students planning to transfer this degree to the University of Central Florida (UCF) and recommended for those transferring to Florida Gulf Coast University (FGCU).

<sup>2</sup> Students planning to transfer to UCF should select from ARH 2050, ARH 2051, HUM 2220, HUM 2223, HUM 2232, HUM 2234, LIT 2110, LIT 2120, MUL 1010, PHI 2010, REL 2000, and THE 1020

<sup>3</sup> Students planning to transfer to UCF should select from AST 1002, BSC 1005, BSC 1050, CHM 1020, ESC 1000, PHY 1053C, PSC 2121, MGF 1106, MAC 1105, MAC 1114, MAC 2233, MAC 2311, MAC 2312, or MAC 2313

PLA prefix program courses are offered only on the East Campus.

General Education courses are in bold print in the course listing.

This A.S. degree is transferable to UCF's regional campuses offering the B.A.S. degree. Check with UCF regional offices for their local campus offerings. The degree may also be transferable to B.A.S. programs offered by USF and Daytona State College. Check with USF and Daytona State College for acceptance of this degree.

Students will be required to take 36 credit hours of General Education courses to earn a Bachelor of Applied Science (B.A. S) degree from UCF.

To graduate from UCF's B.A.S. program, students will also have to fulfill the state's foreign language requirement which is as follows: Two years of the same high school foreign language or two semesters of the same college-level foreign language.

Specialized courses may not be offered every session or on every campus.

+ This course must be completed with a grade of C or better.

\* This course has a prerequisite; check description in Valencia catalog.