

# PARALEGAL STUDIES

## Paralegal Studies with Specializations in:

- Litigation
- Transactional

## Associate in Science Degree (CIP# 1722030200)

(Articulated A.S. to B.A./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.

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 as credit toward 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 <https://valenciacollege.edu/paralegal-studies/>

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.

### Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected meta-major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the *Foundation Courses* on the "Program Requirements" tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

### Potential Careers

- Paralegal
- Legal Assistant

### Salary & Earnings Information

For career information related to this program, please visit O\*Net OnLine (<https://www.onetonline.org/>).

### Contacts

#### Future Students

To learn more about this program, contact Enrollment Services at [enrollment@valenciacollege.edu](mailto:enrollment@valenciacollege.edu) or 407-582-1507 or visit [valenciacollege.edu/paralegal-studies/](https://net1.valenciacollege.edu/future-students/degree-options/associates/paralegal-studies/) (<https://net1.valenciacollege.edu/future-students/degree-options/associates/paralegal-studies/>).

#### Current Students

Contact the Career Program Advisor below for more information.

#### East Campus

Wendy Toscano, Program Chair, East Campus: 407-582-2529  
[wtoscano@valenciacollege.edu](mailto:wtoscano@valenciacollege.edu)

Lisa Larson, Career Program Advisor, East Campus: 407-582-2503  
[llarson9@valenciacollege.edu](mailto:llarson9@valenciacollege.edu)

### Program Requirements

#### Foundation Courses

ENC 1101	FRESHMAN COMPOSITION I <sup>++~</sup>	3
SLS 1122	NEW STUDENT EXPERIENCE	3
POS 2041	U.S. GOVERNMENT <sup>~^</sup>	3
or POS 2112	STATE AND LOCAL GOVERNMENT	
PLA 1003C	INTRODUCTION TO LEGAL PRACTICES AND ETHICS <sup>++</sup>	3
PLA 1611	REAL PROPERTY FUNDAMENTALS <sup>++</sup>	3
PLA 2203	CIVIL LITIGATION FUNDAMENTALS <sup>++</sup>	3
SPC 1608	FUNDAMENTALS OF SPEECH <sup>~</sup>	3
or SPC 1017	INTERPERSONAL COMMUNICATION	
PLA 2433	BUSINESS ORGANIZATIONS <sup>++</sup>	3

Math or Science	See Gen. Ed. Core Requirement <sup>++~</sup>	3
<b>Intermediate Courses</b>		
PLA 1104	LEGAL RESEARCH AND THEORY I <sup>++</sup>	3
PLA 2732C	LEGAL TECHNOLOGY <sup>*</sup>	3
PLA 1730C	COMPUTER-ASSISTED LEGAL RESEARCH <sup>++</sup>	1
BUL 2241	BUSINESS LAW I <sup>*</sup>	3
Humanities	See Gen. Ed. Core or Institutional Requirement <sup>~</sup>	3
PSY 2012	GENERAL PSYCHOLOGY	3
APA 1111C	COLLEGE ACCOUNTING <sup>*</sup>	3
or ACG 2021C	PRINCIPLES OF FINANCIAL ACCOUNTING	
Select one of the following:		3
ENC 1102	FRESHMAN COMPOSITION II <sup>++~</sup>	
OST 1335C	BUSINESS COMMUNICATIONS	
ENC 1210	TECHNICAL COMMUNICATION <sup>*</sup>	
Specialization (see below)		15
<b>Total Credit Hours</b>		<b>64</b>

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

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

~ This is a general education course.

^ POS 2112 will meet the program requirement for both the AS Paralegal Studies and AA General Education degrees.

(GR) Denotes a Gordon Rule course.

## Litigation Specialization

### Program Outcomes

- Research and analyze a legal issue under the supervision of a member of the Bar.
- Draft certain legal documents used in litigation and transactional matters, including bankruptcy and debtor-creditor filings, under the supervision of a member of the Bar.
- Apply the appropriate ethics rules to hypothetical ethical scenarios that may arise in the legal setting under the supervision of a member of the Bar.
- Describe practices and traits required to work effectively in a group or individually under the supervision of a member of the Bar.

PLA 2223	ADVANCED CIVIL LITIGATION <sup>*</sup>	3
PLA 1114	LEGAL RESEARCH AND THEORY II <sup>++</sup>	3
PLA 2192C	LEGAL RESEARCH AND THEORY III <sup>*</sup>	3
PLA 2465C	DEBTOR-CREDITOR/BANKRUPTCY <sup>*</sup>	3
or PLA 2560C	INSURANCE CASE MANAGEMENT FOR PARALEGALS	
Paralegal Studies Elective		3
<b>Total Credit Hours</b>		<b>15</b>

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

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

## Transactional Specialization

### Program Outcomes

- Research and analyze a legal issue under the supervision of a member of the Bar.
- Draft certain legal documents used in litigation and transactional matters, including wills and trust documents, under the supervision of a member of the Bar.
- Apply the appropriate ethics rules to hypothetical ethical scenarios that may arise in the legal setting under the supervision of a member of the Bar.
- Describe practices and traits required to work effectively in a group or individually under the supervision of a member of the Bar.

PLA 2612	ADVANCED REAL PROPERTY <sup>*</sup>	3
PLA 2601C	FOUNDATIONS OF WILLS, TRUSTS, AND ESTATE ADMINISTRATION <sup>++</sup>	3
PLA 1114	LEGAL RESEARCH AND THEORY II <sup>++</sup>	3
PLA 2192C	LEGAL RESEARCH AND THEORY III <sup>*</sup>	3
Paralegal Studies Elective		3
<b>Total Credit Hours</b>		<b>15</b>

### Paralegal Studies Electives

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

PLA 2223	ADVANCED CIVIL LITIGATION <sup>*</sup>	3
PLA 2465C	DEBTOR-CREDITOR/BANKRUPTCY <sup>*</sup>	3
PLA 2560C	INSURANCE CASE MANAGEMENT FOR PARALEGALS	3
PLA 2601C	FOUNDATIONS OF WILLS, TRUSTS, AND ESTATE ADMINISTRATION <sup>*</sup>	3
PLA 2612	ADVANCED REAL PROPERTY <sup>*</sup>	3
PLA 2800C	FAMILY LAW <sup>*</sup>	3
PLA 2930	SELECTED TOPICS IN PARALEGAL STUDIES <sup>*</sup>	3
PLA 2942	INTERNSHIP IN PARALEGAL STUDIES <sup>*</sup>	3
CGS 2100C	COMPUTER FUNDAMENTALS AND APPLICATIONS	3
CJL 2100	CRIMINAL LAW	3
CJL 2102	CRIMINAL EVIDENCE & PROCEDURES	3
MMC 2212	COMMUNICATIONS LAW AND ETHICS	3

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

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

### Notes:

PLA prefix courses are offered on the East Campus

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

Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor's Degree in Business & Organizational Leadership (<http://catalog.valenciacollege.edu/degrees/bachelorofscience/bas/>). Students who wish to continue their education should consult with a Career

Program Advisor to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution for acceptance of this degree.