



# PARALEGAL STUDIES AS DEGREE

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APPLY TO SPC

REQUEST INFO

## PUBLIC SAFETY, PUBLIC POLICY, AND LEGAL STUDIES

Paralegal Studies
Paralegal Studies A.A. Transfer Plan
<b>Paralegal Studies A.S. Degree</b>
Paralegal Studies B.A.S. Degree
Paralegal Studies Bachelor's Certificate
Public Policy and Administration
Public Safety

## START WITH YOUR ASSOCIATE IN SCIENCE DEGREE, FINISH WITH A BACHELOR'S - ALL AT SPC

The Associate in Science Paralegal Studies program at SPC trains you for a career as a legal assistant or paralegal in law firms, governmental entities and corporate legal departments. Our A.S. degree prepares you for certification through the National Association of Legal Assistants (NALA) and transfers to SPC's [Paralegal Studies BAS degree](#), which is the only public baccalaureate program in Paralegal Studies in Florida approved by the American Bar Association.

### YOU WILL TAKE CLASSES IN 6 AREAS, INCLUDING:

- Estate and Guardianship Administration
- Corporations
- Real Estate
- Family Law
- Civil Litigation
- Criminal Litigation.

### APPROVED BY THE ABA

All of SPC's paralegal programs are approved by the American Bar Association.

CAREER INFO | SKILLS | **COURSES** | SCHOLARSHIPS | FAQs | DEGREE PROGRESSION

## PARALEGAL STUDIES ASSOCIATE IN SCIENCE

LEGAL-AS

Effective Beginning Catalog Term: Fall 2022 (610)

VIEW PROGRAM REQUIREMENTS

The requirements shown below are valid beginning Fall 2022 (610), and may not reflect degree requirements for current students. Current students should visit [My SPC](#) and view *My Learning Plan* to see specific degree requirements for their effective term.

### PROGRAM SUMMARY

(Transferable to Paralegal Studies BAS degree at SPC)

The goal of this program is to train students for entry-level employment as legal assistants (paralegals) in law firms, governmental entities and corporate legal departments. Paralegals work under the supervision of attorneys to provide non-clerical professional support in the delivery of legal services to clients and the community. Paralegals are not licensed to practice law. Graduates are prepared to assist in interview and investigation, legal research, discovery and litigation support and design and development of new procedures. Courses emphasize the following practice areas: Civil Litigation; Criminal Litigation; Family Law; Wills, Trusts, and Estates; Business Organizations; and Real Estate Transactions.

Legal Specialty courses are offered only at night and not every course is offered every semester. Program is directed from the Clearwater campus with a majority of the classes held at the Clearwater Campus. The SPC Paralegal Studies Program is approved by the American Bar Association.

Students entering the program are encouraged to attend a special orientation held each session for new and interested students. Computer skills are essential for employability and should be acquired early in the program.

## GRADUATION REQUIREMENTS

Minimum grade of "C" required in all support and major courses.

### AS GENERAL EDUCATION REQUIREMENTS

#### COMMUNICATIONS - COMPOSITION- CORE

Complete 3 credits from the approved General Education Composition I coursework. Minimum grade of "C" required. This requirement must be completed within the first 24 credits of coursework toward the AS degree. 3

### AS GENERAL EDUCATION REQUIREMENTS

#### COMMUNICATIONS - LITERATURE

Complete 3 credits from the approved General Education Composition II/Literature coursework. Minimum grade of "C" required. This requirement must be completed within the first 36 credits of coursework toward the AS degree. 3

### AS GENERAL EDUCATION REQUIREMENTS

#### SOCIAL AND BEHAVIORAL SCIENCES- CORE

Complete 3 credits from the approved General Education Social and Behavioral Sciences coursework. Minimum grade of "C" required. Completing POS 2041 or POS 2041H or AMH 2020 or AMH 2020H will satisfy the course component of the Civic Literacy Requirement. 3

### AS GENERAL EDUCATION REQUIREMENTS

#### HUMANITIES AND FINE ARTS-CORE

Complete 3 credits from the approved General Education Humanities and Fine Arts coursework. Minimum grade of "C" required. 3

### AS GENERAL EDUCATION REQUIREMENTS

#### MATHEMATICS-CORE

Complete 3 credits from the approved General Education Mathematics coursework. Minimum grade of "C" required. 3

### AS GENERAL EDUCATION REQUIREMENTS

#### ETHICS

Complete 3 credits from the approved General Education Ethics coursework. Minimum grade of "C" required. 3

### AS GENERAL EDUCATION REQUIREMENTS

#### NATURAL SCIENCES - CORE

Complete 3 credits from the approved General Education Science coursework. Minimum grade of "C" required. 3

### AS GENERAL EDUCATION REQUIREMENTS

#### COMPUTER/INFORMATION LITERACY COMPETENCY

Competency may be demonstrated by completing the Computer Information and Literacy Exam (CGS 1070T) OR by successful completion of one of the approved Computer/Information Literacy Competency courses. No minimum credits required.

### AS GENERAL EDUCATION REQUIREMENTS

#### ENHANCED WORLD VIEW

Complete at least one 3-credit course intended to enhance the student's world view in light of an increasingly globalized economy. Minimum grade of "C" required. In some cases, this course may also be used to satisfy another General Education Requirement.

### AS GENERAL EDUCATION REQUIREMENTS

#### CIVIC LITERACY

Competency may be demonstrated by completing at least one course from the approved General Education Civic Literacy coursework below (minimum grade of "C" required) **AND** satisfactory completion of an assessment (exam). This requirement is in compliance with Rule 6A-10.02413 of the Florida Administrative Code.

<a href="#">POS 2041</a>	American National Government	3
<a href="#">POS 2041H</a>	Honors American National Government	3
<a href="#">AMH 2020</a>	History of the United States II	3
<a href="#">AMH 2020H</a>	Honors History of the US II	3

## SUPPORT COURSES

### FINANCIAL ACCOUNTING (COMPLETE 3 CREDITS)

<a href="#">ACG 2021</a>	Financial Accounting	3
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## MAJOR CORE COURSES

### COMPLETE 40 CREDITS

<a href="#">BUL 2241</a>	Business Law I	3
<a href="#">PLA 1003</a>	Introduction to Paralegalism	3
<a href="#">PLA 1104</a>	Legal Research and Writing	3
<a href="#">PLA 1361</a>	Techniques of Interview and Investigation	3
<a href="#">PLA 1730</a>	Computerized Legal Research	1
<a href="#">PLA 1763</a>	Law Office Practice and Technology	3
<a href="#">PLA 2114</a>	Advanced Legal Research	3
<a href="#">PLA 2201</a>	Civil Law and Procedure	3
<a href="#">PLA 2304</a>	Criminal Law and Procedure	3
<a href="#">PLA 2433</a>	Business Organizations	3
<a href="#">PLA 2600</a>	Wills, Estates, Trusts, & Probate Administration	3
<a href="#">PLA 2610</a>	Real Estate Transactions	3
<a href="#">PLA 2800</a>	Family Law	3
<a href="#">PLA 2940</a>	Legal Assistant Seminar and Work Experience	3

**TOTAL CREDITS:**

**64**

## ACADEMIC PATHWAYS

The Academic Pathway is a tool for students that lists the following items:

- the recommended order in which to take the program courses
- suggested course when more than one option exists
- which semester each course is typically offered
- if the course has a prerequisite
- courses that may lead to a certificate (if offered in the program)

If you are starting the program this term,

[VIEW THE RECOMMENDED ACADEMIC PATHWAY](#)

If you have already started the program,

[VIEW THE ARCHIVED ACADEMIC PATHWAYS](#)

Please verify the Academic Pathway lists your correct starting semester.

## PROGRAM LEADERSHIP INFORMATION

Dr. Susan Demers  
Dean  
727.791.2501

### FLORIDA CIP CODE

1722030200: ()

### FEDERAL CIP CODE

22.0302: Legal Assistant/Paralegal.