

**ASSOCIATE OF SCIENCE (A.S.)
LEGAL ASSISTING**

*Florida CIP: 1722030200 SF Program Code: 3707
2017-2018*

Business Programs

Sequencing for Full-time Students:

Term 1 (Fall)	Term 2 (Spring)	Term 3 (Summer)	Term 4 (Fall)	Term 5 (Spring)
ENC1101 College Composition (3)	OST2712 Word Processing/ Keyboarding 2 (3)	ENC2210 Technical Communications (3)	PLA2800 Family Law (pre-req - PLA1003) (3) -- FALL ONLY --	PLA2600 Wills, Trusts, & Probate Administration (pre-req - PLA1003) (3)
CGS1101 Microsoft Office Applications (3)	OST2853 Spreadsheets and Database Management (3) -- SPRING ONLY --	PLA2273 Torts (pre-req - PLA1003) (3) -- SUMMER ONLY --	OST2792 Internet for Office Professionals (3)	OST2401 Office Administration (3)
*PLA1003 Introduction to Legal Technology (co-req - CGS1101) (3)	BUL2137 Employment Law (3)	Choose one: MAC1105 MGF1106 MGF1107 (3)	PLA2201 Litigation Procedures (pre-req - PLA1003) (3) -- FALL ONLY --	PLA1104 Legal Writing & Research (pre-req - PLA1003) (3)
BUL2241 Business Law (3)	Social Science – Choose one: AMH2010, AMH2020, POS2041, PSY2012, or SYG2000 (3)	OST2796 Emerging Business (summer only) (3)	PLA2610 Real Estate Law & Property Transactions (pre-req - PLA1003) (3) -- FALL ONLY --	**PLA2940 Legal Internship (3) **AVAILABLE IN SPRING SEMESTERS ONLY. SEE NOTE BELOW.
OST2711 Word Processing/ Keyboarding 1 (3)	LIS1002 Library Online Resources (1)	OST1793 Internet /Web Resources (1)	PHI2600 Ethics (3)	
Total Hours 15	Total Hours 13	Total Hours 13	Total Hours 15	Total Hours 12

Total SF Semester Hours = 68

The Associate of Science in Legal Assisting is designed to prepare students for employment as legal assistants (aka paralegals) in a variety of settings: law offices, court houses, state agencies, etc. Students receive education in many areas of law as well as legal research and general office skills. Graduates of the program are eligible to take the Certified Legal Assistant Exam sponsored by the National Association of Legal Assistants (NALA) without additional minimum employment requirements. Contact a Business Advisor via douglas.robertson@sfcollge.edu or catherine.lawton@sfcollge.edu.

****Students must meet with the GEB2949 instructor prior to the beginning of the Spring semester for guidance and approval of the internship; check with the Business Advisors for information regarding available dates and times. Many courses are offered only once a year.**

Commitment to Equal Access and Equal Opportunity

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