



## **Paralegal Studies**

### **Associate in Science Degree**

**Approved by the American Bar Association**

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The Associate in Science Degree in Paralegal Studies is designed for students seeking a professional career in a law-related field. The program trains students in many diverse areas of law. Subjects include legal research and writing, real estate law, criminal law, family law, wills and trusts, torts, and litigation. This degree is approved by the American Bar Association.

Graduates of Edison State College AS degree in Paralegal Studies will be specialists who can manage law office operations, assume certain routine duties of attorneys and directly assist attorneys in handling legal problems. Other roles may include performing legal research, developing new procedures, and drafting of documents. The program, requiring 64 college credit hours, is designed for both full and part time students. Classes are offered in day, evening, and Saturday schedule formats throughout Edison's five county district.

Graduation from this degree program does not qualify students to practice law, sit for a state bar examination, nor represent themselves as lawyers. Paralegals and legal assistants are advised to understand and acknowledge the American Bar Association definition of a paralegal or legal assistant as "a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible." Paralegals and legal assistants may not act as/or represent themselves as lawyers.

Students intending to continue toward a Bachelor's degree are encouraged to choose electives recommended for university transfer. Contact the Edison State College Law and Public Safety Program Office at (239) 489-9132 or go to [www.edison.edu](http://www.edison.edu) for current information on Bachelor's degree partnerships with Edison State College. The Associate in Science degree in Paralegal Studies transfers directly into the Edison State College Bachelor of Applied Science degree in Public Safety Administration.

#### **Tuition and Fees**

Edison State College is a comprehensive public college. The cost per credit hour at the time of this publication is \$89.88 per credit hour for Florida residents and \$333.40 per credit hour for non-Florida residents. Other fees may include \$30.00 for an initial application fee, as well as applicable lab fees and textbooks.

#### **Typical Industry Positions**

Legal Assistant	Paralegal	Title Researcher/Abstracter	Legislative Analyst
Contract Administrator	Victim's Advocate	Real Estate Closing Agent	Judicial Assistant
Private Investigator	Talent/Sports Agent		

#### **Salary Range**

Typically \$14.00 - \$19.00 per hour in Southwest Florida - Salary range varies by level of experience and type and/or size of legal employer. Willingness to relocate may increase salary opportunities.

#### **Personal Attributes**

Ethical	Effective Communicator	Able to Prioritize	Organized
Analytical	Persistent	Willing to Learn	Proactive
Responsible	Methodical	Able to Work under Stress	Detail Oriented

#### **Industry Related Knowledge and Skills**

Strong Communication Skills	Research Skills	Negotiation/Mediation Skills	Organizational Skills
Fact Management	Computer Skills	Time Management	Interviewing Skills
Strong Telephone Skills	Stress Management	Financial Skills	Document Management

#### **Additional Information**

Edison State College • 8099 College Parkway • P.O. Box 60210 • Fort Myers, FL • 33906-6210

Law and Public Service Programs Office (239) 489-9132

[www.edison.edu/academics/paralegalstudies](http://www.edison.edu/academics/paralegalstudies)

**EDISON STATE COLLEGE**  
**PARALEGAL STUDIES**  
 Associate in Science Degree  
 Program Code: AS PARA

Name \_\_\_\_\_ ID # \_\_\_\_\_

**GENERAL EDUCATION REQUIREMENTS:**

Scheduled	Taken		Credit Hours
_____	_____	ENC 1101 Composition I	3
_____	_____	ENC 1102 Composition II	3
_____	_____	SPC 1017 Fundamentals of Speech Communications	3
_____	_____	MGF 1106 Mathematics for Liberal Arts I or higher	3
_____	_____	* Social Science	3
_____	_____	* Humanities	<u>3</u>
<b>General Education Credit Hours</b>			<b>18</b>

**DEGREE CORE REQUIREMENTS:**

Scheduled	Taken		Credit Hours
_____	_____	BUL 2241 Business Law I	3
_____	_____	CJL 2100 Criminal Law	3
_____	_____	CGS 1100 Microcomputer Skills	4
_____	_____	PLA 1003 Introduction to Paralegal Studies	3
_____	_____	PLA 1103 Legal Research and Writing I	3
_____	_____	PLA 2114 Legal Research and Writing II	3
_____	_____	PLA 2200 Litigation	3
_____	_____	PLA 2202 Torts	3
_____	_____	PLA 2600 Wills, Trusts and Probate	3
_____	_____	PLA 2610 Real Estate Law and Property	3
_____	_____	PLA 2800 Family Law	3
_____	_____	PLA 2942 Paralegal Internship	<u>3</u>
<b>Degree Core Credit Hours</b>			<b>37</b>

**OPEN ELECTIVES:** **Open Elective Credit Hours** 9

**TOTAL DEGREE CREDIT HOURS:** **64**

\*Humanities or Social Science requirements must be selected from courses listed in the Associate in Arts General Education Program Guide under the respective Humanities or Social Science category.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADVISOR/COUNSELOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Circle One:    Lee Campus    Collier Campus    Charlotte Campus    Hendry/Glades Center

FACULTY: Dr. Mary Conwell 239-489-9424    PROGRAM OFFICE: 239-489-9132

**NOTE: Additional learning assistance course may be required. Learning assistance courses are non-transferable and do not meet the requirements of this degree program. For specific program information and program/course prerequisites, see the Edison State College catalog or your academic advisor.**



## PARALEGAL STUDIES ANNUAL COURSE SCHEDULE – Revised September 2009

### Fall Semester (August-December)

#### Day Courses

BUL 2241	Business Law I	Mon/Wed	8:00 am – 9:15 am	Lee Campus
CJL 2100	Criminal Law	Tues/Thurs	8:00 am – 9:15 am	Lee Campus
PLA 1003	Introduction to Paralegal Studies	Tues/Thurs	11:00 am – 12:15 pm	Lee Campus
PLA 1103	Legal Research and Writing I	Mon/Wed	9:30 am – 10:45 am	<b><u>Only Offered on the Lee Campus</u></b>
PLA 2200	Litigation	Mon/Wed	11:00 am - 12:15 am	Lee Campus
PLA 2800	Family Law	Tues/Thurs	9:30 am – 10:45 am	Lee Campus

#### Evening Courses

BUL 2242	Business Law II	Monday	6:00 pm – 8:40 pm	Lee, Charlotte Campuses
CJL 2100	Criminal Law	Thursday	6:00 pm – 8:40 pm	Lee, Collier, Charlotte Campuses
PLA 1003	Introduction to Paralegal Studies	Wednesday	6:00 pm – 8:40 pm	Lee, Charlotte Campuses
PLA 2114	Legal Research and Writing II	Wednesday	6:00 pm – 8:40 pm	<b><u>Only Offered on the Lee Campus</u></b>
PLA 2202	Torts	Tuesday	6:00 pm – 8:40 pm	Lee, Charlotte Campuses
PLA 2600	Wills, Trusts, and Probate	Thursday	6:00 pm – 8:40 pm	Lee, Charlotte Campuses
PLA 2610	Real Estate Law and Property	Monday	6:00 pm – 8:40 pm	Lee, Charlotte Campuses

#### As Arranged

PLA 2942	Paralegal Internship	To be Determined		<b><u>Initial Meeting on the Lee Campus</u></b>
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#### Internet

CJL 2100	Criminal Law			
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#### Weekend Courses

##### *Fall 2010*

PLA 1103	Legal Research and Writing I	Saturday	9:00 am – 11:40 am	Lee Campus
PLA 2600	Wills, Trusts, and Probate	Saturday	12:30 pm – 3:10 pm	Lee Campus

##### *Fall 2011*

PLA 2610	Real Estate Law and Property	Saturday	9:00 am – 11:40 am	Lee Campus
PLA 2202	Torts	Saturday	12:30 pm – 3:10 pm	Lee Campus

### Spring Semester (January-April)

#### Day Courses

BUL 2242	Business Law II	Mon/Wed	8:00 am – 9:15 am	Lee Campus
CJL 2100	Criminal Law	Tues/Thurs	8:00 am - 9:15 am	Lee, Charlotte Campuses
PLA 1003	Introduction to Paralegal Studies	Mon/Wed	9:30 am -10:45 am	Lee, Charlotte Campuses
PLA 2114	Legal Research and Writing II	Mon/Wed	9:30 am – 10:45 am	<b><u>Only Offered on the Lee Campus</u></b>
PLA 2202	Torts	Mon/Wed	11:00 am – 12:15 pm	Lee Campus
PLA 2600	Wills, Trusts, and Probate	Tues/Thurs	9:30 am – 10:45 am	Lee Campus
PLA 2610	Real Estate Law and Property	Tues/Thurs	8:00 am – 9:15 am	Lee Campus
PLA 2763	Law Office Management	Tues/Thurs	11:00 am – 12:15 pm	Lee Campus

#### Evening Courses

PLA 1003	Introduction to Paralegal Studies	Thursday	6:00 pm – 8:40 pm	Lee Campus
BUL 2241	Business Law I	Monday	6:00 pm – 8:40 pm	Lee, Collier, Charlotte Campuses
CJL 2100	Criminal Law	Monday	6:00 pm – 8:40 pm	Lee Campus
PLA 1103	Legal Research and Writing I	Wednesday	6:00 pm – 8:40 pm	<b><u>Only Offered on the Lee Campus</u></b>
PLA 2200	Litigation	Thursday	6:00 pm – 8:40 pm	Lee, Charlotte Campuses
PLA 2800	Family Law	Tuesday	6:00 pm – 8:40 pm	Lee, Charlotte Campuses

#### As Arranged

PLA 2942	Paralegal Internship	Times/Days to be Determined		<b><u>Initial Meeting on the Lee Campus</u></b>
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#### Weekend Courses

##### *Spring2010*

PLA 1003	Introduction to Paralegal Studies	Saturday	9:00 am – 11:40 am	Lee Campus
PLA 2200	Litigation	Saturday	12:30 pm – 3:10 pm	Lee Campus

##### *Spring2011*

PLA 2114	Legal Research and Writing II	Saturday	9:00 am – 11:40 am	<b><u>Only Offered on the Lee Campus</u></b>
PLA 2800	Family Law	Saturday	12:30 pm – 3:10 pm	Lee Campus

##### *Spring2012*

CJL 2100	Criminal Law	Saturday	9:00 am – 11:40 am	Lee Campus
BUL 2241	Business Law I	Saturday	12:30 pm – 3:10 pm	Lee Campus

### Summer Semester (May-August) – Beginning Summer 2008

#### Full Summer

PLA 2942	Paralegal Internship	As Arranged		<b><u>Initial Meeting on the Lee Campus</u></b>
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#### Summer A

BUL 2241	Business Law I	Mon/Wed	5:30 pm – 8:50 pm	Lee Campus
PLA 1003	Introduction to Paralegal Studies	Tues/Thurs	5:30 pm - 8:50 pm	Lee Campus
PLA 2800	Family Law	Tues/Thurs	8:30 am – 11:50 am	Lee Campus

#### Summer B

BUL 2242	Business Law II	Mon/Wed	5:30 pm - 8:50 pm	Lee Campus
CJL 2100	Criminal Law	Tues/Thurs	5:30 pm - 8:50 pm	Lee Campus
PLA 2600	Wills, Trusts and Probate	Tues/Thurs	8:30 am – 11:50 am	Lee Campus

Course Schedule (Including Times/Days) Subject to Change.



**Paralegal Studies Saturday Course Schedule**  
*Revised September 2009*

This schedule allows students to complete their core paralegal courses on a Saturday schedule, designed to reduce travel throughout the Edison State College district.

**IMPORTANT:**

Based on American Bar Association guidelines relating to law library access, all legal research courses will be held on the LEE CAMPUS ONLY.

**Course Schedule (Including Times/Days) Subject to Change as Required.**

<b>Day/Time</b>	<b>Spring 2010</b>	<b>Fall 2010</b>	<b>Spring 2011</b>	<b>Fall 2011</b>	<b>Spring 2012</b>
<b>Saturday 9:00 am – 11:40 pm</b>	PLA 1003 Introduction to Paralegal Studies	PLA 1103 Legal Research and Writing I	PLA 2114 Legal Research and Writing II	PLA 2610 Real Estate Law and Property	CJL 2100 Criminal Law
<b>Saturday 12:30 pm – 3:10 pm</b>	PLA 2200 Litigation	PLA 2600 Wills, Trusts and Probate	PLA 2800 Family Law	PLA 2202 Torts	BUL 2241 Business Law I

**Additional sections of the following courses are offered on the internet:**

CGS 1100 Microcomputer Skills  
 CJL 2100 Criminal Law

**PLA 2942 Paralegal Internship is scheduled as arranged by the professor each semester.**



## PARALEGAL STUDIES

### LEE CAMPUS SUGGESTED FULL-TIME EDUCATION PLAN (DAY COURSE SCHEDULE)

	Credit Hours
<i>First Year – Fall Semester</i>	
BUL 2241 Business Law I	3
CJL 2100 Criminal Law	3
ENC 1101 Composition I	3
* Humanities	3
PLA 1003 Introduction to Paralegal Studies	<u>3</u>
	15
 <i>First Year - Spring Semester</i>	
ENC 1102 Composition II	3
CGS 1100 Microcomputer Skills	4
MGF 1106 Mathematics for Liberal Arts I or higher	3
PLA 2600 Wills, Trusts and Probate	3
Elective	
(Recommend PLA 2763 Law Office Management and/or BUL 2242 Business Law II)	<u>3</u>
	16
 <i>Second Year – Fall Semester</i>	
PLA 1103 Legal Research & Writing I	3
PLA 2200 Litigation	3
PLA 2800 Family Law	3
SPC 1017 Fundamentals of Speech Communications	3
Elective	<u>3</u>
	15
 <i>Second Year – Spring Semester</i>	
PLA 2114 Legal Research & Writing II	3
PLA 2202 Torts	3
PLA 2610 Real Estate Law and Property	3
* Social Science	3
PLA 2942 Paralegal Internship	3
Elective	
(Recommend PLA 2763 Law Office Management and/or BUL 2242 Business Law II)	<u>3</u>
	18

### Degree Total – 64 credit hours

- Humanities, Mathematics and Social Science courses must be selected from any course listed in the Associate in Arts General Education Program Guide under the respective Humanities, Mathematics, or Social Science category.

**Course Schedule (Including Times/Days) Subject to Change Based on Enrollment**



**Paralegal Studies  
Associate in Science Degree**

**LEE/COLLIER/CHARLOTTE  
SUGGESTED PART-TIME EDUCATION PLAN  
(EVENING COURSE SCHEDULE)**

		<b>Credit hours</b>
<b>First Year – Fall Semester</b>		
ENC 1101	Composition I	3
PLA 1003	Introduction to Paralegal Studies	3
<b>First Year – Spring Semester</b>		
ENC 1102	Composition II	3
CGS 1100	Microcomputer Skills	4
<b>First Year – Summer Semester</b>		
SPC 1017	Fundamentals of Speech Communications	3
MGF 1106	Mathematics for Liberal Arts I or higher	3
<b>Second Year – Fall Semester</b>		
PLA 2202	Torts	3
CJL 2100	Criminal Law	3
<b>Second Year – Spring Semester</b>		
PLA 1103	Legal Research & Writing I <b>(MUST ATTEND ON THE LEE CAMPUS ONLY)</b>	3
PLA 2800	Family Law	3
<b>Second Year – Summer Semester</b>		
	* Social Science	3
	Electives (Recommend PLA 2763 Law Office Management or BUL 2242 Business Law II)	3
<b>Third Year – Fall Semester</b>		
PLA 2114	Legal Research & Writing II <b>(MUST ATTEND ON THE LEE CAMPUS ONLY)</b>	3
PLA 2600	Wills, Trusts and Probate	3
<b>Third Year – Spring Semester</b>		
PLA 2200	Litigation	3
BUL 2241	Business Law I	3
<b>Third Year – Summer Semester</b>		
	Electives (Recommend PLA 2763 Law Office Management or BUL 2242 Business Law II)	3
<b>Fourth Year - Fall Semester</b>		
PLA 2610	Real Estate Law and Property	3
	Electives (Recommend PLA 2763 Law Office Management or BUL 2242 Business Law II)	3
	* Humanities	3
<b>Fourth Year – Spring Semester</b>		
PLA 2942	Paralegal Internship	3
<b>Degree Total – 64 credit hours</b>		

\*Humanities, Mathematics and Social Science courses must be selected from any course listed in the Associate in Arts General Education Program Guide under the respective Humanities, Mathematics, or Social Science category.

**Course Schedule (Including Times/Days) Subject to Change Based on Enrollment**



## PARALEGAL STUDIES

### Associate in Science Degree to Associate in Arts Degree

For Students Interested in Continuing their Education  
Toward a Baccalaureate Degree

#### 1. Associate in Science (AS PARA) Degree General Education

ENC	1101	English Composition	3
ENC	1102	English Composition II	3
MGF	1106	Mathematics for Liberal Arts I <u>or</u> higher	3
SPC	1017	Fundamentals of Speech Communications	3
*		Humanities	3
*		Social Science	<u>3</u>

**Total General Education Credit Hours Required (AS PARA):** **18**

#### 2. Additional Associate in Arts Degree General Education

*		Humanities	
		Humanities courses must include at least one course with an HUM (writing intensive) course prefix	3
*		Social Sciences	
		Social Sciences courses must include at least one course with an WHO (writing intensive) course prefix	6
*		Mathematics	3
*		Natural Sciences	
		Must include at least one natural science lab, indicated by a course prefix with an “L” or “C” designation	<u>6</u>

**Additional General Education Credit Hours Required:** **18**

**Total Associate in Arts General Education Credit Hours:** **36**

\* Courses specified as Humanities, Social Science, Mathematics and Natural Science must be selected from courses listed in the College catalog under general education requirements for the AA degree. Refer to the Associate in Arts General Education Program Guide of the Edison State College catalog for specific program requirements and additional information. Associate in Arts degree completers must meet the writing intensive requirement of at least four courses, as noted.

\*\*Foreign Language: Students seeking admission to the Florida State University System should have completed two years of foreign language at the high school level or two courses (eight credit hours) at the college level. Foreign language is a State University System baccalaureate graduation requirement. Some colleges and universities may require foreign language as an entrance requirement.