
QUICK FACTS

PARALEGAL/LEGAL ASSISTING ASSOCIATE IN SCIENCE DEGREE
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

What is the expected job growth in the field of Paralegal/Legal Assistant?

- Nationally, the expected job growth of Paralegals/Legal Assistants between 2019 and 2029 is 10.5% (much faster than average).
- Locally, (Manatee and Sarasota Counties) the expected job growth between 2019 and 2029 is estimated to be 20.9% (much larger than the national projection).

How long will it take to finish the Paralegal/Legal Assisting Associate in Science (AS) degree?

- The AS degree will take two years to finish if you choose to attend SCF full time
 - A part time summer course schedule is recommended
 - Take 15-18 credit hours per semester during the fall and spring semesters

How much does the program cost?

- According to the 2020-21 SCF College Catalog, Florida residents pay \$102.48 tuition per semester credit.
- The number of credits required for the AS degree (without needed math prerequisites) is 64 credits
 - **\$102.48 x 64 = \$6,558.72**
- Textbooks for the paralegal/legal assisting program courses total approximately **\$2,500**
 - Additional textbooks will be required for the general education courses (Social Science A/B, ENC 1101, SPC 1608 or SPC 1300, Science, and Math)
- **Estimate the TOTAL costs of tuition and textbooks (retail), at approximately \$10,000**

What can I do with the degree?

- Work in law offices and assist lawyers in helping people with legal problems (lawsuits, contracts, real estate transactions, divorce, estate planning, criminal cases, business startup)
- Work in government offices (clerk of court, local and federal government)
- Work in public service (legal aid offices)
- Work in finance, health care, and insurance offices

How much money can I expect when I complete the degree?

- Entry-level median pay in Manatee and Sarasota County areas is **\$16.36/hour**
- Locally (Manatee and Sarasota Counties), the median pay for experienced paralegals/legal assistants is **\$24.04/hour**
- Nationally, the median pay for experienced paralegals/legal assistants is **\$24.87/hour**

What do paralegals/legal assistants do?

- Investigate and gather the facts of a case
- Conduct research on relevant laws, regulations, and legal articles
- Organize and maintain documents in paper or electronic filing systems
- Gather and arrange evidence and other legal documents for attorney review and case preparation
- Write or summarize reports to help lawyers prepare for trials
- Draft correspondence and legal documents, such as contracts and mortgages
- Get affidavits and other formal statements that may be used as evidence in court
- Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts
- File exhibits, briefs, appeals and other legal documents with the court or opposing counsel
- Communicate with clients, witnesses, lawyers, and outside vendors to schedule interviews, meetings, and depositions

Where can I get more information?

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Student ID: _____
 Student Name: _____
 Adviser Name: _____

Catalog: 2022-2023 Catalog
 Program: Paralegal/Legal Assisting [2018]
 Minimum Credits
 Required: _____

Paralegal/Legal Assisting [2018]

Associate in Science Degree

(64 Credit Hours)

Program Manager

Suzanne Bechtol
 941-752-5359
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Program Goal

The Paralegal/Legal Assisting Program educates students with an effective balance of legal knowledge and practical skills. We prepare students for work as a legal paraprofessional upon graduation and to attain professional certification.

Program Learning Outcomes

- Demonstrate knowledge of the ethical and professional standards of the paralegal.
- Demonstrate ability to utilize legal research materials and apply knowledge in legal writing.
- Demonstrate basic knowledge of substantive law, including tort law, constitutional law, criminal law, real property law, estate planning and probate, business organizations, contracts, and family law.
- Demonstrate basic knowledge of procedural law, including: the fundamental steps of civil and criminal litigation and court rules and procedures.
- Demonstrate basic knowledge of law office procedures and the technology involved in carrying out law firm management activities, case management, and document preparation/management.
- Demonstrate employability skills, including communication, employment search strategies, work habits, appearance, and basic computer skills.

General Education Courses

Course Name	Credit Hours	Term Taken	Grade	Gen Ed
ENC 1101 - Written Communication I	(3 Credit Hours)			
<ul style="list-style-type: none"> • Mathematics Choose from Category A, Area II, A.S. (3 Credit Hours) • Social Sciences Choose from AMH 1020- US History 1877 to Present (3 Credit Hours) Or POS1041- American Government (3 Credit Hours) • Humanities Choose from category A, Area IV, A.S. (3 Credit Hours) • Natural Science Choose from Category A, Area V, A.S. (3 Credit Hours) 				

Subtotal Credit Hours: 15

Program Specialization Courses

Please consult the course description section of the Catalog for any prerequisites. Students should take the **PLA** courses in sequence if possible.

Course Name	Credit Hours	Term Taken	Grade	Gen Ed
SPC 1608 - Fundamentals of Speech Communication OR	(3 Credit Hours)			
SPC 1300 - Interpersonal Communication	(3 Credit Hours)			
CGS 1570 - Integrated Business Apps Software	(3 Credit Hours)			

PLA 1003 - Introduction to Legal Systems	(3 Credit Hours)			
PLA 2001 - General Law	(3 Credit Hours)			
PLA 2800 - Introduction to Family Law	(3 Credit Hours)			
PLA 2763 - Law Office Management	(3 Credit Hours)			
PLA 2303 - Criminal Law and Procedures	(3 Credit Hours)			
PLA 1104 - Legal Research and Writing I	(3 Credit Hours)			
PLA 2433 - Corporations and Business Organizations	(3 Credit Hours)			
PLA 2600 - Wills, Trusts and Probate Administration	(3 Credit Hours)			
PLA 2732 - Law Office Computer Applications	(3 Credit Hours)			
PLA 1610 - Real Property Law and Transactions I	(3 Credit Hours)			
PLA 2203 - Civil Litigation I	(3 Credit Hours)			
PLA 2223 - Civil Litigation II	(3 Credit Hours)			
PLA 2949 - Internship in Paralegal/Legal Assisting	(3 Credit Hours)			
PLA 1730 - Computer Assisted Legal Research	(1 Credit Hour)			

Electives (3 Credit Hours):

Choose one from:

Course Name	Credit Hours	Term Taken	Grade	Gen Ed
PLA 2114 - Legal Research and Writing II	(3 Credit Hours)			
PLA 2612 – Real Property Law and Transactions II	(3 Credit Hours)			
PLA 2614 – Real Property Law and Transactions III	(3 Credit Hours)			
PLA 1949 - Career Decision Work Experience in Legal Assisting	(3 Credit Hours)			
PLA 2950 - Certified Paralegal Examination Review	(3 Credit Hours)			
ACG 2021 - Principles of Financial Accounting	(3 Credit Hours)			
APA 1111 - Introduction to Accounting	(3 Credit Hours)			
BUL 2131 - Legal Environments of Business	(3 Credit Hours)			
CGS 1000 – Computer Information Systems	(3 Credit Hours)			
GEB 2210 - Business Presentations and Communications	(3 Credit Hours)			

Subtotal Credit Hours: 49

Note(s):

The Legal Assisting Program has a recommended sequence that includes both general and specialized program courses. Please see the Paralegal/Legal Assisting Program manager for additional information.

Articulated credit from a technical college/secondary school may be applicable. For more information click here: http://www.scf.edu/Academics/CareerTechnicalEducation/Career_Pthwys.asp.

A related certificate also is offered. See certificate listing.

Degree Pathway

Required Courses and recommended Sequence: The following is a recommended sequence of courses for completing this program. Developmental courses and prerequisite course requirements, credit load, and/or course availability may affect a student's individual progress. Course availability within the program sequences is specifically intended for full-time students who begin their course work with the fall semester. Students should always consult their online degree planner for the catalog year that they entered the college and contact their program manager to better understand typical course availability and individual program planning.

Please follow link to: <http://www.scf.edu/Academics/degree-pathways.asp>

Notes: