

Transfer Advising Sheet for Legal Assisting/Studies Program

Florida State College at Jacksonville
Associate of Science Degree in Paralegal Studies (Legal Assisting)

Articulated Program with Florida Gulf Coast University
Bachelor of Science in Legal Studies Degree

This transfer institution has agreed to accept the specified associate's degree from Florida State College at Jacksonville. The Florida State College at Jacksonville graduate will be accepted at the junior level, and is required to complete the equivalent of two years of full-time coursework to complete the specified bachelor's degree. The following chart shows the specific courses that the Florida State College at Jacksonville student is required to take to meet the guidelines of the articulation agreement with the transfer institution.

It is very important to make sure that your Program of Study at Florida State College at Jacksonville is Associate of Science in Paralegal Studies (Legal Assisting). If you do not plan to transfer to this specific transfer institution, please follow the Program of Study, as specified in the College Catalog.

Florida State College at Jacksonville Curriculum

General Education Requirements to be taken at Florida State College at Jacksonville as part of AS Paralegal Studies (Legal Assisting) degree

Course Number	Course Title	Requirement Met General Ed/Prerequisite	Gordon Writing/Math	Semester Hours
ENC 1101	English Composition I	GE	G (W)	3
XXXX	Mathematics: select from MAC 1105 or MGF 1106	GE	G (M)	3
XXXX	Social and Behavioral Sciences: select ECO 2013 or GEA 1000 from AS General Education Requirements	GE		3
XXXX	Social and Behavioral Sciences: select DEP 2004, PSY 1012, IMP 1390, or SYG 2000 from AS General Education Requirements	GE		3
XXXX	Humanities: select PHI 2600 or REL 2300 from AS General Education Requirements	GE	G (W)	3
ENC 1102	Writing about Non-Fiction	GE	G (W)	3
Total Hours				18

Florida State College at Jacksonville Paralegal Studies (Legal Assisting) Required Professional Courses

Course Number	Course Title	Requirement Met General Ed/Prerequisite	Gordon Writing/Math	Semester Hours
BUL 2131	Business Law I: The Legal Environment of Business			3
CGS 1570 Or CGS 1100	Microcomputer Applications Or Microcomputer Applications for Business and Economics*			3
PLA 1003	Introduction to Paralegal Studies			3
PLA 1104	Legal Research and Writing I			3
PLA 2273	Tort Law			3
PLA 2730	Computer Assisted Legal Research			1
PLA 2114	Legal Research and Writing II			3
PLA 2600	Wills, Trusts and Estates			3
SPC 2065	Speech Communication for Business and Professionals	GE	G (W)	3

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PLA 2610	Real Estate Law			3
PLA 2800	Family Law			3
PLA 2200	Litigation			3
PLA 1943**	Cooperative Education Work Experience I			3
Total Hours				37

Florida State College at Jacksonville Paralegal Studies (Legal Assisting) Professional Electives (minimum of 6 credit hours)

Course Number	Course Title	Requirement Met General Ed/Prerequisite	Gordon Writing/Math	Semester Hours
XXXX	Natural Sciences: Must select one of the following pairs of science courses: BSC 2010C and BSC 2020C OR BSC 2085C and BSC 2086C	GE, Professional Elective		8
Total Hours				8

Florida State College at Jacksonville Paralegal Studies (Legal Assisting) Professional Law-Related Electives (minimum of 3 credit hours)

Course Number	Course Title	Requirement Met General Ed/Prerequisite	Gordon Writing/Math	Semester Hours
XXXX	Professional Law-Related Electives***			3
Total Hours				3

TOTAL FLORIDA STATE COLLEGE AT JACKSONVILLE HOURS FOR AS PARALEGAL STUDIES (LEGAL ASSISTING) DEGREE

66

* Effective Fall 2007, students will only have the option of enrolling in CGS 1100, 3 credits.

** Students must request permission from Program Director to enroll. An approved elective may be substituted for this course if students have verifiable, related work experience of not less than 12 consecutive months.

***Select from list of Professional Law-Related Electives for Florida State College at Jacksonville Paralegal Studies (Legal Assisting) program

Please note: The AS Legal Assisting Degree program was modified in February 2006. Changes included a new name for the program: AS Paralegal Studies (Legal Assisting). Please contact your advisor if you were enrolled in the AS Legal Assisting program before the changes became effective.

Bridge Program - Courses to be taken at Florida State College at Jacksonville while enrolled at FGCU
Additional General Education Requirements

Course Number	Course Title	Requirement Met General Ed/Prerequisite	Gordon Writing/Math	Semester Hours
XXXX	Humanities: select HUM course from Category A of Humanities section of AA General Education Requirements	GE	G (W)	3
STA 2023	Elementary Statistics	GE	G (M)	3
XXXX	Social and Behavioral Sciences: select from Category A of Social/Behavioral Sciences section of AA General Education Requirements	GE		3
Total Hours				9

General Education Credits:

18 AS General Education credit hours

11 AS Professional credit hours counts as A.A. General Education hours

9 additional A.A. General Education credit hours in the Bridge Program

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38 CREDIT HOURS TOTAL

Total number of General Education hours could vary depending on the specific courses chosen by the student.

General Education Notes:

- Please review the Florida State College at Jacksonville Catalog for General Education Requirements (GER). Please note that some courses for the Associate in Science General Education (A.S. GER) degrees are the same as for the Associate in Arts General Education (A.A. GER) degree even though the courses may be assigned to different GER areas. Associate in Science students planning to transfer to FGCU should take GER courses from the A.A GER that will also satisfy the A.S. GER.
- “A.A. General Education Requirements have been met” must be stamped on student transcript.
- CLAS (College Level Academic Skills): The CLAS is a graduation requirement for the AA and the bachelor’s degree in the state college system of Florida. Students must meet one of the approved exemptions – see the catalog for more information. Students are encouraged to meet the CLAS requirement before transferring to FGCU.
- Foreign Language Requirement: Students who have not completed two years of sequential foreign language study or American Sign Language in high school must complete 8 hours of college level foreign language or American Sign Language at Florida State College at Jacksonville. If this requirement is not completed at Florida State College at Jacksonville, it must be completed at FGCU prior to graduation.
- All General Education courses require a grade of “C” or above.

Prerequisite and Elective Notes:

- All prerequisite courses require a grade of “C” or above.
- A major prerequisite course may satisfy both Florida State College at Jacksonville General Education Requirements and FGCU Major Prerequisites.
Please review the General Education Requirements and talk with an advisor.
- Professional Electives to be chosen from an approved list in Florida State College at Jacksonville Catalog.

Other Notes:

- Students must complete the Information Literacy Assessment requirement prior to graduation from Florida State College at Jacksonville.
- Qualified students will have earned a grade point average of 2.0 and will have completed a minimum of 64 semester hours before transferring.
- No more than 72 semester hours of credit may be transferred toward completion of the degree requirements at FGCU.
- Students who complete their Florida State College at Jacksonville course work under the terms of the catalog in effect during the term of their registration must graduate within five years or they will automatically be reassigned to the catalog in effect during their fifth year.
- If you do not plan to transfer to this specific transfer institution, please follow the Program of Study, as specified in the Florida State College at Jacksonville Catalog.

Please check with a Florida State College at Jacksonville advisor or counselor for more information.

Florida State College at Jacksonville:

Open Campus (for current out-of-town distance learning students): (904) 646-2300
Downtown Campus, Counseling and Advising Office: (904) 633-8212
Kent Campus, Counseling and Advising Office: (904) 381-3611
North Campus, Counseling and Advising Office: (904) 766-6700
South Campus, Counseling and Advising Office: (904) 646-2424
Deerwood Center, Counseling and Advising Office: (904) 997-2600
Nassau Center, Counseling and Advising Office: (904) 548-4400
Cecil Center, Counseling and Advising Office: (904) 381-3611

FGCU: Professional Studies College Advisor: (239) 590-7760

For a list of the courses that Florida State College at Jacksonville graduates will complete at the transfer institution, please see the chart below. Please visit the website of the transfer institution for more information about the program.

FGCU PROGRAM CORE

Course Number	Course Title	Requirement Met	Gordon Writing/Math	Semester Hours
CCJ 4215	Constitutional Criminal Law	Core Requirement		3
PLA 3202	Courtroom Techniques	Core Requirement		3
PLA 3700	Ethics for Legal Assistants	Core Requirement		3
PLA 3763	Law Office Management	Core Requirement		3
PLA 3803	Family Law Issues	Core Requirement		3
PLA 4116	Research & Document Drafting	Core Requirement		3
PLA 4603	Florida Trusts, Estates & Probate	Core Requirement		3
PLA 4612	Commercial & Residential Real Estate Transactions	Core Requirement		3
XXXX	Upper Division Communications	Core Requirement		3
XXXX	Select from approved list of PLA electives	Major Elective		15
IDS 3920	University Colloquium	University Requirement		3
PLA 4850	American Jurisprudence Seminar	University Requirement		3
Total Hours				48

TOTAL FGCU PROGRAM CORE

48 CREDIT HOURS

Florida State College at Jacksonville **64 semester hours***

Bridge **9 semester hours**

FGCU **48 semester hours**

Total Program Hours

120 semester hours

**FGCU accepts 63 semester hours from Florida State College at Jacksonville AS Paralegal Studies (Legal Assisting) Program