



## Paralegal Studies – ABA Approved

Associate in Science | Code: 27013 | 64 credits

**CIP (1722030200)**

**Effective Term: Summer 2025 (2255)**

The Paralegal program prepares students to obtain entry-level employment in law offices, government agencies, banks or business corporations. It also enables persons working in the field without a degree to upgrade their skills to become a qualified paralegal. The MDC Paralegal program is approved by the American Bar Association. The American Bar Association defines a paralegal or 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 cannot give legal advice, set fees, negotiate or represent clients in court as these activities involve unauthorized practice of law. Paralegals work under the supervision of attorneys and are not just “document preparers,” working directly with the public. Additional Information: It is necessary to see an advisor prior to beginning the program and before registering each term. For more information, please contact the Paralegal Program at 305-237-7813 or visit <https://www.mdc.edu/paralegal/>.

### **GENERAL EDUCATION REQUIREMENTS (18.00 Credits)**

#### **COMMUNICATIONS (3.00 credits)**

ENC 1101	English Composition 1	(3 credits)	Prerequisite: Student must meet the Developmental Education reading and writing requirements in State Rule 6A-10.0315 (by course, placement score, or eligible exemption).
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ENC 1102	English Composition 2	(3 credits)	Prerequisite: ENC 1101
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#### **HUMANITIES (3.00 credits)**

ARH 1000	Art Appreciation	(3 credits)	Prerequisite: ENC 1101
HUM 1020	Introduction to Humanities	(3 credits)	
LIT 2000	Introduction to Literature	(3 credits)	
MUL 1010	Music Appreciation	(3 credits)	
PHI 2010	Introduction to Philosophy	(3 credits)	
THE 2000	Theater Appreciation	(3 credits)	

#### **MATHEMATICS (3.00 credits)**

MGF 1130	Mathematical Thinking	(3 credits)	Prerequisite: Student must meet the Developmental Education mathematics requirements in State Rule 6A-10.0315 (by course, placement score, or eligible exemption).
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#### **NATURAL SCIENCE (3.00 credits)**

AST 1002	Descriptive Astronomy	(3 credits)
BSC 1005	General Education Biology	(3 credits)
CHM 1020	General Education Chemistry	(3 credits)
ESC 1000	General Education Earth Science	(3 credits)
EVR 1001	Introduction to Environmental Science	(3 credits)
GLY 1010	Physical Geology	(3 credits)
OCE 1001	Introduction to Oceanography	(3 credits)
PHY 1020	Fundamentals of Physics	(3 credits)

#### **SOCIAL SCIENCE (3.00 credits)**

AMH 2010	History of the US to 1877	(3 credits)
AMH 2020	History of the US since 1877	(3 credits)
POS 2041	American Government	(3 credits)

### **COMPUTER COMPETENCY**

Test type(s) needed:

Computer Skills Placement (CSP)

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**MAJOR CORE REQUIREMENTS (30.00 Credits)**

LCO 0999	Law Center New Student Orientation	(0 credits)	
BUL 2241	Business Law 1	(3 credits)	
BUL 2242	Business Law 2	(3 credits)	Prerequisite: BUL 2241
PLA 2003	Fundamentals of Law	(3 credits)	Pre/Corequisite: ENC 1101; Corequisites: LCO 0999 and PLA 2931
PLA 2114	Legal Writing	(3 credits)	Prerequisites: ENC 1101, PLA 2003, PLA 2120C, PLA 2931
PLA 2120C	Legal Research and Analysis	(4 credits)	Prerequisite: ENC 1101; Pre/Corequisites: PLA 2003, PLA 2931
PLA 2704	Professionalism and Civility in the Law	(3 credits)	
PLA 2227	Civil Law and Litigation	(3 credits)	Prerequisites: ENC 1101, PLA 2003, PLA 2120C, PLA 2931
PLA 2890	Human Rights Law and Procedures	(3 credits)	
PLA 2931	Legal Seminar: Ethics	(1 credit)	Corequisites: LCO 0999, PLA 2003
REE 2040	Real Estate Principles and Practices	(4 credits)	

**PROGRAM CORE REQUIREMENTS (13.00 Credits)**

(Students must select from one of the following track options.)

**Track 1 – Litigation (13.00 Credits)**

PLA 2273	Torts	(3 credits)	Prerequisite: PLA 2227
PLA 2303	Criminal Law & Litigation	(3 credits)	Prerequisite: PLA 2227,
PLA 2736	Electronic Discovery, Investigations & Evidence	(3 credits)	Prerequisite: PLA 2227
PLA 2800	Family Law	(3 credits)	Prerequisite: PLA 2227
PLA 2934	Legal Seminar: Immigration Law	(1 credit)	
---OR---			
PLA 2935	Legal Seminar: Intellectual Property Law	(1 credit)	

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**Track 2 – Transaction (13.00 Credits)**

PLA 2631C	Real Estate Transactions and Settlement	(4 credits)	Recommended: REE 2040; Corequisite: PLA 2610
PLA 2600	Wills, Trusts, and Estates	(3 credits)	
PLA 2610	Introduction to Real Property	(4 credits)	Recommended: REE 2040; Corequisite: PLA 2631C
PLA 2933	Legal Seminar: Real Estate Closing	(1 credit)	Prerequisite: REE 2040
---AND---			
PLA 2934	Legal Seminar: Immigration Law	(1 credit)	
---OR---			
PLA 2935	Legal Seminar: Intellectual Property Law	(1 credit)	

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**Track 3 – General Law Studies (13.00 Credits)**

PLA 2631C	Real Estate Transactions and Settlement	(4 credits)	Recommended: REE 2040; Corequisite: PLA 2610
PLA 2273	Torts	(3 credits)	Prerequisite: PLA 2227
PLA 2303	Criminal Law & Litigation	(3 credits)	Prerequisite: PLA 2227
PLA 2600	Wills, Trusts, and Estates	(3 credits)	
PLA 2610	Introduction to Real Property	(4 credits)	Recommended: REE 2040; Corequisite: PLA 2631C
PLA 2736	Electronic Discovery, Investigations & Evidence	(3 credits)	Prerequisite: PLA 2227
PLA 2763	Law Office Management	(3 credits)	Prerequisite: PLA 2003 or PLA 2704
PLA 2800	Family Law	(3 credits)	Prerequisite: PLA 2227
PLA 2930	Special Topics	(1-3 variable credits)	
PLA 2933	Legal Seminar: Real Estate Closing	(1 credit)	Prerequisite: REE 2040
---OR---			
PLA 2934	Legal Seminar: Immigration Law	(1 credit)	
---OR---			

PLA 2935                      Legal Seminar: Intellectual Property Law                      (1 credit)

**STUDENT PRACTICUM/INTERNSHIP (3.00 Credits)**

(Students must select one course from the following options.)

PLA 1949	Paralegal Studies Practicum	(3 credits)	Departmental Approval Required
PLA 2940	Paralegal Studies Internship	(3 credits)	Departmental Approval Required

**CIVIC LITERACY COMPETENCY**

Prior to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2021-2022 school year, and thereafter must demonstrate competency in civic literacy. This requires both a passing grade (A, B, C, D, or S) in AMH 2020 or POS 2041 AND a passing score on the Florida Civic Literacy Examination (FCLE) (or an equivalent AP or CLEP exam). General education courses require grade of C or higher to satisfy requirement. For more information regarding the Florida Civic Literacy Requirement, go to <https://www.mdc.edu/main/testing/criteria/civic-literacy-competence.aspx>.

**COMPUTER COMPETENCY**

By the 16th earned college-level unit, students must attempt the computer competency requirement OR by the 31st earned college-level unit, students must satisfy the requirement (CGS1060C, CTS0050, an equivalent college unit course or the Computer Skills Placement examination). For more information, see <http://bitly.com/UQJDHM>.

**ADDITIONAL INFORMATION:**

- Students must register for the Law Center New Student Orientation Course and associated Corequisite LCO 0999 and PLA 2003.
- Students must consult with a program advisor if they wish to enroll/withdraw from a course that has Pre/Corequisites. Departmental Approval may be required.
- Students must complete all coursework with a "C" or better to complete the degree.
- Only coursework from an ABA approved paralegal program will be considered for transfer.
- A minimum cumulative grade point average of 2.0 is required for graduation.
- Students should check their individualized Degree Audit Report to determine the specific graduation policies in effect for their program of study for the year and term they entered Miami Dade. This outline includes current graduation requirements.
- The final responsibility for meeting graduation requirements rests with the student.