

Valencia Community College Option – Paralegal Studies Articulated A.S. to B.S.

<http://www.valenciacc.edu/techprep/PublicService.asp>

Paralegals and legal assistants held about 224,000 jobs in 2004. Private law firms employed 7 out of 10 paralegals and legal assistants; most of the remainder worked for corporate legal departments and various levels of government. Within the Federal Government, the U.S. Department of Justice is the largest employer, followed by the Social Security Administration and the U.S. Department of the Treasury. A small number of paralegals own their own businesses and work as freelance legal assistants, contracting their services to attorneys or corporate legal departments.

Employment for paralegals and legal assistants is projected to grow much faster than average for all occupations through 2014. Employers are trying to reduce costs and increase the availability and efficiency of legal services by hiring paralegals to perform tasks formerly carried out by lawyers. Besides new jobs created by employment growth, additional job openings will arise as people leave the occupation. Despite projections of rapid employment growth, competition for jobs should continue as many people seek to go into this profession; however, experienced, formally trained paralegals should have the best employment opportunities. In May 2004, full-time wage and salary paralegals and legal assistants had median annual earnings, including bonuses, of \$39,130. The middle 50 percent earned between \$31,040 and \$49,950. The top 10 percent earned more than \$61,390, while the bottom 10 percent earned less than \$25,360. Source: BLS <http://www.bls.gov/oco/ocos114.htm>

Skills training: It's not enough to know "about" something, you must also know how to "do" something. Skills, especially technical skills, are required in order to land a good job. Only 4% of the new jobs can be filled by people with the lowest skill levels.

Academic preparation: Students begin Tech Prep in high school focusing on higher academics and technical skills and then link their high school studies with at least two years at an Orange or Osceola county technical school or Valencia Community College. This can lead to a two-year certificate, associate's or a four-year college degree.

Earn College or Technical Center Credits while in high school: After taking designated technical courses at their high schools, Tech Prep students participate in an assessment and are eligible to receive credit when they enroll at Valencia or the technical centers.

Save Time and Money: By earning college credit while in high school, students make a smooth transition between high school and college by not duplicating coursework and save time and tuition/book money.

Students have an opportunity to earn technical center vocational hours or Valencia Community College credits by completing the high school Accounting Operations courses required with a grade of C or better. Students wishing to transfer Tech Prep college credits to a four-year college should check with the chosen institution to determine whether these credits will be accepted.

Orange Osceola Valencia Tech Prep Consortium: Career Pathway Flow Options

High School Legal Administrative Specialist Program or Technical Center Dual Enrollment (Articulation)

<http://reinventme.net/careertraining.asp?ID=15>

- **Court Reporting** prepares you for employment as an official or freelance court reporter, scopist, transcriptionist and captioner/captionist. Training includes machine shorthand to record verbatim proceedings of a courtroom, deposition, hearing, arbitration or meeting; translating and editing medical/legal testimony; computer-aided transcription (CAT) and computer-aided real-time translation (CART) software, used also by news, television, education and entertainment.
- **Legal Administrative Specialist** prepares you for employment as a legal secretary. Training includes communication technology, legal terminology; legal office protocol, transcription of legal documents from machine dictation, and advanced business software applications.
- **Voice Writing-Court Reporting** prepares you for employment as a voice writer/voice writer assistant. Training includes record examination proceedings, testimony, judicial opinion, judge's charge to jury, judgment or sentence of court, or other proceedings using voice writing technology, and human relations skills.

Example of Course Sequence: Legal Administrative Specialist Course Sequence & Occupational Completion Points

Legal Aspects of Business (OCP C), Legal Office Technology 1, Legal Office Technology 2, Legal Office Technology 3 (OCP D)

Dual Enrollment and Foreign Languages recommended.

Students successfully completing the OCP A, B, C & D at Winter Park Tech or TECO are eligible to receive Valencia college credits upon enrollment in the Office Administration A.S. program. Students are also required to satisfy their high school graduation requirements to complete the program.

Valencia Community College:

http://www.valenciacollege.edu/techprep/documents/LegalAdministrativeCP_002.pdf

Technical Certificate Program: Administration A.S. Degree Program Legal Assistant or Paralegal or Legal Administrative Specialist

Valencia Community College: Paralegal Studies Articulated A.S. to B.S. Degree

A transfer agreement exists between UCF and VCC

Career Pathways are available in several Career Clusters for Orange and Osceola District school students. These career themes help schools ensure that students acquire the knowledge and skills necessary for multiple career options within each career cluster. Recommended academic and technical curriculum is identified on each career pathway. Students have an opportunity to earn college or technical center credits for work completed in high school. A specific pathway assessment is required for all areas.

University of Central Florida: Legal Studies: B.A. /B.S. Degree

<http://www.cohpa.ucf.edu/crim.jus/>

The Bachelor of Applied Science (B.A.S.) offered by the University of Central Florida's Regional Campuses serves all Associate in Science (A.S.) graduates who desire a bachelor's degree for career or personal advancement. The criminal justice undergraduate program at UCF is designed to provide students with a broad understanding of crime and society's control mechanisms as well as prepare them for professional careers in criminal justice and related agencies. The program offers four areas of concentration:

- law enforcement
- corrections
- justice administration
- security administration

This gives students the opportunity to affirm their career decision as they relate class material, presentations and discussions to the real world. Many students use the degree as preparation for graduate school.

In Orlando, UCF offers the B.A.S. at UCF MetroWest (Valencia's West Campus). The program builds upon the technical or professional skills acquired in the A.S. degree to develop competencies in management and communication, with emphasis on developing skills in critical thinking, problem solving, and decision making. The curriculum consists of core courses in ethics, management and communication and a concentration chosen by the student.

This degree program has flexibility, allowing students to complete any needed remaining general education or foreign language courses at Valencia or at UCF. For more information, visit www.regionalcampuses.ucf.edu or contact the related Career Program Advisor on your campus.

Example: Paralegal Studies and Legal Studies Articulation Agreement

Students intending to major in Paralegal Studies should include lower division prerequisite courses within their A.S. These courses partially satisfy general education requirements at Valencia Community College. After students have course protocol, they will be eligible for the A.S. with a major in Paralegal Studies at Valencia Community College. Students may continue to follow this protocol and obtain their Bachelor of Arts or Bachelor of Science in Legal Studies at the University of Central Florida.

