

Paralegal

ASSOCIATE IN SCIENCE

Those in the Paralegal (Legal Assistant) career field assists lawyers by researching legal precedents, investigating facts, or preparing legal documents. Paralegals conduct research to support legal proceedings, assist to formulate a defense, and help initiate legal action.

The Northwest Florida State College Paralegal program prepares graduates in vital career skills areas such as preparing affidavits or other documents, such as legal correspondence; trial preparation such as organizing exhibits; preparation of legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements; filing pleadings; legal research and analysis of statutes, decisions, and legal articles, codes, and documents; research of pertinent sources, such as public records; and coordination of law office activity, including delivery of subpoenas.



For more information call
(850) 678-5111

www.nwfsc.edu

JOB OUTLOOK

Paralegal is a growing career field across the nation with a variety of career options.

SALARY RANGE

In the local market, the entry level salary averages \$30,014 to \$36,712 with more experienced Paralegals earning an average of \$40,040 or more annually. In addition to legal offices, Paralegals are often employed in local government, public administration or legal services fields.

ADMISSIONS

To apply online visit www.nwfsc.edu/admissions. You must:

- Have a high school diploma or GED
- Request official transcripts from high school, GED or any postsecondary institution attended
- Complete NWF State College general admissions and residency forms
- Meet with an academic advisor to plan a program of study before enrolling in classes.
- See additional admission requirements: <http://www.nwfsc.edu>.

NWF CLASS OPTIONS

Day
Evening
Weekend
Hybrid and
Online Courses

www.nwfsc.edu

FINANCIAL AID

The mission of NWF State College is to serve everyone who can benefit from a college education. NWF State College offers an extensive financial aid program. More than \$21 million in financial assistance is awarded to NWF State College students annually through federal, state, and local grants, college work-study, loans and scholarships. For detailed information on financial aid and a complete list of available scholarships, refer to the NWF State College catalog, the NWF State College Financial Aid Office or visit the Financial Aid website at www.nwfsc.edu/financialaid. Local scholarships are available through the NWF State College Foundation. For more information call 729-5370.

ADVISING & INFORMATION

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SIX LOCATIONS OF NWF STATE COLLEGE

Niceville Campus	Hurlburt Field Center
Fort Walton Beach Campus	Robert L. F. Sikes Education Center
Chautauqua Center	South Walton Center