

PARALEGAL/LEGAL ASSISTANT/LEGAL ADMINISTRATION (PLA)

PLA1003 INTRODUCTION TO PARALEGAL STUDIES (3.00 Credits)

This course provides an overview of the training and duties of the paralegal. Also included is a discussion of legal terminology, research techniques, pertinent litigation documents and legal software.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

Complete all the courses in the following option:

- Pre or Corequisite: ENC1101 (minimum grade: C)

PLA1104C LAW LIBRARY/RESEARCH (3.00 Credits)

This course provides information on how to research using both traditional and computer- assisted methodologies. An in-depth examination of the law library and legal research techniques are emphasized. Co-requisite: Program Manager's approval.

Total Contact Hrs: 48.00

Lecture Hrs: 32.00

Lab Hrs: 16.00

Complete all the courses in the following option:

- Option 1 - Pre or Corequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C)

PLA1201C CIVIL LITIGATION (3.00 Credits)

This course covers the basic concepts of Civil Litigation. Discussions involve individual and entity liability in relation to the specific acts committed and explore the current upcoming trends in legal technology in the area of civil litigation.

Total Contact Hrs: 48.00

Lecture Hrs: 40.00

Lab Hrs: 8.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA1303 CRIMINAL LITIGATION (3.00 Credits)

This course provides students with a survey of the criminal justice system. Substantive and procedural aspects of criminal law are studied. Course content includes the nature of different crimes, the potential charges, and penalties involved; also covered are pre-trial procedures, discovery, plea-bargaining process, and the process and problems involved in the conduct of trial proceedings. Co-requisite: Program Manager's approval.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA1435 CORPORATIONS (3.00 Credits)

This course provides an in-depth study of Corporate Law. Topics covered include types of corporations, articles of incorporation, bylaws, shareholders' agreements, voting rights, management structure, directors' powers, and voluntary/involuntary dissolutions. Non-profit corporations and professional associations are also discussed. Co-requisite: Program Manager's approval.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA1600C PROBATE PRACTICE (3.00 Credits)

This course prepares legal assistants to work effectively under the supervision of a lawyer in the probate and administration of an estate. The Florida Probate Code, trusts and taxes are studied. Preparation of pleadings using legal software is included. Co-requisite: Program Manager's approval.

Total Contact Hrs: 48.00

Lecture Hrs: 40.00

Lab Hrs: 8.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA1610C PROCEDURES FOR REAL ESTATE TITLE CLOSING (3.00 Credits)

This course surveys the basic concepts of Real Property Law. The students study how to handle a real estate transaction from the drafting of a contract to its closing. The nature of property, the consequences of its possession, and the mechanics of the title examination are also studied. Co-requisite: Program Manager's approval.

Total Contact Hrs: 48.00

Lecture Hrs: 32.00

Lab Hrs: 16.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA1800C DOMESTIC RELATIONS (3.00 Credits)

This course surveys domestic relations, and includes topics such as marriage, dissolution of marriage, separation agreements, time-sharing, legitimacy, adoption, name changes, support, court procedures, and property disposition. Co-requisite: Program Manager's approval.

Total Contact Hrs: 48.00

Lecture Hrs: 39.00

Lab Hrs: 9.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA1841C IMMIGRATION LAW (3.00 Credits)

This course provides an in depth study of Immigration Law. Topics covered include a historical overview of immigration law, types of immigration law practices, agencies involved with immigration laws, the drafting of documents and forms associated with immigration law, the Immigration and Nationality Act and the administrative system covering the practice of immigration law. Co-requisite: Program Manager's approval.

Total Contact Hrs: 48.00

Lecture Hrs: 39.00

Lab Hrs: 9.00

Complete all the courses in the following option:

- Pre or Corequisite: ENC1101 (minimum grade: C)

PLA2114C LEGAL WRITING AND DRAFTING (3.00 Credits)

This course concentrates on developing skills in the grammar, language, and format of legal documents. Documents drafted include legal correspondence, legal memoranda, deposition summaries, persuasive documents, and contracts. Co-requisite: Program Manager's approval.

Total Contact Hrs: 48.00

Lecture Hrs: 40.00

Lab Hrs: 8.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA2466C DEBTOR/CREDITOR RELATIONS (3.00 Credits)

This course provides an in-depth study of Debtor/Creditor law and the legal software used in the practice area. Topics covered include collection of debts through court processes, post-judgment collection practices, bankruptcy law, landlord/tenant debt law, collection of debts based upon negotiable instruments, federal consumer collection acts, and foreclosure actions. Requires Program Manager's approval.

Total Contact Hrs: 48.00

Lecture Hrs: 40.00

Lab Hrs: 8.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA2762C PARALEGAL OFFICE SYSTEMS (3.00 Credits)

This course covers a wide range of knowledge, skills, and tasks in order to enable the paralegal to function effectively in a legal office. Technology, management skills, and general office procedures and systems are covered, including but not limited to legal time-keeping and billing, document assembly, e-filing, client trust accounts, the cloud, social media, ethics, and electronic discovery.

Total Contact Hrs: 48.00

Lecture Hrs: 24.00

Lab Hrs: 24.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: CGS1060C (minimum grade: C) and ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA2930 SELECTED TOPICS IN PARALEGAL STUDIES (3.00 Credits)

This course will explore a selection of topics and trends of special interest in the legal field.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: ENC1101 (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)

PLA2940 PLA PRACTICUM (3.00 Credits)

This course is designed to apply the knowledge and skills developed in the required courses through practical work experience. The student will perform legal work for 144 hours under the supervision of an attorney. In addition to the course pre-requisites identified, in order to register students must have successfully completed 5 additional PLA required courses and receive approval from the Practicum Coordinator.

Total Contact Hrs: 144.00

Other Hrs: 144.00

Complete all the courses in the following option:

- Option 1 - Prerequisite: CGS1060C (minimum grade: C) and ENC1101 (minimum grade: C) and OST1103C (minimum grade: C) and PLA1003 (minimum grade: C) and PLA1104C (minimum grade: C)