

# PARALEGAL/LEGAL ASSISTANT (PLA)

## **PLA 1003 Introduction to the Paralegal Field and Legal System**

**Credit Hours:** 3

**Prerequisites:** Admission to the Paralegal Studies program required

**Corequisites:** ENC 1101 and POS 2041 or Program Manager signature

This course introduces students to the paralegal field and the legal system. Students will examine the paralegal's role in the legal field, attributes and common duties of paralegals, professional and ethical standards, law office dynamics, employment opportunities, effective job search strategies and skills marketing. This course provides an overview of the federal and Florida state legal systems as well as methods for analyzing laws and briefing judicial opinions.

## **PLA 1104 Legal Research**

**Credit Hours:** 3

**Prerequisites:** ENC 1101 with a grade of "C" or higher

**Lab Fee:** Yes

This course provides student with knowledge of the resources used in conducting legal research and with instruction and practice regarding legal research methodology. The student will use the law library and computer access to databases in order to complete projects designed to teach the student how to use the vast array of legal resources available to the legal professional.

## **PLA 1114 Legal Writing**

**Credit Hours:** 3

**Prerequisites:** ENC 1101, PLA 1003 and PLA 1104 - all courses with a grade of "C" or higher

**Lab Fee:** Yes

Students use and apply research skills developed in Legal Research and receive basic instruction and practice in effective legal writing skills.

## **PLA 1423 Contracts**

**Credit Hours:** 3

This course introduces the student to laws involving contract formation and terminology, with emphasis on Florida Law.

## **PLA 1465 Bankruptcy**

**Credit Hours:** 3

A survey of bankruptcy practice and consumer debtor/creditor law.

Reviews the Federal Bankruptcy code with emphasis on Chapter 7 and Chapter 11 bankruptcy filings.

## **PLA 1611 Property Law**

**Credit Hours:** 3

**Prerequisites:** PLA 1003 with a grade of "C" or higher

This course is a study of fundamental principles of property law including the nature of property, the scope of real property ownership, types of estates and forms of concurrent ownership, transfers of interest in real property, and limitations upon real property rights. The duties and rights of buyers, sellers, brokers, easement owners, life tenants, and other persons with an interest in real property will be discussed.

## **PLA 2203 Civil Procedure**

**Credit Hours:** 3

**Prerequisites:** PLA 1003 with a grade of "C" or higher

This course is a study of the process of civil litigation including investigation, pleadings, discovery, motion practice, and trial preparation. Students will learn the fundamentals of the Florida Rules of Civil Procedure, and will have the opportunity to learn practical skills including the preparation of basic pleadings, motions, and discovery documents.

## **PLA 2260 Evidence**

**Credit Hours:** 3

This course focuses on the practical application of the rules of evidence. This course teaches principles and applications of the Federal Rules of Evidence and Florida Rules of Evidence within the criminal and civil contexts. The student will develop the knowledge and skill to utilize the mechanisms that affect the admissibility of evidence.

## **PLA 2273 Torts**

**Credit Hours:** 3

This course is a study of the liability that arises from causing harm to persons or property through intentional acts, negligence, and strict liability. The course addresses recognized defenses to tort claims, limitations on liability and damages. Students will learn general tort principles and will also focus upon Florida case law addressing major tort issues.

## **PLA 2304 Criminal Law**

**Credit Hours:** 3

This course covers the major concepts found in substantive criminal law including the criminal act and criminal intent, principals and accessories, inchoate crimes, defenses, elements of major crimes, and the effect of constitutional guarantees upon the criminal statutes.

## **PLA 2308 Criminal Procedure**

**Credit Hours:** 3

This course is concerned with the processes of prosecuting and defending criminal cases including search and seizure, arrest, identification, bail, discovery, preliminary proceedings, trials, sentencing, and post-trial proceedings.

## **PLA 2426 Contracts and Business Entities**

**Credit Hours:** 3

**Prerequisites:** ENC 1101 or PLA 1003 - both courses with a grade of "C" or higher

This course provides students with an overview of contract law and business entities. Students will analyze the essential requirements of a contract, the Uniform Commercial Code (UCC), performance and discharge of contractual obligations, third party rights, breach of contract, and remedies for breach. Students will examine entrepreneurship, the fundamental characteristics, principles and procedures of sole proprietorships, various forms of partnerships, limited liability companies, and various forms of corporations.

## **PLA 2433 Business Organizations**

**Credit Hours:** 3

**Prerequisites:** PLA 1003 with a grade of "C" or higher

Course provides student with procedural information on such topics as corporations, partnerships, proprietorships and other business vehicles. A survey of the fundamental principles of the law applicable to each area.

## **PLA 2601 Wills and Trusts**

**Credit Hours:** 3

**Prerequisites:** PLA 1003 with a grade of "C" or higher

This course covers testamentary arrangements for the disposition of income and property; estate and gift tax consequences; Medicaid and long-term care planning; preparation of wills and trusts.

## **PLA 2602 Probate, Trust, and Guardianship Administration**

**Credit Hours:** 3

**Prerequisites:** PLA 1003 with a grade of "C" or higher

This course covers the administration of probate and trust estates and guardianships under the Florida Statutes and the Rules of Procedure.

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**PLA 2612 Real Estate Transactions and Closings**

**Credit Hours:** 3

**Prerequisites:** PLA 1611 with a grade of "C" or higher or consent of instructor

Study of the procedures and instruments in a Real Estate transaction. Attention given to the contract, loan commitments, title work and closing instruments. An advanced Real Estate course.

**PLA 2762 Law Office Procedures**

**Credit Hours:** 3

**Prerequisites:** ENC 1102, PLA 1003, and PLA 1114 - all courses with a grade of "C" or higher

This course prepares students for a wide variety of tasks associated with a successful law practice including legal document preparation in the areas of litigation, family law, real estate, probate, trusts, and contracts; and utilization of local rules, statutes, and websites associated with the various areas of law. The course covers the necessary skills for a successful paralegal career including judgment, analysis, communication, and ethics.

**PLA 2763 Law Office Management**

**Credit Hours:** 3

**Prerequisites:** ENC 1101 and PLA 1003 - both courses with a grade of "C" or higher

This course teaches students the organization, operation, marketing, management of law offices, and ethical considerations. Students will learn how law offices function, essential office management skills, including timekeeping and billing; calendaring, docket control and case management; and records and file management.

**PLA 2800 Family Law**

**Credit Hours:** 3

A study of the elements of a valid marriage. Covers such topics as divorce and annulments, separations, custody and child support, paternity suits, adoptions and guardianships.

**PLA 2932 Special Topics in Legal Field**

**Credit Hours:** 3

This interdisciplinary course provides students an exciting opportunity to explore various legal issues and topics of special interest, or current legal "hot topics" within a societal context. Topics will emphasize one or more relevant legal themes, legal problems, or aspects of the law. This course is designed to enhance students' critical thinking skills. Course topics will vary based on legal trends and the instructor. Students may repeat the course for a total of 6 credits when different topics are offered.

**PLA 2940 Paralegal Internship**

**Credit Hours:** 4

**Prerequisites:** Internship Audit required by Paralegal Program and Program Manager signature required

This course provides students with work experience in a legal environment such as private law firms, government agencies, legal organizations, corporate legal departments, or courts. Students will complete a minimum of 100 hours at the internship site in addition to various required assignments.