

# PLA: PARALEGAL/LEGAL ASSIST/ADM

Courses	Credit(s)	Contact	Lab
PLA 1003C. INTRODUCTION TO LEGAL PRACTICES AND ETHICS. INTRODUCTION TO LEGAL PRACTICES AND ETHICS Prerequisite: Satisfactory completion of all mandated courses in reading, English, and English for Academic Purposes. This course is designed to introduce the student to the paralegal profession and legal ethics. The course focuses on the role of the paralegal in the legal environment and career-related topics, including job search criteria. The course will also provide an overview of the legal system and selected areas of the law. (Special Fee: \$31.00).	3	3	1
PLA 1104. LEGAL RESEARCH AND THEORY I. LEGAL RESEARCH AND THEORY I Prerequisite: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes and minimum grade of C in PLA 1003C or departmental approval for non-Paralegal Studies majors. An introduction to the legal system and to the law library system. Students learn to research and cite all primary and secondary sources on both the state and federal levels.	3	3	0
PLA 1114. LEGAL RESEARCH AND THEORY II. LEGAL RESEARCH AND THEORY II Prerequisites: A minimum grade of C is required for all prerequisites, including ENC1101 or ENC 1101H or IDH 1110 and ENC 1102 or ENC 1102H or IDH 1111 or ENC 1210 or OST 1335 and PLA 1104, PLA 1611, PLA 2203, and PLA 2433 Study of legal analysis and legal writing. Students prepare letters, memorandums, and memorandums of law which analyze both statutory and case law.	3	3	0
PLA 1611. REAL PROPERTY FUNDAMENTALS. REAL PROPERTY FUNDAMENTALS Prerequisite: Satisfactory completion of all courses in reading, English and English for Academic Purposes. Survey of Florida real property law, including classification of interests in real property; methods of acquiring ownership in real property; ownership interests; surveys and land descriptions; encumbrances of real property; easements and licenses; buying and selling real property; deeds of conveyance; recording systems; title abstracting and title insurance. Stresses practical application.	3	3	0
PLA 1730C. COMPUTER-ASSISTED LEGAL RESEARCH. COMPUTER-ASSISTED LEGAL RESEARCH Prerequisite: Minimum grade of C in PLA 1104 This course is designed to enhance the student's computer-assisted legal research skills. Students will be able to locate and update legal authority using online and electronic sources and properly cite them. (Special Fee: \$5.00).	1	1	1
PLA 2192C. LEGAL RESEARCH AND THEORY III. LEGAL RESEARCH AND THEORY III Prerequisites: Minimum grades of C in all of the following courses: PLA 1114, PLA 1611, PLA 2203, and PLA 2433. This course is designed as a capstone to enhance the paralegal competencies developed in the student's prior course work. Through study of legal specialty topics, students will gain additional experience and skill in critical analysis in legal issues, locating and evaluating appropriate legal authority and resources online, and the application of such authority and resources to the resolution of hypothetical situations. (Special Fee: \$31.00).	3	3	1
PLA 2203. CIVIL LITIGATION FUNDAMENTALS. CIVIL LITIGATION FUNDAMENTALS Prerequisite: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes. Focuses on litigation process as related to court system of Florida. Attention to function of law, role of attorney, basic substantive law, pleadings, discovery, trial, settlement and appeal.	3	3	0
PLA 2223. ADVANCED CIVIL LITIGATION. ADVANCED CIVIL LITIGATION Prerequisite: Minimum grade of C in PLA 2203. Includes in-depth study of Florida Rules of Civil Procedure, Florida Appellate Rules and Florida Rules of Summary Procedure. Stresses teaching of practical skills which enable student to assist lawyers in commencement of lawsuit, discovery, settlement, trial, appeal and collection of judgments.	3	3	0
PLA 2433. BUSINESS ORGANIZATIONS. BUSINESS ORGANIZATIONS Prerequisite: Satisfactory completion of all mandated courses in reading, English and English for Academic Purposes. Emphasis on primary entities which business is conducted in Florida: sole proprietorship, partnership and limited partnership, limited liability companies, joint ventures and corporations. Compares and contrasts all entities with an emphasis on practical application.	3	3	0
PLA 2465C. DEBTOR-CREDITOR/BANKRUPTCY. DEBTOR-CREDITOR/BANKRUPTCY Prerequisite: Minimum grade of C in PLA 2203 This course presents an overview of topics in debt collection practices, post judgment debt collection and bankruptcy law. (Special Fee: \$31.00).	3	3	1
PLA 2560C. INSURANCE CASE MANAGEMENT FOR PARALEGALS. INSURANCE CASE MANAGEMENT FOR PARALEGALS Prerequisite: Minimum grade of C in PLA 1114 or Program Chair approval. This course focuses on the pre-suit litigation process as related to insurance claims in Florida. Students will gain experience and skill in dealing with the different types of insurance contracts, document retrieval, medical codes, basic medical terminology, reviewing and summarizing medical records, drafting demand letters and the billing process. (Special Fee: \$31.00).	3	3	0
PLA 2601C. FOUNDATIONS OF WILLS, TRUSTS, AND ESTATE ADMINISTRATION. FOUNDATIONS OF WILLS, TRUSTS, AND ESTATE ADMINISTRATION Prerequisites: Minimum grades of C in PLA 1611 In-depth analysis of Florida Probate Code as basic substantive law which governs wills, trusts and estate administration in Florida. (Special Fee: \$31.00).	3	3	1
PLA 2612. ADVANCED REAL PROPERTY. ADVANCED REAL PROPERTY Prerequisite: Minimum grade of C in PLA1611. Study of real estate financing; settlements and closing; landlord/tenant law; condominiums, cooperatives, and PUDs. Stresses practical applications.	3	3	0
PLA 2732C. LEGAL TECHNOLOGY. LEGAL TECHNOLOGY Prerequisite: Minimum grade of C in PLA 2203 This course is designed to assist students in developing analytical and technological skills so as to enable them to logically approach the application of computer technology to the field of law. This course includes learning activity designed to ensure competence in the basic use of computers. (Special Fee: \$31.00).	3	3	1

PLA 2800C. FAMILY LAW. 3 3 1

FAMILY LAW Prerequisite: Satisfactory completion of all mandated courses in Reading, English, and English for Academic Purposes and a minimum grade of C in PLA 2203. Study of elements of valid marriage, grounds for divorce, dissolution and annulment, property rights and tax consequences; Florida law concerning children, parental support, adoption and guardianship. (Special Fee: \$31.00).

PLA 2930. SELECTED TOPICS IN PARALEGAL STUDIES. 1-3 variable

SELECTED TOPICS IN PARALEGAL STUDIES Prerequisite: Minimum grade of C in PLA 1003C or departmental approval. This course will explore a selection of emerging trends in the legal field. Multiple credit course. May be repeated for credit for a maximum of three credits, but grade forgiveness cannot be applied.

PLA 2942. INTERNSHIP IN PARALEGAL STUDIES. 1-4 variable

INTERNSHIP IN PARALEGAL STUDIES Prerequisites: Satisfactory completion of all mandatory courses in reading, mathematics, English, and English for Academic Purposes. A minimum 2.0 institutional or overall GPA. Internship is to be taken in last term of Paralegal Studies Program and requires Program Director's approval. This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in course work and enhance workplace skills through supervised practical experiences related to their career objectives. Each earned credit of Internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for a maximum of 4 credits, but grade forgiveness cannot be applied. (Internship Fee: \$10.00).