



- Introduction to Law
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- CLA - Certified Legal Assistant Review Course

Bldg. No. (Bldg. Code)	Building Name (Map Grid)	Bldg. No. (Bldg. Code)	Building Name (Map Grid)
19(A0)	ADMINISTRATION KENNETH R. WILLIAMS (J0)	73(W)	INDIAN RIVER TOWERS (F7)
25(F0)	ALEXANDER D. HENDERSON UNIVERSITY SCHOOL (A8)	732(SM)	INDIAN RIVER TOWERS - EAST (F7)
303(F0)	ALEXANDER D. HENDERSON CLASSROOM 7 (L4)	733(CM)	INDIAN RIVER TOWERS - WEST (F7)
50(F0)	ALEXANDER D. HENDERSON SOCCER FIELDS (L4)	41(O)	INFORMATION BOOTHS AT GLADES ROAD (E7)
302(F0)	ALEXANDER D. HENDERSON MEDIA CENTER (L4)	4(S)	INSTRUCTIONAL SERVICES (F3-F5)
305(F0)	ARENA (E5)	40(N)	INNOVATION VILLAGE APARTMENTS - NORTH (M, H)
78	ART CERAMICS STUDIO (H)	80(S)	INNOVATION VILLAGE APARTMENTS - SOUTH (M, H)
710	ARTS AND LETTERS (L4)	45(C)	KAREN SLETTERBY CHILD DEVELOPMENT CENTER (L3)
17(F0)	ATHLETIC FIELD HOUSE (E8)	118(SD)	LIVE OAK PAULSON (E8)
11A(F0)	ATHLETIC FIELD HOUSE WEST (E8)	107(SD)	LIVING ROOM THEATRE IN CULTURE AND SOCIETY BUILDING (E7)
63(F0)	BANK SCHOLARSHIP HOUSE (J7)	79(AZ)	LOUIS & NANA GREEN MEMORY & WELLNESS CENTER (E5)
23(A)	BARRY GIBBS HALL (F5)	50(FM)	MARLENE & HENRIK FORNAS BLUMBY CENTER (E5)
48(S)	BARRIAL STADIUM (E6)	30(K0)	OFFICE DEPOT CENTER FOR EXECUTIVE EDUCATION (E5)
12(S0)	BEHAVIORAL SCIENCES BUILDING (F5)	81(FS)	PARKING GARAGE 1 (E5)
78(S0)	BIOSYSTEMS (F5)	82(FS)	PARKING GARAGE 2 (E5)
40(C0)	CAMPUS OPERATIONS BUILDING (L3)	77(FV)	PAULSON - STUDENT SERVICES (F5)
31A(AJ)	CAROLE & BARRY KAYE AUDITORIUM (J6)	45A(C)	PETER AND NANA GORDON LIBRARY AND MEDIA CENTER (L4)
22(CM)	COMPUTER CENTER (E5)	52(FS)	PHYSICAL SCIENCE BUILDING (E8)
103(C0)	CONTINUING EDUCATION HALL (E6)	28(F)	PLANT GROWTH COMPLEX (F5)
44(J0)	COLLEGE FOR DESIGN & SOCIAL INQUIRY (J6)	78	PROPERTY REBUILT ARCHAEOLGY GARDEN LABS (F6A)
51(A)	COLLEGE OF ARTS & LETTERS DOROTHY F. SCHMIDT (F6)	81(F)	RECREATION AND FITNESS CENTER (F5)
66(S0)	COLLEGE OF BUSINESS (E5)	38A(F)	RESEARCH SUPPORT FACILITY (F5)
47(C0)	COLLEGE OF EDUCATION (E5)	8(SM)	RESEARCH HALL ALGONQUIN (F6)
71(F0)	COLLEGE OF MEDICAL CAREER SERVICES SCHMIDT (E3)	38(FS)	RESEARCH ART GALLERY (F5)
64(A)	COLLEGE OF NURSING CHRISTINE E. LYNN (J6)	74(F)	ROSES COURSE PAULSON (E8)
71(C0)	COLLEGE OF SCIENCE CHARLES E. SCHMIDT (E5)	1-11	ROTC (L3)
67(C0)	CULTURE AND SOCIETY BUILDING (E7)	3(SV)	S.E. SCHMIDT LIBRARY (F5)
67(S0)	DEANETS PAULSON (E5)	1(S0)	DANSON LIFE SCIENCES (F5)
52(F0)	DOROTHY F. SCHMIDT ARTS & HUMANITIES (E6)	51(FS)	SCHMIDT CENTER GALLERY IN DOROTHY F. SCHMIDT COLLEGE OF ARTS & LETTERS - PERFORMING ARTS (E6)
31(F0)	DOROTHY F. SCHMIDT HUMANITIES ARTS CENTER (E6)	43(S0)	SCIENCE & ENGINEERING BUILDING (E5)
10(A)	DOROTHY F. SCHMIDT MEDIA ARTS CENTER (E6)	78(SA)	SEAN STEIN PAULSON (E5)
75(F0)	ELIZABETH R. BALDWIN HOUSE PRESIDENT'S RESIDENCE (L6)	78(SB)	SOCCER FIELD RESTROOMS - GLADES ROAD (E7)
90(S)	ENGINEERING EAST (E5)	41(S0)	SOCIAL SCIENCE BUILDING (E5)
30(S0)	ENGINEERING WEST (E5)	66(SB)	SOFTBALL STADIUM (E5)
45(F0)	ENVIRONMENTAL HEALTH SUPPORT FACILITY (L5)	88(F)	STAND ALONE FRIENDS (E5)
89(F0)	FAU HIGH SCHOOL (L4)	78(C)	STUDENT ACTIVITY CENTER (E5)
24(F)	FLORIDA HALL (E5)	89(SA)	STUDENT HEALTH SERVICES (E5)
23(F0)	FLORIDA WEST (E5)	48(SA)	STUDENT HOUSING OFFICES (E6)
510-S11	FLORIDA WEST LEARNING CENTER (E6)	9(S0)	STUDENT SERVICES & CAFETERIA (F6)
28(AZ)	GAZDZO - ATHLETIC FIELD (A6)	42(SA)	STUDENT SUPPORT SERVICES (E5)
72(S0)	GENERAL CLASSROOM - NORTH (F5)	31(LN)	STUDENT UNION (E5)
72(C0)	GENERAL CLASSROOM - SOUTH (F5)	9(S0)	STUDIO ONE THEATRE IN DOROTHY F. SCHMIDT COLLEGE OF ARTS & LETTERS - PERFORMING ARTS (E6)
30(F0)	GLADES PARK TOWERS (E7)	47(JC)	TOM GRAY ATHLETIC CENTER (A6)
52(S0)	GLADES PARK TOWERS - SOUTH (E7)	9(A)	UNIVERSITY THEATRE IN DOROTHY F. SCHMIDT COLLEGE OF ARTS & LETTERS (F5)
49(F0)	GLADYS DAVIS PAULSON - RECREATION FOR BLIND & PHYSIC (E5)	38A(SA)	UNIVERSITY VILLAGE STUDENT APARTMENTS (E6-7)
730	HAZARDOUS WASTE (E5)	4(SV)	UTLITIES (E5)
88(F0)	HERITAGE PARK TOWERS (E5)	478(TC)	WALLY BANERjee CLUB CENTER (A6)
88(N0)	HERITAGE PARK TOWERS - NORTH (E5)		RESEARCH & DEVELOPMENT PARK
88(S0)	HERITAGE PARK TOWERS - SOUTH (E5)	304	INNOVATION CENTRE - BLOCK 1 (F5)
30A(F)	HELIX BRYAN HALL CENTER (F5)	306	INNOVATION CENTRE - BLOCK 2 (F5)
10(S0)	HOUSING ASSISTANT'S HOUSE (E7)		



# Florida Atlantic University

777 Glades Road, Boca Raton, Florida

**LEGEND**  
NOTE: MAP IS NOT TO SCALE

**I INFORMATION**

**NORTH** ↑



Join FAU's distinguished Legal Assistant Certificate Program and prepare for a career that is projected by the Department of Labor to grow faster than the average for all occupations through 2014.

## FAU's program was planned for you!

12 Intensive Courses in One Year

- Evening classes 7:10-10:10 p.m.
- Full-time or part-time enrollment
- Courses taught by practicing attorneys
- Affiliation with staffing companies to assist with job placement
- Job postings emailed to student and graduates
- Member of National Association of Legal Assistants (NALA)
- National Test Center for CLA exam

## TRAINING THE BEST SINCE 1976!

For more information or to apply, call us at 1.800.228.5845 or visit our website at [www.fau.edu/conted-pros](http://www.fau.edu/conted-pros).



# Legal Assistant Certificate Program

## What is a Legal Assistant?

*A legal assistant or paralegal is a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity to perform specifically delegated substantive legal work for which a lawyer is responsible.*

### THE PROGRAM

12 Intensive Courses in One Year!

The program consists of 375 contact hours of legal education and is comprised of 12 courses. Attend classes three nights a week and complete the program in one year.

Introduction to Law is a prerequisite for all courses and is offered twice a year. You may register for this course before applying for admission to the program.

### ELECTIVES

Each year paralegals and students with special interests participate in elective courses from FAU's Legal Assistant Program. These courses are not part of the core courses of the Legal Assistant Certificate Program and can be taken by anyone. Consider these courses if you want to sharpen your skills, develop new ones, or enhance your knowledge.

No application is required for elective classes. Just call 1.800.228.5845 to register. Paralegals will receive CEU's to maintain CLA certification.

### TRANSFER STUDENT INFORMATION

FAU welcomes transfer students and will evaluate and consider waivers of course work.

An official transcript from previous post-secondary educational training will be evaluated. Courses may be accepted, waiving certain requirements within our program.

### TRANSCRIPTS INFORMATION

Official transcripts and a certificate from Florida Atlantic University will be provided upon completion of the program. (Additional transcripts can be issued at a cost of \$5 per transcript).

### Admissions Requirements

Completion of official application, along with a non-refundable \$45 application fee, \$120 LexisNexis fee, and meeting one of the following requirements:

1. Provide transcript(s) from an accredited college or university showing at least an associate of arts or associate of science degree.

**Or**

2. Provide high school transcript (or GED) and two letters of recommendation.

## APPLICATION CHECKLIST

1. Complete application form (see page 9)
2. Attach \$45 application fee
3. Include official transcripts (college or high school)
4. Include two letters of recommendation, if no college
5. Attach \$120 LexisNexis fee



For more information, call  
561.297.3648 or 1.800.228.5845

Visit FAU's website at [www.fau.edu/conted-pros](http://www.fau.edu/conted-pros) or call 1.888.8FAUOWL (832.8695) for updates on campus operations due to hurricanes or other natural disasters

Evening classes 7:10-10:10 p.m.

[www.fau.edu/conted-pros](http://www.fau.edu/conted-pros)

### ■ LA-1 Introduction to Law

Begin with an examination of the history of law from the earliest known legal decision to the present. Additional topics include: the two primary legal systems in modern society; American theories of jurisprudence; and the role of law in American society. American law is studied through a comparison of Florida and Federal courts, criminal and civil law, substantive and procedural law, and trial and appellate law. Several topics that are tested by the National Association of Legal Assistants' Certified Legal Assistant Examination are studied.

If you decide to enroll in the Legal Assistant Certificate Program after completing this course, you will need to meet the admission requirements of the Program. *LA-1 Introduction to Law* is a prerequisite to all courses.

**\$185, 18 hrs., 1.8 CEUs**

**Option 1**  
**3 Saturdays**  
**July 30 – Aug 13**  
**9:00 a.m. – 4:00 p.m.**  
**(1-hour lunch break)**  
**Boca Raton Campus**  
**#LA1-1 0711-1**

**Option 2**  
**3 Mondays and 3 Fridays**  
**July 25 – Aug 12**  
**7:10 – 10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-1 0711-2**

### ■ LA-2 Wills, Trusts & Estate Planning

Focus on (i) various ways to own property and the consequences of same at death; (ii) the manner in which assets pass by intestacy; (iii) powers of attorney and advance directives; (iv) "homestead" for ad valorem tax purposes, asset protection purposes and devise and descent purposes; (v) the manner of creating valid wills and amending and revoking same; (vi) changes in circumstances after execution of a will, including marriage, divorce and after born children; (vii) spouse's elective share; (viii) grounds for contesting a will, including lack of testamentary capacity and undue influence; (ix) the purpose and use of revocable and irrevocable trusts; (x) constructive and resulting trusts; and (xi) federal gift, estate and generation-skipping transfer taxes and means of reducing tax liability through the use of life insurance trusts, qualified personal residence trusts, grantor retained annuity trusts, charitable trusts and family limited partnerships.

**\$380, 45 hrs., 4.5 CEUs**

**15 Wednesdays**  
**Aug 24 – Dec 7**  
**(no class 9/28)**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-2 0811**

### ■ LA-3 Real Property Law

All phases of real estate practice are studied. Topics include: residential and commercial contracts; the process from listing a piece of property through closing; various forms of property ownership and restrictions; financing (types of mortgages); types of title insurance matters (liens vs. permitted acceptable

items); construction-related matters (liens/notices required); types of deeds; taxation; homestead; loans; residential and commercial leases; eviction proceedings; foreclosure; litigation; and preparation of closing statements. The goal is to give you the knowledge to understand a basic residential contract, understand a title insurance commitment, prepare all documentation relating to closings, and the various issues involved in a real estate practice.

**\$365, 42 hrs., 4.2 CEUs**

**14 Mondays**  
**Aug 22 – Nov 28**  
**(no class 9/5)**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-3 0811**

### ■ LA-4 Civil Litigation

The primary focus is on civil litigation in Florida. Included are: sources of law, jurisdiction, venue, statutes of limitations, pleading requirements in civil actions, motion practice, third party practice, all aspects of discovery, trial preparation, trial procedure, post-trial motions and appeals, and post-judgment enforcement. The course will provide an understanding of civil litigation as it is practiced in Florida, with emphasis on practical aspects of litigation. In addition, you will learn how to prepare for a trial and how to assist the attorney in handling a civil matter from initial interview through trial.

**\$380, 45 hrs., 4.5 CEUs**

**15 Thursdays**  
**Aug 25 – Dec 15**  
**(no class 9/29 and 11/24)**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-4 0811**

### ■ LA-5 Contract Law

The broad application of contract law is kept in mind during the exploration of what makes some promises enforceable. Areas of discussion include: how the concepts of offer, acceptance and consideration are combined to create enforceable contracts; what happens when one or more elements is missing; and the performance and breach of contracts. You will be invited to apply your learning to real-world situations through discussions of contract disputes in the news, hypothetical situations based on current events and by drafting exercises that challenge you to create unambiguous provisions.

**\$285, 27 hrs. 2.7 CEUs**

**9 Wednesdays**  
**Jan 4 – Feb 29**  
**7:10-10:10 p.m.**  
**Boca Raton Campus**  
**#LA1-5 0112**

### ■ LA-6 Criminal Law

This course involves the study of both substantive and procedural criminal law. Substantive criminal law is introduced first by focusing on the criminal justice system itself. We then examine the elements of the various offenses and defenses. We conclude the first part of the class by studying factual, statutory, and constitutional defenses to crimes. The second part of the class focuses on criminal procedure. We study the constitutional aspects of search and seizure law, interrogation, pre-trial process and discovery, trial, sentencing, and appeal.

**\$325, 33 hrs., 3.3 CEUs**

**11 Thursdays**

**Jan 5 – Mar 22**

**(no class 3/8)**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-6 0112**

### ■ LA-7 Personal Injury

This course includes an in-depth examination of the elements making up a cause of action based on negligence; the study of intentional torts such as assault, battery, and intentional infliction of emotional distress, actions based on strict liability and product liability, as well as other aspects of personal injury. Topics of discussion include: the various documents used in personal injury cases (complaints, answers, affirmative defenses); discovery documents used in preparation for trial (interrogatories, requests to produce and requests for admission); and the use of other pre-trial and trial documents and exhibits and how they are used in personal injury actions. You will learn the fundamental elements of personal injury causes of action, settlement negotiations, mediation, and arbitration. The goal of the course is achieved through both the text and the use of actual case documents and experiences, with an emphasis on practical application.

**\$310, 30 hrs., 3.0 CEUs**

**10 Mondays**

**Jan 23 – Apr 2**

**(no class 3/5)**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-7 0112**

### ■ LA-8 Effective Legal Research

Students will become acquainted with the fundamentals of legal research and citation. Students will also learn to use and locate primary and secondary sources and will gain exposure to various resources of legal research.

NOTE: This course is a prerequisite to LA-9 Research Writing.

**\$310, 30 hrs., 3.0 CEUs**

**10 Wednesdays**

**Mar 14 – May 16**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-8 0312**

### ■ LA-9 Research Writing

Research Writing is a continuation of Effective Legal Research and includes exercises in grammatical construction and legal writing. Students will become acquainted with the fundamentals of legal writing and learn to present legal analysis in a logical concise format. Prerequisite: Effective Legal Research.

**\$275, 24 hrs., 2.4 CEUs**

**8 Wednesdays**

**May 23 – July 18**

**(no class 7/4)**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-9 0512**

### ■ LA-10 Probate

You will be introduced to the principles of probate law in Florida. Topics for study include: the role of the attorney and personal representative, probate vs. non-probate assets, testate vs. intestate estates, creditor and beneficiary rights, accountings, probate litigation and federal estate taxes as well as trust administration. You will learn to administer an estate from beginning to end, including formal, summary and ancillary administrations, and you will be required to prepare pleadings after a study of the Florida probate code.

**\$310, 30 hrs., 3.0 CEUs**

**10 Thursdays**

**Mar 29 – May 31**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-10 0312**

**Be Smart—Register Now!**

**1.800.228.5845**

*www.fau.edu/conted-pros*

### ■ LA-11 Corporations

You will study sole proprietorship and general and limited partnerships, with a special emphasis on corporations. Topics include: corporate formation, articles of incorporation and by-laws, sub-chapter S, corporate financial structure, operation, meetings, dividends, distributions, employment, steps after formation, foreign corporations, and corporate taxation.

**\$310, 30 hrs., 3.0 CEUs**

**10 Mondays**

**Apr 9 – June 18**

**(no class 5/28)**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-11 0412**

### ■ LA-12 Domestic Relations

Addresses the issues of family law in the U.S. Included topics are: valid marriages, annulments, divorce, property distribution, paternity, child custody, and support. Adoption may also be covered. Students will develop a working knowledge of the pleadings, motions, discovery involving, jurisdictional and venue issues relating to and involving family law.

**\$225, 21 hrs., 2.1 CEUs**

**7 Thursdays**

**June 7 – July 19**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA1-12 0612**



## Legal Secretary Certificate Program

A career as a legal secretary requires specific skills, competencies, and knowledge to meet the demands of this fast-paced profession. This 12-week comprehensive certificate program is designed to provide both beginners and current legal staff with an overview of the skills and knowledge required to excel in a legal career.

A general overview of legal topics covered includes:

- Litigation
- Contracts
- Business Organization
- Real Estate
- Torts
- Family Law
- Criminal Law and Criminal Procedure
- Estate Planning, Estates and Guardianship
- Bankruptcy

In addition to a general overview of substantive law, you will learn the practice and procedures common to all law offices:

- Ethics and Professionalism for Non-Lawyers
- Business of Law Office Management including Billing and Accounting

- Preparation of Legal Documents and Office Communications
- Use of Electronic and Conventional Calendaring and Docket Control Systems
- The Court Systems and Administrative Agencies

Admission requirements: Prospective students must complete an application form and submit it along with an official high school diploma (or GED) and a letter of recommendation or an official transcript of college credits.

Prerequisites: You must have a working knowledge of office-based software (MS Word, MS Access, and MS Excel or Word-Perfect Corel-Lotus) and good keyboard skills.

**\$595, 48 hrs., 4.8 CEUs**

**12 Saturdays**

**Sept 10 – Dec 10**

**(no class 10/8 and 11/26)**

**9 a.m. - 1 p.m.**

**Boca Raton Campus**

**#LA - 091011**



**For more information, call  
561.297.3648 or 1.800.228.5845**

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# Legal Nurse Consultant Certificate Program

Legal nurse consultants bridge the gap between medicine and the judicial system, analyzing important medical information in solving cases. They help interpret and translate the subtleties involved in medical evidence and can play a huge role in case outcomes.

At the completion of the course, you will receive 33 nursing continuing education contact hours that may be used toward state RN licensing renewal.

This course provides you with the fundamental skills necessary to advise law firms, health care providers, insurance companies, risk management departments, and governmental agencies regarding medical issues, and provide testimony in court as expert witnesses.

At the successful conclusion of the program, you will be able to:

- Review medical records, hospital policies and other documents to determine their relevance to a case
- Develop chronologies of medical events and clarify how these events fit into the overall case analysis
- Interview and prepare expert witnesses
- Identify the elements of negligence in a negligence action

- Identify the laws that impact medical malpractice
- Collaborate with legal experts to develop case strategies

Legal Nurse Consultant Certified (LNCC) exam is a discretionary test separate from this course that experienced registered nurses graduating from this class may decide to sit for. LNCC test eligibility requirements are discussed during this training course; however, RNs graduating from this course need not take the LNCC in order to practice as legal nurse consultants.

Admission requirements: Prospective students must complete an application form and submit it along with a copy of RN license and proof of three years of clinical nursing experience.

**\$795, 30 hrs., 33 Nursing Continuing Education Contact Hours**

**5 Saturdays**

**Oct 15 – Nov 12**

**9 a.m. - 4 p.m.**

**Boca Raton Campus**

**#LA - 101511**





# Elective Courses

## Open Enrollment

Each year paralegals and students with special interests participate in elective courses from FAU's Legal Assistant Program. These courses are not part of the Legal Assistant Certificate Program; they are available for those who wish to sharpen their skills, develop new ones, or enhance their knowledge. No application is required for elective courses. Just call **1.800.228.5845** to register. Paralegals will receive CEU's to maintain CLA certification.

### ■ LA-14 Immigration Law

Immigration Law begins with the topic of American citizenship and continues with the study of admissibility, inadmissibility, naturalization and removal. In addition to the complex constitutional laws, statutes and regulations involved in the various processes and steps, the course will cover the context of the broader historical and political forces that shaped the body of immigration law. You will get skills training in the interpretation of difficult statutes and regulations, a working knowledge of the many forms required by the DHS/USCIS for the working practitioner, and an understanding of how our immigration policies fit into the study of civil rights and liberties.

**8 Tuesdays**

**Apr 10 – May 29**

**7:10 – 10:10 p.m.**

**Boca Raton campus**

**#LA-14 0412**

**Or**

**\$285, 24 hrs., 2.4 CEUs**

**8 Tuesdays**

**Oct 18 – Dec 6**

**7:10-10:10 p.m.**

**Boca Raton Campus**

**#LA-14 1011**



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### ■ LA-19 Workers' Compensation

The nature of the Workers' Compensation system in Florida, necessitates a high volume practice for which qualified paralegals are always in demand. This course offers a practical approach where you will develop a working knowledge of all aspects of the Workers' Compensation system. An in depth study of a worker' compensation claim will be conducted, from the initial report of injury through final hearing and settlement of the case, including any potential Social Security Disability, Medicare and Third Party Liability ramifications. Additionally, the most recent and significant, substantive and procedural changes in the law will be examined as relates to employer responsibility as well as the rights and remedies available to injured workers. The course will also focus on the distinctions between administrative law and civil law in general and Workers' Compensation law and Personal Injury law in particular.

**\$285, 24 hrs., 2.4 CEUs**

**8 Tuesdays**

**Feb 7 – April 3**

**(no class 3/6)**

**7:10 – 10:10 p.m.**

**Boca Raton Campus**

**#LA-19 0212**

### ■ CLA-Certified Legal Assistant Review Course

The FAU CLA 21-Hour Classroom course is a seven-week course offered prior to NALA's CLA examination testing periods.

The course provides a comprehensive overview of each general and substantive law area tested by the CLA examination. Effective test-taking skills applicable to the CLA examination are covered. Focus is placed on weekly writing assignments that provide practice in memorandum drafting—a skill that figures prominently in the judgment and analytical ability portion of the CLA examination. At the end of the course, a mock examination is administered for those wishing to experience realistic CLA examination test-taking conditions.

Visit [www.nala.org/cert.htm](http://www.nala.org/cert.htm) to get more information and to register for the exam.

**\$249, 21 hrs., 2.1 CEUs**

#### TEST DATES

**Sept 1 – 30, 2011**

**Jan 1 – 31, 2012**

**May 1 – 31, 2012**

# LEGAL ASSISTANT PROGRAM ADMISSION FORM APPLICATION

## Personal Data

Last Name	First Name	Middle
Social Security #	Date of Birth	
Street Address	Apt/Suite #	
City	State	Zip
Home Phone	Work Phone	Cell Phone
E-mail		

## Educational Data

High School	Degree/Credits	GPA	Year
College	Degree/Credits	GPA	Year

\*\* Attach Official Transcript(s)

## Employment Data

Employer	Position	Dates (from/to)
Employer	Position	Dates (from/to)

Are you currently or have you ever been charged with or subject to disciplinary action for scholastic (such as plagiarism or cheating) or any other type of behavioral misconduct at any educational institution? You do not need to disclose academic dismissal, suspension, or probation for poor grades.

Have you ever been charged with a violation of the law, misdemeanor and/or felony (even if adjudication was withheld) which resulted in, or, if still pending could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license (you are not required to include traffic violations which only resulted in a fine)?

When do you plan to begin the Legal Assistant Certificate Program? \_\_\_\_\_

Do you plan to go full-time (three nights a week)? \_\_\_\_\_

Do you plan to get your Certificate of Completion from us? \_\_\_\_\_

How did you hear about the Program? \_\_\_\_\_

I understand that this application is for admission only to the LEGAL ASSISTANT CERTIFICATE PROGRAM and all information contained herein will be held in confidence as provided by law.

I certify that the information give in this application is complete and accurate and if admitted, I hereby agree to abide by the rules and regulations governing said Program and Florida Atlantic University.

Applicant's Signature

Date

Send application form and the \$45 non-refundable application fee to:

**Legal Assistant Certificate Program**  
**Florida Atlantic University, 777 Glades Rd., Continuing Education Hall, Room 201, Boca Raton, FL 33431**

Please make checks or money orders payable to FAU

COURSE	DATE	DAY	TIME	LOCATION	PRICE	COURSE	NO CLASS
<b>Certificate Program Classes</b>							
LA-1 Introduction to Law*	July 30 - Aug 13	S	9 a.m. - 4 p.m.	Boca Raton	\$185/18 hrs.	LA1-1 0711-1	
LA-1 Introduction to Law*	July 25 - Aug 12	M, F	7:10 p.m. - 10:10 p.m.	Boca Raton	\$185/18 hrs.	LA1-1 0711-2	
*Introduction to Law must be taken prior to enrollment in the courses that are part of the certificate program.							
LA-2 Wills, Trusts, Estate Planning	Aug 24 - Dec 7	W	7:10-10:10 p.m.	Boca Raton	\$380/45 hrs.	LA1-2 0811	9/28/11
LA-3 Real Property Law	Aug 22 - Nov 28	M	7:10-10:10 p.m.	Boca Raton	\$365/42 hrs.	LA1-3 0811	9/5/11
LA-4 Civil Litigation	Aug 25 - Dec 15	TH	7:10-10:10 p.m.	Boca Raton	\$380/45 hrs.	LA1-4 0811	9/29/11 11/24/11
LA-5 Contract Law	Jan 4 - Feb 29	W	7:10-10:10 p.m.	Boca Raton	\$285/27 hrs.	LA1-5 0112	
LA-6 Criminal Law	Jan 5 - Mar 22	TH	7:10-10:10 p.m.	Boca Raton	\$325/33 hrs.	LA1-6 0112	3/8/12
LA-7 Personal Injury	Jan 23 - Apr 2	M	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA1-7 0112	3/5/12
LA-8 Effective Legal Research	Mar 14 - May 16	W	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA1-8 0312	
LA-9 Research Writing	May 23 - July 18	W	7:10-10:10 p.m.	Boca Raton	\$275/24 hrs.	LA1-9 0512	7/4/12
LA-10 Probate	Mar 29 - May 31	TH	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA1-10 0312	
LA-11 Corporations	Apr 9 - June 18	M	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA1-11 0412	5/28/12
LA-12 Domestic Relations	June 7 - July 19	TH	7:10-10:10 p.m.	Boca Raton	\$225/21 hrs.	LA1-12 0612	
<b>Elective Classes-Open Enrollment</b>							
LA-19 Workers' Compensation	Feb 7 - April 3	T	7:10-10:10 p.m.	Boca Raton	\$285/24 hrs.	LA - 19 0212	3/6/12
LA-14 Immigration Law	Apr 10 - May 29	T	7:10-10:10 p.m.	Boca Raton	\$285/24 hrs.	LA - 14 0412	
LA-14 Immigration Law	Oct 18 - Dec 6	T	7:10-10:10 p.m.	Boca Raton	\$285/24 hrs.	LA - 14 1011	

Be Smart—Register Now!  
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To register for LA-1 Introduction to Law starting  
July 25 or July 30, 2011  
call 1.800.228.5845.

**To register by phone**, call 1.800.228.5845 and use your Visa, MasterCard, Discovery or American Express. Please have your credit card information ready.

**To register by mail**, complete the form below and mail it to Florida Atlantic University, 777 Glades Road, Legal Assistant Certificate Program, Continuing Education Hall, Room 200, Boca Raton, FL 33431

**To register by fax**, dial 561.297.3987 and fax the enrollment form. Please be sure to fill out the form in its entirety.

**Payment for courses\***, can be made by Visa, MasterCard, Discovery Card, American Express, check, cash or company purchase order. Payment is due at the time of enrollment. **Make checks payable to Florida Atlantic University.** Cash payments (except amounts only) may be made in person.

**CEUs:** Florida Atlantic University awards CEUs (Continuing Education Units) to participants in our courses. One CEU is awarded for each 10 hours in class.

**Flexible registration:** FAU offers continuous enrollment opportunities by telephone, mail, fax, and in person, right up to the day your continuing education course begins, if space is available.

**Discounts:** Receive a 10% team discount on selected courses when three or more people from one company enroll in the same non-credit course. We ask that you enroll at the same time and use one method of payment

**Cancellations:** If you must cancel, please notify us by phone or fax at least 48 hours before the course begins. You will receive a full refund minus a \$15 processing fee for each course. If less than 48 hours notice is given you will be charged a \$40 processing fee for each course. No cancellations will be accepted **AFTER** a course begins. If a course is cancelled by us for any reason, you will receive a full refund.

**Enrollment office hours:** 8 a.m.-5 p.m., Monday-Friday. Please call our office at 1.800.228.5845 a minimum of five working days in advance of an event if a reasonable accommodation of a disability is needed.

**Parking:** Parking fees are an additional charge per semester. Please purchase your parking decal from the Traffic and Parking Office prior to your first class call 561.297.2771.



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\*Fees collected from non-credit programs in this catalog are used to support the administration of the division and to pay for food items as appropriate. Please feel free to copy this form and pass it along to your friends!

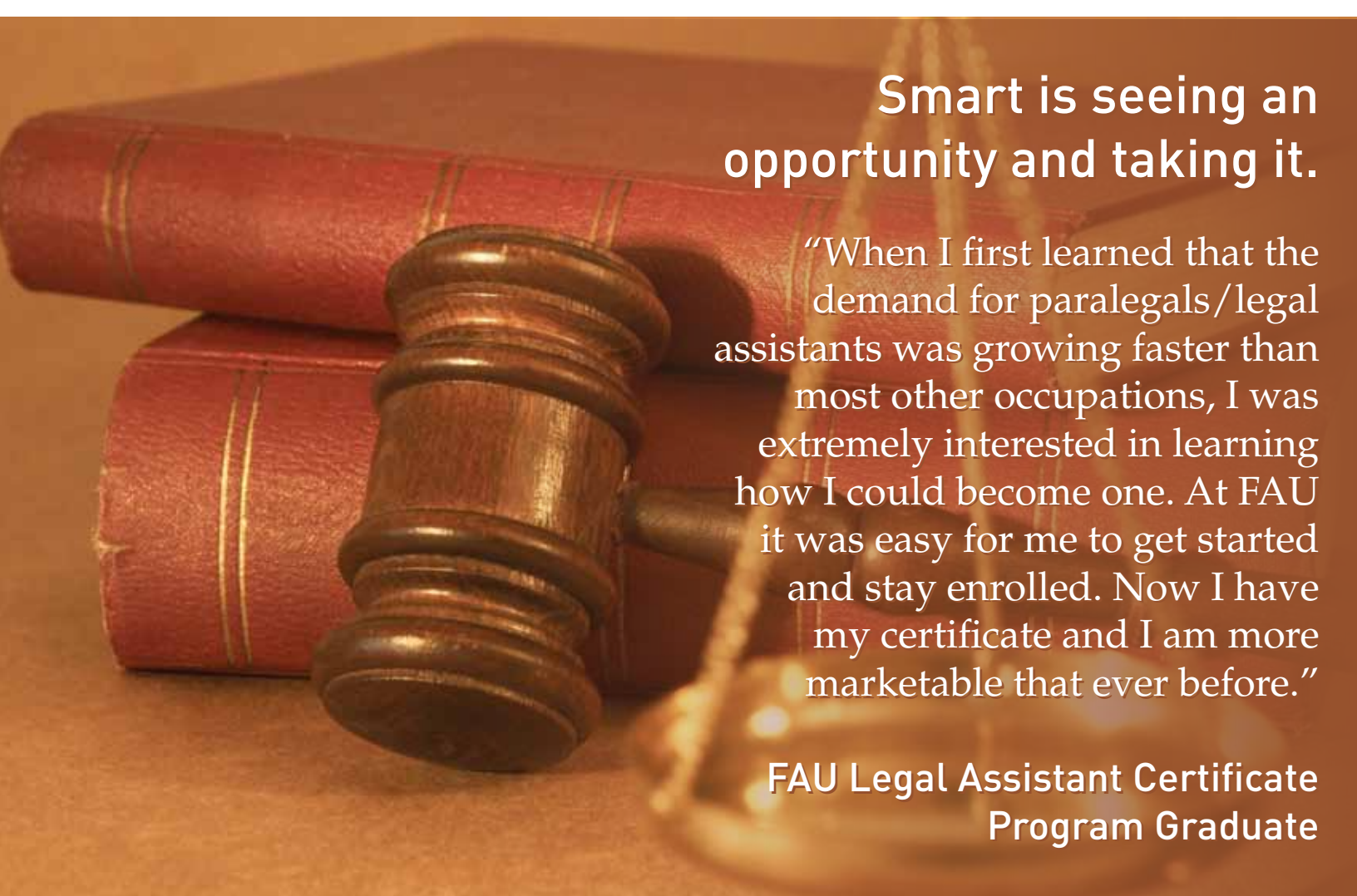


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A close-up photograph of a wooden gavel resting on two red leather-bound books. The gavel is positioned diagonally across the books. The background is a warm, golden-brown color.

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