

Legal Assistant/Paralegal Certificate Program

2009

LIFELONG LEARNING PROFESSIONAL DEVELOPMENT



Introduction to Law



Wills, Trusts &
Estate Planning



Real Property Law



Civil Litigation



Contract Law



Criminal Law



Personal Injury



Effective Legal Research



Research Writing



Probate



Corporations



Domestic Relations



Immigration Law



Cyber Law



Elder Law



CLA - Certified Legal Assistant
Review Course

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 Students 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 smart.fau.edu.



Legal Assistant

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 twelve 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

Smart 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 \$5.00 per transcript).

Admission Requirements

Completion of official application, along with a non-refundable \$45 application 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 and a typewritten statement of approximately 200 words explaining career goals.

Or

2. Provide high school transcript (or GED) and two letters of recommendation from employers verifying at least one year of work experience and a typewritten statement of approximately 200 words explaining career goals.

FINANCIAL AID

Call 1-800-658-3567 for information on financial aid available through the Wells Fargo Education Connection Loan program or 1-888-272-5543 for information on financial aid through the Career Training Loan of SLM Financial Corporation, a Sallie Mae Company.

The Smart Legal Assistant Certificate Program is VA-approved.

APPLICATION CHECKLIST

1. Complete application form (see page 10)
2. Attach \$45 application fee
3. Include official transcripts (college or high school)
4. Include 200-word career goal essay
5. Include 2 letters of recommendation, if no college



For more information, call
561.297.3648 or 800.228.5845

Visit FAU's website at www.fau.edu or call 561-297-2020 for updates on campus operations due to hurricanes or other natural disasters.

CERTIFICATE PROGRAM

■ 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 Tuesdays & 3 Thursdays

Jan 6 - Jan 22

7:10-10:10 p.m.

Boca Raton Campus

#LA2-1 0109-1

Option 2

3 Saturdays

Jan 10 - Jan 24

9 a.m - 4 p.m.

(1-hour lunch break)

Boca Raton Campus

#LA2-1 0109-2

■ LA-2 Wills, Trusts & Estate Planning

Focus on various available methods of estate planning and the federal tax consequences of transferring family wealth and property, with emphasis on Florida probate law and practice. Additional topics to be discussed in detail include: the preparation, content and use of wills, will substitutes, trusts and other similar arrangements, recent tax savings ideas and strategies, the role of life insurance and irrevocable life insurance trusts, major changes and recent developments in gift and estate tax planning, the use of revocable and irrevocable trusts, jointly-held property, ownership of family business interests, use of pension/profit sharing plans, charitable contributions/trusts and post-mortem estate planning.

\$380, 45 hrs., 4.5 CEUs

15 Wednesdays

Feb 4 - May 27

(no class 3/4 and 4/8)

7:10-10:10 p.m.

Boca Raton Campus

#LA2-2 0209

■ 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
Feb 2 – May 11
(no class 3/2)
7:10-10:10 p.m.
Boca Raton Campus
#LA2-3 0209**

■ LA-4 Civil Litigation

The primary focus is on civil litigation in Florida. Included are: sources of law, jurisdiction, venue, 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
Feb 5 – May 28
(no class 3/5 and 4/9)
7:10-10:10 p.m.
Boca Raton Campus
#LA2-4 0209**

■ 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
June 3 - July 29
7:10-10:10 p.m.
Boca Raton Campus
#LA2-5 0609**

■ 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
June 4 – Aug 13
7:10-10:10 p.m.
Boca Raton Campus
#LA2-6 0609**

■ 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
May 18 – July 27
(no class 5/25)
7:10-10:10 p.m.
Boca Raton Campus
#LA2-7 0509**

■ 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
Aug 5 – Oct 7
7:10-10:10 p.m.
Boca Raton Campus
#LA2-8 0809**

■ 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 pre-sent legal analysis in a logical concise format. Prerequisite: Effective Legal Research.

\$275, 24 hrs., 2.4 CEUs

**8 Wednesdays
Oct 14 – Dec 9
(no class 11/11)
7:10-10:10 p.m.
Boca Raton Campus
#LA2-9 1009**

■ 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
Aug 20 – Oct 22
7:10-10:10 p.m.
Boca Raton Campus
#LA2-10 0809**

■ 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
Aug 3 – Oct 19
(no class 9/7 and 9/28)
7:10-10:10 p.m.
Boca Raton Campus
#LA2-11 0809**

■ LA-12 Domestic Relations

Dissolution of marriage in Florida is the primary focus. Included are: valid marriages, annulments, preparation of pleadings in a dissolution action, jurisdiction venue, uniform child custody, child support, alimony and other relief, property settlement agreements, final hearing and post-judgment proceedings. Adoption and paternity may also be covered.

\$225, 21 hrs., 2.1 CEUs

**7 Thursdays
Oct 29 – Dec 17
(no class 11/26)
7:10-10:10 p.m.
Boca Raton Campus
#LA2-12 1009**

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.

\$285, 24 hrs. 2.4 CEUs

**8 Tuesdays
Oct 20 - Dec 8
7:10-10:10 p.m.
Boca Raton Campus
#LA2-14 1009**

■ LA-15 Cyber Law

Technology has grown at a pace which has forced the legal system to examine complex, and seemingly impossible, legal questions on how to regulate the Internet in a relatively short period of time. For example, if an Internet transaction involves more than one state (or better yet, more than one country), who has jurisdiction to resolve a dispute? Or, if a crime is committed solely on the Internet, do the same Constitutional procedural rights apply to protect the alleged defendant? This course introduces you to the special complications presented when technology outpaces the legal system. We will specifically examine the U.S. Constitution, jurisdiction and cyberspace, e-commerce, privacy on the Internet, crimes committed on the Internet, and property rights in cyberspace.

\$285, 24 hrs., 2.4 CEUs

8 Tuesdays

Feb 3 – March 31

(no class 3/3)

7:10 – 10:10 p.m.

Boca Raton Campus

#LA2-15 0209

■ LA-16 Elder Law

Although the term “elder law” was not coined until the late 1980s, the question of how to care for aging relatives and the special problems they face has plagued families for generations. In the past, this specialized area of law received little national attention. Now that the Baby Boomer Generation is headed for retirement, issues involving the senior population will come to the forefront of our society. In this course, we will explore a variety of issues facing the aging population, including: guardianship, estate planning (with an emphasis on the alternatives to guardianship and planning for incapacity), Medicare and Medicaid, long-term care, retirement, and elder abuse and neglect.

\$300, 30 hrs., 3.0 CEUs

10 Tuesdays

April 14 – June 16

7:10 – 10:10 p.m.

Boca Raton Campus

#LA2-16 0409

■ CLA – Certified Legal Assistant Review Course

The Test Preparation office offers this course three times per year immediately prior to NALA’s CLA examination testing dates.

The course tracks NALA’s *CLA Review Manual: A Practical Guide to CLA Exam Preparation* and 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.

\$249, 21 hrs., 2.1 CEUs

**(Call the Test Preparation office at
(561) 297-2573 for dates and times).**

Be Smart— Register Now!

1.800.228.5845

www.smart.fau.edu

COURSE - Certificate Program	DATE	DAY	TIME	LOCATION	PRICE	COURSE
LA-1 Introduction to Law*	Jan 6 - 22	T, TH	7:10-10:10 p.m.	Boca Raton	\$185/18 hrs.	LA2-1 0109-1
LA-1 Introduction to Law*	Jan 10 - 24	S	9:00-4:00 p.m.	Boca Raton	\$185/18 hrs.	LA2-1-0109-2
*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	Feb 4 - May 27	W	7:10-10:10 p.m.	Boca Raton	\$380/45 hrs.	LA2-2 0209
LA-3 Real Property Law	Feb 2 - May 11	M	7:10-10:10 p.m.	Boca Raton	\$365/42 hrs.	LA2-3 0209
LA-4 Civil Litigation	Feb 5 - May 28	TH	7:10-10:10 p.m.	Boca Raton	\$380/45 hrs.	LA2-4 0209
LA-5 Contract Law	June 3 - July 29	W	7:10-10:10 p.m.	Boca Raton	\$285/27 hrs.	LA2-5 0609
LA-6 Criminal Law	June 4 - Aug 13	TH	7:10-10:10 p.m.	Boca Raton	\$325/33 hrs.	LA2-6 0609
LA-7 Personal Injury	May 18 - July 27	M	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA2-7 0509
LA-8 Effective Legal Research	Aug 5 - Oct 7	W	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA2-8 0809
LA-9 Research Writing	Oct 14 - Dec 9	W	7:10-10:10 p.m.	Boca Raton	\$275/24 hrs.	LA2-9 1009
LA-10 Probate	Aug 20 - Oct 22	TH	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA2-10 0809
LA-11 Corporations	Aug 3 - Oct 19	M	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA2-11 0809
LA-12 Domestic Relations	Oct 29 - Dec 17	TH	7:10-10:10 p.m.	Boca Raton	\$225/21 hrs.	LA2-12 1009
Elective Classes-Open Enrollment						
LA-15 Cyber Law	Feb 3 - March 31	T	7:10-10:10 p.m.	Boca Raton	\$285/24 hrs.	LA2-15 0209
LA-16 Elder Law	Apr 14 - June 16	T	7:10-10:10 p.m.	Boca Raton	\$300/30 hrs.	LA2-16 0409
LA-14 Immigration Law	Oct 20 - Dec 8	T	7:10-10:10 p.m.	Boca Raton	\$285/24 hrs.	LA2-14 1009

Be Smart—Register Now!
1.800.228.5845
www.smart.fau.edu

To register for LA-1 Introduction to Law starting
January 6 or January 10, 2009
call 1.800.228.5845.

LEGAL ASSISTANT CERTIFICATE PROGRAM - APPLICATION FORM

\$45⁰⁰ Application Fee

Personal Data

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

Educational Data - Attach Official Transcript(s)

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

Employment Data

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

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

Do you plan to go full-time (3 nights a week)? _____

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

If you only want to register for a few courses, please list them: _____

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 given in this application is complete and accurate and, if admitted, I hereby agree to abide by the policies of the Advisory Board of the LEGAL ASSISTANT CERTIFICATE PROGRAM and the rules and regulations governing said Program and Florida Atlantic University.

Applicant's Signature _____ Date _____

Send application, transcripts and the registration form with the \$45 non-refundable application fee to:

Legal Assistant Certificate Program
 Florida Atlantic University
 777 Glades Road
 Continuing Education Hall, Room 200
 Boca Raton, Florida 33431-0991

Please make checks or money orders payable to **Florida Atlantic University**.

To register by phone, call 1.800.228.5845 and use your Visa, MasterCard, Discover Card 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, Florida 33431.

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

To register in person, visit our offices at:
Continuing Education Hall, Room 200, on the Boca Raton campus

Payment for courses* can be made by Visa, MasterCard, Discover 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 (exact amounts only) must 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: 8:00 a.m.-5:00 p.m., Monday-Friday. Please call our office at 1.800.228.5845 a minimum of 5 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 & Parking Office prior to your first class (561) 297-2771.



Name _____ Address _____

City _____ State _____ Zip _____

SSN _____ - _____ - _____ Home Phone (____) _____ Business Phone (____) _____
(Required for possible education tax credits)

Company Name _____ Company Address _____

Email _____ Cell Phone _____

COURSE NUMBER	COURSE NAME	DATE	LOCATION	FEE

FOR OFFICE USE ONLY

Agent _____ Date _____ Registration Verification _____

Source _____ Finance Verification _____

CC# _____ Auth. # _____ Finance Stamp _____

Cash (Exact Amount Only) _____

Check / Name on Check _____

Co. PO# _____
(copy of P.O. REQUIRED)

Bill to the Attn. of _____

    exp. ____ / ____

Credit Card # _____

Security Code# _____

Name on Credit Card _____

* 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!



Smart is seeing an
opportunity and taking it.

"When I first learned that the demand for paralegals/legal assistants was growing faster than most other occupations, I was extremely interested in learning how I could become one. At FAU it was easy for me to get started and stay enrolled. Now I have my certificate and I am more marketable than ever before."

*FAU Legal Assistant Certificate
Program Graduate*

smart
2009

Florida Atlantic University



Florida Atlantic University
777 Glades Road, CE 200
Boca Raton, FL 33431-0991

Lifelong Learning Professional Development

Non-Profit Org.
U.S. POSTAGE
PAID
BOCA RATON, FL
PERMIT NO. 77