

Paralegal Certificate Program Legal Nurse Consultant Certificate Program

SPRING 2019

SCHOOL OF CRIMINOLOGY AND CRIMINAL JUSTICE

- ▶ Introduction to Law
- ▶ Wills, Trusts and Estate Planning
- ▶ Real Property Law
- ▶ Civil Litigation
- ▶ Contract Law
- ▶ Criminal Law
- ▶ Personal Injury
- ▶ Effective Legal Research
- ▶ Research Writing
- ▶ Probate
- ▶ Corporations
- ▶ Domestic Relations
- ▶ Immigration Law
- ▶ CP - Certified Paralegal Review Course
- ▶ Practical Office Skills for Paralegals
- ▶ Legal Nurse Consultant

Join FAU's distinguished Paralegal 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 2022.

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)

TRAINING THE BEST SINCE 1976!

For more information or to apply, call us at **561.297.3648** or visit our website at <http://cdsi.fau.edu/sccj/legal-studies>



PARALEGAL

What is a Paralegal?

A 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 (Mondays, Wednesdays and Thursdays from 7:10 - 10:10 p.m.) 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.

The tuition for the program is \$3,660.00. Fees for each course are payable in full at the time of registration for each individual course.

ELECTIVES

Each year paralegals and students with special interests participate in elective courses from FAU's Paralegal Program. These courses are not part of the core courses of the Paralegal 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 **561.297.3648** to register.

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

An official transcript 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).

Admissions Requirements

Completion of official application, along with a non-refundable \$45 application fee, \$120 LexisNexis fee, and a résumé.

APPLICATION CHECKLIST

1. Complete application form (see page 9).
2. Attach \$45 application fee.
3. Attach \$120 LexisNexis fee.
4. Include résumé.

The Paralegal Certificate Program is VA-approved. Legal Courses approved in partnership with CareerSource Broward, Palm Beach, Vocational Rehabilitation and Youth-Coop.



**For more information,
call 561.297.3648**

Visit FAU's homepage at www.fau.edu or call the FAU hotline **1-888-832-8695** for updates on campus operations due to hurricanes or other natural disasters.

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

<http://cdsi.fau.edu/sccj/legal-studies>

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 Paralegal Examination are studied.

If you decide to enroll in the Paralegal 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 Mondays and Wednesdays
Jan 7 – Jan 28
(no class 1/21)
7:10 – 10:10 p.m.
Boca Raton Campus
#LA2-1 0119-1

Option 2
3 Saturdays
Jan 12 – Jan 26
9:00 a.m. – 4:00 p.m.
(1-hour lunch break)
Boca Raton Campus
#LA1-1 0119-2

■ 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
Feb 6 – May 22
(no class 3/6)
7:10 – 10:10 p.m.
Boca Raton Campus
#LA2-2 0219

■ LA-3 Real Property Law

All phases of real estate practice are studied. Topics include: residential and commercial contracts; the process from listing a real property through closing; various forms of property ownership and restrictions; financing/loans (types of mortgages); title insurance matters (title commitment and exceptions); review

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

\$380, 45 hrs., 4.5 CEUs

15 Mondays
Feb 4 – May 20
(no class 3/4)
7:10 – 10:10 p.m.
Boca Raton Campus
#LA2-3 0219

■ 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.

\$365, 42 hrs., 4.2 CEUs

14 Thursdays
Feb 7 – May 16
(no class 3/7)
7:10 – 10:10 p.m.
Boca Raton Campus
#LA2-4 0219

■ LA-5 Contract Law

The broad application of contract law is kept in mind during the exploration of what makes promises enforceable. Areas of discussion include: how the concepts of offer, acceptance and consideration are combined to create enforceable contracts; unilateral vs. bilateral; how capacity and/or age affects contract enforceability; which contracts must be in writing; what happens when one or more elements are missing; the performance and breach of contracts; excuse of performance; and the distinction between common law and uniform commercial code (UCC) contracts. You will be invited to apply your knowledge to real world situations through discussions of contract law disputes in the news, hypothetical situations based on current events and by drafting exercises that challenge you to create unambiguous contract provisions.

\$285, 27 hrs., 2.7 CEUs

9 Wednesdays
May 29 – July 24
7:10 – 10:10 p.m.

**Boca Raton Campus
#LA2-5 0519**

■ 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
May 23 – Aug 8
(no class 7/4)**

7:10 – 10:10 p.m.

**Boca Raton Campus
#LA2-6 0519**

■ 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

June 3 – Aug 5

7:10 – 10:10 p.m.

**Boca Raton Campus
#LA2-7 0619**

■ 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

July 31 – Oct 2

7:10 – 10:10 p.m.

**Boca Raton Campus
#LA2-8 0719**

■ 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

Oct 16 – Dec 4

7:10 – 10:10 p.m.

**Boca Raton Campus
#LA2-9 1019**

■ 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 15 – Oct 17

7:10 – 10:10 p.m.

**Boca Raton Campus
#LA2-10 0819**

Be Smart—Register Now!

1.561.297.3648

<http://cdsi.fau.edu/sccj/legal-studies>

To register for LA-1 Introduction to Law starting January 7 or January 12, 2019, call 1.561.297.3648.

CERTIFICATE PROGRAM

■ 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 12 – Oct 28
(no class 9/2 & 9/30)
7:10 – 10:10 p.m.
Boca Raton Campus
#LA2-11 0819**

■ 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, jurisdictional and venue issues relating to and involving family law.

\$225, 21 hrs., 2.1 CEUs

**7 Thursdays
Oct 24 – Dec 12
(no class 11/28)
7:10 – 10:10 p.m.
Boca Raton Campus
#LA2-12 1019**

To register for LA-1 Introduction to Law starting January 7 or January 12, 2019, call 1.561.297.3648.

Online 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 eight-week course will introduce the participant to the basic concepts of Legal Nurse Consulting, including terminology common to litigation, the role the nurse consultant might perform in a variety of settings, report writing and documentation, participation in trials and hearings, and performing legal research.

Additional discussion will focus on the basic information useful for starting a practice as an independent consultant or working for an established business.

Participants will secure an interview with a legal professional (LNC, attorney, risk manager, adjuster, etc.) and prepare a 10-minute summary presentation via web conference to the class and instructor.

Participants will also research a legal issue using the guidelines provided and present the issue and facts by PowerPoint presentation posted to the course site.

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, 33 Nursing Continuing Education Contact Hours

**Apr 29 – June 21
#LN-0419**

OR

**Oct 7 – Nov 29
#LN-1019**



For more information or to register, visit <http://cdsi.fau.edu/sccj/legal-studies> or call 1.561.297.3648

Visit FAU's homepage at www.fau.edu or call the FAU hotline 1-888-832-8695 for updates on campus operations due to hurricanes or other natural disasters.

Elective Courses

Open Enrollment

Each year paralegals and students with special interests participate in elective courses from FAU's Paralegal Program. These courses are not part of the Paralegal 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 1.297.3648** to register.

■ 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
Apr 16 – June 4
7:10 – 10:10 p.m.
Boca Raton Campus
#LA-14 0419
OR

8 Tuesdays
Oct 22 – Dec 10
7:10 – 10:10 p.m.
Boca Raton Campus
#LA-14 1019

■ LA-23 Practical Office Skills for Paralegals

This course introduces students to practical skills used in a law office including legal timekeeping and billing, docket control and litigation support. Other specialized legal software is introduced as appropriate. Students will have hands-on training with office procedure programs to complete complex operations and save time in the law office. Students will demonstrate knowledge by completing legal assignments routinely performed in a law office or any organization involved with legal processes under the supervision of an attorney.

\$155, 12 hrs., 1.2 CEU's

4 Saturdays
Oct 5 – Oct 26
10:00 – 1:00 p.m.
Boca Raton Campus
#LA-23 1019

■ Online Certified Paralegal Review Courses

The Certified Paralegal examination offered by the National Association of Legal Assistants (NALA) consists of two sections:

The Knowledge Exam and The Skills Exam.

The Knowledge Exam utilizes objective questions to test substantive knowledge of the law and is offered year-round on demand. Successful completion of The Knowledge Exam is required to take the Skills Exam.

The Skills Exam measures writing proficiency through the use of an assignment that must be completed within two hours. The Skills Exam is offered during four test windows in February, April, July, and October.

The Certified Paralegal examination is nationally recognized and is acknowledged by the legal community as a sign of professionalism and competence. FAU offers online prep courses for both sections of the exam.

Registration for these Review Courses does not automatically register you to take the Knowledge and Skills Exam. It is the obligation of the candidates to ensure they meet the eligibility requirements to sit for the exam and comply with all application deadlines.

For more information and to register for the exam, go to **nala.org/certification/certtest3**

■ Step one: Online Knowledge Exam Prep Course

This seven-week intensive course is geared toward candidates studying for the first part of NALA's Certified Paralegal examination. General test-taking tips and an overview of each substantive law topic tested are emphasized. The course is web-based and access is granted to all materials for completion at the student's pace during the seven-week course window. Videos, Power Points, practice quizzes, and interactions with faculty by appointment are provided.

Topics covered during the course include:

- Professional and Ethical Responsibility
- United States Legal System
- Civil Litigation
- Contracts
- Corporate / Commercial Law
- Estate Planning and Probate
- Real Estate and Property
- Criminal Law and Property
- Torts
- Additional Topics of Relevance
 - Legal Terminology
 - Human Relations & Interviewing
 - Citations and Basic Research Concepts

■ Admission Requirements:

This program is open to all, but it is intended for candidates preparing for the Knowledge portion of NALA's Certified Paralegal Exam.

CERTIFICATE PROGRAM

\$200.00

Jan 28 – March 15, 2019
#CP-012819

OR

June 24 – Aug 9, 2019
#CP-062419

OR

Oct 7 – Nov 22, 2019
#CP-100719

■ Step two: Certified Paralegal Skills Exam Prep Course

This three-week intensive course is for students who have successfully completed the Knowledge Exam section of NALA's Certified Paralegal examination and are preparing to take the Skills Exam. It would also be appropriate for paralegals who wish to brush up on their legal writing skills or prospective law students interested in understanding the basic structure and process of writing an interoffice memo. The course includes:

- Videos on the format and structure of the interoffice memo, legal writing strategies in general, and common grammar and punctuation errors to avoid.
- Two writing assignments for submission during the first and last weeks of the course.
- Personalized, detailed feedback on each completed assignment from an experienced faculty member.
- Interactions with faculty by appointment.

■ Admission Requirements

This program is open to all, but it is intended for candidates preparing for the Skills portion of NALA's Certified Paralegal Exam.

\$95.00

Jan 7 – Jan 25, 2019
#CP-010719

OR

Mar 11 – Mar 29, 2019
#CP-031119

OR

June 17 – July 5, 2019
#CP-061719

Be Smart—Register Now!

1.561.297.3648

<http://cdsi.fau.edu/sccj/legal-studies>

To register for LA-1 Introduction to Law starting January 7 or January 12, 2019, call 1.561.297.3648.

Testimonials



Make the commitment to yourself and your future and select Florida Atlantic University's Paralegal Program!

Changing careers after 20 years was significantly less challenging than I expected due to the education I received at Florida Atlantic University's Paralegal / Legal Studies Program. The Professors, Administrators, legal courses, and fellow students, challenged and helped prepare me for a career as a paralegal within the legal field. The knowledge and learning experiences I acquired from my professors and courses are the cement blocks of my foundation and has helped make me invaluable to my employers.

In summary, I am so grateful and appreciative to FAU because I am a successful paralegal today because of their program, and my hard work and dedication.

Jody Kling



The Paralegal Certificate Program offered by Florida Atlantic University provided me with so many opportunities. After I had graduated from FAU ('13) with my B.A. in Political Science and gone out into the work force, I realized that I needed something more, something that would provide me with a career, not a job. Through the Paralegal Certificate Program, I was challenged through twelve different courses, all in different areas of law, that opened my eyes to the broader legal field.

The instructors in the program challenged me in ways I had not been challenged before and because of their efforts, I was awarded a scholarship through the Palm Beach County Chapter of the Paralegal Association. Furthermore, the continuous job openings that the program provides to us students during the course of our studies allowed me to go out on real world interviews and get a better understanding of what real employers needed from candidates seeking employment. Thankfully, I now work for a great law firm right here in Boca Raton and about to sit for the National Association of Legal Assistants Certified Paralegal Exam.

Howard Rudnick



It's hard to imagine that after achieving a bachelor's degree with honors and graduating with a master's degree in my chosen field of International Business that getting a job would ever be a challenge.

I applied for the Paralegal Certificate at Florida Atlantic University and out of all my degrees, achievements and accomplishments in life, to this day I tell everyone this achievement was a turning point for me and the catalyst for my success.

I had the utmost respect for the faculty who were all Attorneys in the field of law that they taught. I honestly believe that teaching as theory is one thing but when you have a professor who not only explains the theory but can give you real life scenarios, it becomes priceless. The networking possibility is further enhanced as today I still keep in contact with a few of my professors who I now consider dear friends. I was also able to network with students who are very close friends of mine and doing quite well in the field.

Today I am working as a Paralegal for the senior partner at a very successful Personal Injury law firm Baker and Zimmerman, P.A. as well as in my third year of law school at Nova South Eastern University. None of what I have achieved thus far in my legal career would ever have been possible without this FAU Paralegal Certificate. So I encourage you to take this opportunity and run with it and once you cross that finish line the prize would be worth it all.

Tanecia Natto



The Paralegal Certificate Program at Florida Atlantic University was by far one of the greatest courses I have ever taken. The program gave me the skills and knowledge to be hired as a caseworker at the Human Rights Institute because the classes are taught by practicing attorneys. With this program on my application and a beautiful letter of recommendation, I applied to law school and graduated attorney at law in 2013. As soon I passed the Bar, I opened Riano & Associates, my own law firm due to the experience and skills acquired during the legal assistant/paralegal course. This program helped me achieve my goals so if you have the opportunity to take this course... DO IT, you will never regret it!!!!

Kathy Riano-Lopez

APPLICATION FORM FOR ADMISSION TO THE PARALEGAL PROGRAM

Paralegal Certificate Program

Florida Atlantic University, 777 Glades Rd., Social Science Building, Room 209, Boca Raton, FL 33431

PERSONAL DATA			
Last Name:	First Name:	Middle:	
Social Security# (last four digits):		Date of Birth:	
Street Address:			Apt/Suite #:
City:		State:	Zip:
Home Telephone:	Work Telephone:	Cellular Phone:	
E-mail:			

EDUCATIONAL DATA**			
High School:	Degree/Credits:	GPA:	Year:
College:	Degree/Credits:	GPA:	Year:

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 Paralegal Certificate Program? _____

Do you plan to go full-time (3 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 **PARALEGAL 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 rules and regulations governing said Program and Florida Atlantic University.

Applicant's Signature

Date

FAU LEGAL STUDIES PROGRAM SPRING 2019

COURSE	DATE	DAY	TIME	LOCATION	PRICE	COURSE	NO CLASS
LA-1 Introduction to Law*	Jan 7 – Jan 28	M, W	7:10 - 10:10 p.m.	Boca Raton	\$185/18 hrs.	LA2-1 0119-1	1/21/2019
LA-1 Introduction to Law*	Jan 12 –Jan 26	S	9 a.m. - 4 p.m.	Boca Raton	\$185/18 hrs.	LA1-1 0119-2	
*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 6 – May 22	W	7:10-10:10 p.m.	Boca Raton	\$380/45 hrs.	LA2-2 0219	3/6/2019
LA-3 Real Property Law	Feb 4 – May 20	M	7:10-10:10 p.m.	Boca Raton	\$380/45 hrs.	LA2-3 0219	3/4/2019
LA-4 Civil Litigation	Feb 7 – May 16	TH	7:10-10:10 p.m.	Boca Raton	\$365/42 hrs.	LA2-4 0219	3/7/2019
LA-5 Contract Law	May 29 – July 24	W	7:10-10:10 p.m.	Boca Raton	\$285/27 hrs.	LA2-5 0519	
LA-6 Criminal Law	May 23 – Aug 8	TH	7:10-10:10 p.m.	Boca Raton	\$325/33 hrs.	LA2-6 0519	7/4/2019
LA-7 Personal Injury	June 3 – Aug 5	M	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA2-7 0619	
LA-8 Effective Legal Research	July 31 – Oct 2	W	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA2-8 0719	
LA-9 Research Writing	Oct 16 – Dec 4	W	7:10-10:10 p.m.	Boca Raton	\$275/24 hrs.	LA2-9 1019	
LA-10 Probate	Aug 15 – Oct 17	TH	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA2-10 0819	
LA-11 Corporations	Aug 12 – Oct 28	M	7:10-10:10 p.m.	Boca Raton	\$310/30 hrs.	LA2-11 0819	9/2/2019 9/30/2019
LA-12 Domestic Relations	Oct 24 – Dec 12	TH	7:10-10:10 p.m.	Boca Raton	\$225/21 hrs	LA2-12 1019	11/28/2019
Elective Classes-Open Enrollment							
LA-14 Immigration Law	Apr 16 – June 4	T	7:10-10:10 p.m.	Boca Raton	\$285/24 hrs.	LA-14 0419	
LA-23 Practical Office Skills	Oct 5 – Oct 26	S	10:00 a.m.-1:00 p.m.	Boca Raton	\$155/12 hrs.	LA-23 1019	
LA-14 Immigration Law	Oct 22 – Dec 10	T	7:10-10:10 p.m.	Boca Raton	\$285/24 h	LA-14 1019	
Online Knowledge Exam Prep Course	Jan 28 – March 15		7 weeks		\$200	CP-012819	
	June 24 – Aug 9		7 weeks		\$200	CP-062419	
	Oct 7 – Nov 22		7 weeks		\$200	CP-100719	
Online Skills Exam Prep Course	Jan 7 – Jan 25		3 weeks		\$95	CP-010719	
	Mar 11 – Mar 29		3 weeks		\$95	CP-031119	
	June 17 – July 5		3 weeks		\$95	CP-061719	
Online Legal Nurse Consultant	Apr 29 – June 21		8 weeks		\$795	LN-0419	
	Oct 7 – Nov 29		8 weeks		\$795	LN-1019	

Be Smart—Register Now!
1.561.297.3648

<http://cdsi.fau.edu/sscj/legal-studies>

To register for LA-1 Introduction to Law starting
January 7 or January 12, 2019
call 1.561.297.3648

To register in person, visit us at: Social Science Building, Room 272.

To register online, visit <http://cdsi.fau.edu/sccj/legal-studies>.
It's that easy!

To register by phone, call 1.561.297.3648 and use your Visa, MasterCard, Discover or American Express. Please have your credit card information ready.

Payment for courses, can be made by Visa, MasterCard, Discover, American Express, check or company purchase order. Payment is due at the time of enrollment. **Make checks payable to Florida Atlantic University.**

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, online 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. 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 1.561.297.3648 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.



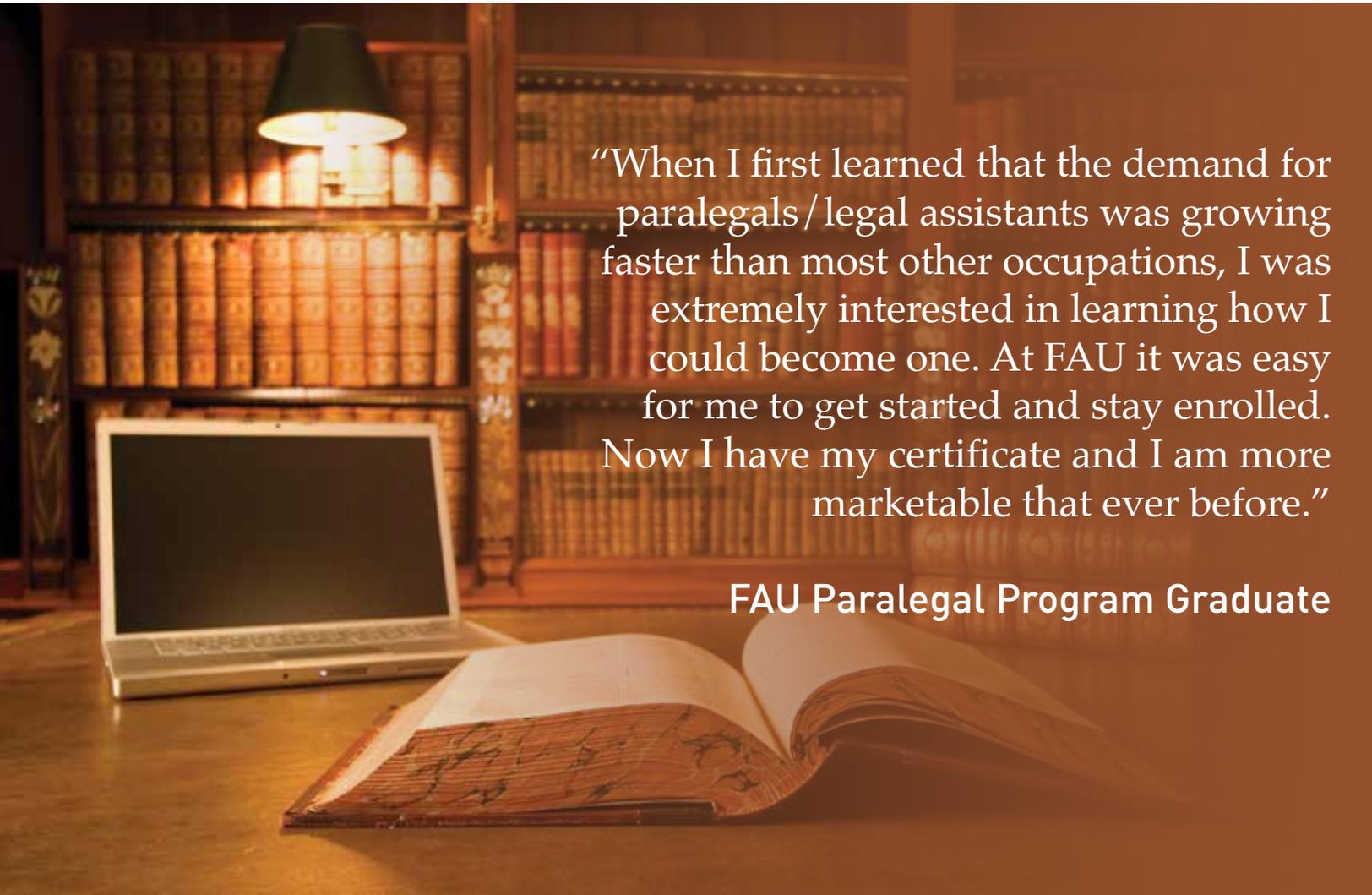


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A photograph of a study desk in a library. In the foreground, an open book with handwritten notes lies on the desk. To the left, a laptop is open. In the background, a bookshelf filled with books is illuminated by a lamp with a green shade.

“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 Paralegal Program Graduate