



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010

(i.e. 2003-2004)

NEXT REVIEW:

(i.e. 2008-2009)

2014-2015

STATUS: A

(A, I, D)

COURSE TITLE: Introduction to Legal Assisting

COMMON COURSE NUMBER: PLA 1003

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: **48**

Lab:

Clinic:

Other:

PREREQUISITE(S):

COREQUISITE(S): ENC 1101 or Program Manager's approval

PRE/COREQUISITE(S):

COURSE DESCRIPTION :

This course provides an overview of the training and duties of the legal assistant/paralegal. Also included is a discussion of legal terminology, research techniques, and pertinent litigation documents.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Introduction
2. Ethics
3. Vocabulary, Basic Grammar, and Writing Skills
4. Legal Analysis of Cases
5. Law Office Administration
6. Legal Research
7. Interviewing
8. Discovery
9. Civil Litigation

EVALUATION:

Student evaluation may include, but is not limited to exams, quizzes, presentations, portfolios, discussions, class participation, attendance, projects, co-ops, practicum, internships, externships, and research reports

Common Course Number: PLA 1003

UNITS

Unit 1

General Outcome:

- 1.0 The student shall be able to describe the legal assistant profession and the legal system.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Describe the legal assistant profession.**
- 1.2 Identify the job responsibilities of a legal assistant.**
- 1.3 Describe the relationship of the legal assistant to the attorney.**
- 1.4 Describe the Florida and federal court systems.**
- 1.5 Discuss the primary sources of law.**

Common Course Number: PLA 1003

Unit 2

General Outcome:

- 2.0 The student shall be able to detail and apply the ethical guidelines that govern the legal assistant profession.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Define legal ethics.**
- 2.2 List the sources of ethical guidelines.**
- 2.3 Apply ethical principles to specific law office circumstances.**

Common Course Number: PLA 1003

Unit 3

General Outcome:

- 3.0 The student shall be able to develop legal vocabulary, basic grammar, and writing skills.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Define and discuss basic legal terminology and terminology that pertains to particular substantive areas of the law such as probate, real estate, and domestic relations.**
- 3.2 Practice grammar and writing skills through assignments.**

Common Course Number: PLA 1003

Unit 4

General Outcome:

4.0 The student shall be able to analyze cases.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Describe the basic components of an appellate case as published in the Regional Reporters.**
- 4.2 Brief assigned cases.**

Common Course Number: PLA 1003

Unit 5

General Outcome:

- 5.0 The student shall be able to discuss law office administration skills as they pertain to the legal assistant**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Develop skills that pertain to the legal assistant, such as timekeeping and docketing.**
- 5.2 Prioritize cases and work load.**

Common Course Number: PLA 1003

Unit 6

General Outcome:

- 6.0 The student shall be able to conduct simple legal research using primary and secondary research materials.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Describe the features of the following primary and secondary research materials:**
- 6.1.1 Florida Statutes Annotated**
 - 6.1.2 Florida Jurisprudence**
 - 6.1.3 Southern Reporter**
 - 6.1.4 Florida Digest**
- 6.2 Find the law using the aforementioned research materials.**
- 6.3 Describe the features of the analogous federal research materials.**

Common Course Number: PLA 1003

Unit 7

General Outcome:

- 7.0 The student shall be able to prepare for an employment interview in the legal field.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Draft an effective legal résumé.**
- 7.2 Prepare for a successful job interview in the legal environment.**

Common Course Number: PLA 1003

Unit 8

General Outcome:

8.0 The student shall be able to describe the role of discovery in litigation.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

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8.1 Describe the characteristics of the following:

8.1.1 Interrogatories

8.1.2 Depositions

8.1.3 Request for admission

8.1.4 Request for production of documents

8.2 Explain the role of the legal assistant in the discovery process.

Common Course Number: PLA 1003

Unit 9

General Outcome:

- 9.0 The student shall be able to describe the basic steps and documents for a civil law suit.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 9.1 Identify and describe the fundamental components of documents in a simple civil cause of action.**
- 9.2 Identify and describe the order of events in a civil case from the initial filing through the trial.**
- 9.3 Identify the time limits imposed by the Florida Rules of Civil Procedures for the filing of essential civil pleadings.**