

# NFPA PCCE

2014 SPRING NFPA PCC EXAMINATION REVIEW AND STUDY COURSE

Presented by: THE SOUTH FLORIDA PARALEGAL ASSOCIATION  
Location: Florida International University - University Park Campus  
11200 SW 8<sup>th</sup> Street, Miami, FL 33199  
February 22, 2014 through April 19, 2014

**SIPA 100 is in School of International and Public Affairs**  
**RB 120 is in Ryder Business School**

## WEEK ONE - February 22, 2014 - Room SIPA 100

**Orientation\*\*** Time: 10:00 a.m. - 12:00 p.m.  
All general questions regarding class set-up and test taking (location, test types, etc).

## WEEK TWO - March 1, 2014 - Room SIPA 100

**Communications and Human Relations\*** Time: 10:00 a.m. - 1:00 p.m.  
*Chapter: Communication (p. 110)*

## WEEK THREE - March 8, 2014 - Room RB 120

**Real Estate** Time: 10:00 a.m. - 11:00 a.m.  
**Criminal** Time: 11:00 a.m. - 12:00 p.m.  
*Chapters: Real Estate (p. 258); Criminal (p. 201)*

**Family Law** Time: 1:00 p.m. - 2:00 p.m.  
*Chapter: Family Law (p. 244)*

**Review / Quiz** Time: 2:00 p.m. - 3:00 p.m.  
of three above sections

## WEEK FOUR - March 15, 2014 - Room SIPA 100

**Legal Research\*** Time: 10:00 a.m. - 12:00 p.m.  
*Chapter: Legal Research (p. 41)*

**Ethics\*** Time: 1:00 p.m. - 3:00 p.m.  
*Chapter: Ethics and Professional Practice (p. 8)*

## WEEK FIVE - March 22, 2014

No Class

## WEEK SIX - March 29, 2014 - Room SIPA 100

**General Law\*** Time: 10:00 a.m. - 12:00 p.m.  
*Chapter: U.S. Legal System (p. 29)*

**Litigation\*** Time: 1:00 p.m. - 3:00 p.m.  
*Chapter: Civil Litigation (p. 148)*

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## WEEK SEVEN - April 5, 2014 - Room SIPA 100

**Business Organization\*** Time: 10:00 a.m. - 12:00 p.m.  
*Chapter: Business Organizations (p. 172)*  
**Contracts\*** Time: 1:00 p.m. - 3:00 p.m.  
*Chapter: Contracts (p. 191)*

## WEEK EIGHT - April 12, 2014 - Room RB 120

**Law Office Management, Technology, and  
Paralegal Practice** Time: 10:00 a.m. - 11:00 a.m.  
*Chapter: Paralegal Profession (p. 1); Law Office Management...(p. 133)*  
**Torts** Time: 11:00 a.m. - 12:00 p.m.  
*Chapter: Torts (p. 292)*  
**Probate / Estates** Time: 1:00 p.m. - 2:00 p.m.  
*Chapter: Estates, Wills & Trusts (p. 215)*  
**Review / Quiz** Time: 2:00 p.m. - 3:00 p.m.  
of above three sections

## WEEK NINE - April 19, 2014 - Room RB 120

**Mock Exam\*\*** Time: 10:00 a.m. - 1:00 p.m.

\* Combined with NALA CP Review class

\*\* Not eligible for NFPA CLE Credit

FOR MORE INFORMATION CONTACT MARY ANN MISKIW-JONES AT 305-467-3669 or  
MAMJ1217@YAHOO.COM.