



National Paralegal COLLEGE

<http://nationalparalegal.edu>

Nationally Accredited Online Paralegal Associate's Degree and Certificate Programs

LEARNING

INTERACTION

Consideration
Mutuality
Pre-existing Duty
Moral Obligation



CONVENIENCE

CAREER



Licensed by the Arizona State Board for Private Postsecondary Education



Accredited by the Accrediting Commission of the Distance Education and Training Council, which is listed by the United States Department of Education as a nationally recognized accrediting agency.

6516 N. 7th Street Suite 103, Phoenix, AZ 85014 • (800) 371 - 6105

NPC

REDEFINING

PARALEGAL EDUCATION

(800) 371 - 6105



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MISSION STATEMENT

The mission of National Paralegal College is to provide quality Internet-based education and training for the student seeking a career in the paralegal field.

The school's objective is to provide the student with a rigorous academic foundation as well as career-oriented skills.

BOARD OF DIRECTORS

Avi Katz, President and CEO
Mark Geller, Vice President and Dean

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PROGRAMS OFFERED

Paralegal Certificate Program	24 Semester Credits	1,080 Clock Hours
Associate of Paralegal Studies Program	60 Semester Credits	2,700 Clock Hours

Students applying for either the Paralegal Certificate Program or the Associate of Paralegal Studies Program must possess a minimum of a High School Diploma or G.E.D.

Students must own a personal computer (PC or Mac), a web browser and have access to the Internet. A broadband connection (DSL or cable) is recommended. Students with dialup connections can participate in *NPC's* programs, but may experience delays when viewing lectures.



A MESSAGE FROM THE DEAN

Dear Student,

Acquiring a paralegal education distinguishes the professional paralegal from other law office support staff. Paralegals demonstrate their level of dedication to their profession and to their employers by investing precious time, energy and money in a quality paralegal education. Academic credentials such as an associates degree or certification in paralegal studies is a scholastic achievement that empowers you as it translates into greater marketability of your newly acquired skills and knowledge in a competitive job market.

The work performed by a paralegal requires an understanding of the law and mastering of practical law office skills. Possessing these elements is vital to a paralegal's professional growth and success. At National Paralegal, we strive to provide you with the best paralegal education available. The administration has been uncompromising in choosing of its highly qualified faculty, developing a comprehensive curriculum, and implementing the most innovative means available for presenting educational material to the student. With this in mind, we have developed a learning environment designed to guide the student towards successfully achieving an understanding of the law as well as the needs of the law office.

The learning experience at National Paralegal is superior in many ways to most other online paralegal programs. Among the many distinctive features incorporated into the National Paralegal's teaching methods is the learning experience achieved by using "live lectures". The live lecture provides an excellent venue for lively discussions among the students and faculty, and is an ideal setting for reviewing reading material and other relevant topics. The live lecture format creates a classroom-like experience while the student is conveniently at home or in the office.

We, at National Paralegal, are dedicated to help the student:

- Acquire basic knowledge in various topics of law
- Develop practical law office skills
- Train extensively in online legal research techniques
- Interact with skilled faculty and advisors who are eager to assist throughout the program
- Prepare for the job market
- Assist with job placement
- Acquire competency for new career opportunities
- Achieve financial success within the legal profession

I am confident that you will find the high quality education offered at National Paralegal College to be among the most challenging and respected paralegal programs in the United States, whether online or otherwise.

The enclosed material gives you an overview of what we are about. I invite you to experience our school first-hand, and I look forward to working with you to achieve professional and financial success in the paralegal profession.

Sincerely,
Mark Geller, Dean

LIVE INTERACTIVE CLASSROOMS

National Paralegal College is a pioneer in online education and has replicated the actual classroom experience in a fully interactive live virtual classroom.

The interactive live lecture in the virtual classroom recreates the feel of the physical classroom experience in the comfort of a student's home or office. To further enhance the learning experience, NPC instructors make extensive use of electronic whiteboard technology to illustrate or highlight exhibits for all students to see. Lectures include analyses of legal principles and discussions of how they apply in real-life scenarios. Lectures are given by experienced attorneys, all of whom are experts in their respective fields of practice.

Students personally interact with instructors during live lectures.

All video and audio portions of a lecture are recorded in their entirety. This allows students who are unable to attend a live lecture to watch and listen to the recorded lecture at a time and place convenient to them.



COURSEWARE

Attorney specialists have written custom courseware material for NPC which:

- is comprehensive and covers nearly all areas of the law a student will encounter as a professional paralegal.
- is straightforward and easy to understand, making learning efficient and interesting.
- heavily emphasizes the "learning by example" method, greatly facilitating the learning process.
- includes thousands of self-test questions with detailed explanations.
- includes sample legal documents and forms along with multimedia presentations introducing the student to various practical aspects of a paralegal's responsibilities.

LEGAL RESEARCH

All National Paralegal College students are trained in LexisNexis.

LexisNexis is the leading completely online legal database in the country. All students receive a unique LexisNexis account and participate in a LexisNexis legal research training program. Students sharpen their online research skills by completing several research assignments for each course, utilizing various libraries and features of LexisNexis database.

PRESTIGIOUS FACULTY

The faculty is comprised of dynamic attorneys who bring the real-world law firm experience directly to you.

The NPC team of professionals includes attorneys who have practiced law in the United States and abroad, computer professionals, and support personnel who have intimate knowledge of the day-to-day problems that challenge a busy law office.

ACCREDITATION AND AFFILIATION INFORMATION

National Paralegal College is accredited by the Accrediting Commission of the Distance Education and Training Council, which is listed by the United States Department of Education as a nationally recognized accrediting agency, (202) 234-5100.



National Paralegal College is licensed by the Arizona Board for Private Postsecondary Education, (602) 542-5709.



Credit Recognition Agreement

National Paralegal College has entered into a credit recognition agreement with Charter Oak State College, a regionally accredited college.



Students can benefit from the affiliation with Charter Oak in two ways:

- Students can establish a credit registry account at Charter Oak. For *NPC* courses in which a student has earned a C or higher, Charter Oak will issue a transcript that can be used to transfer credits to colleges and universities throughout the United States.
- It is easy to earn your bachelor's degree from Charter Oak. Aside from the credits earned for work completed at *NPC*, Charter Oak will accept transfer credits from any regionally accredited college or university.

Articulation Agreement

National Paralegal College has entered into an articulation agreement with the University of Phoenix, whereby *NPC* students will receive general elective credits at the University of Phoenix for each course successfully completed in either the certificate or degree program at *NPC*. The student can apply these credits towards a bachelor's degree at the University of Phoenix.



Please note that unlike credit received from Charter Oak State College that may be transferred to major colleges and universities throughout the United States, the University of Phoenix credits can be used at the University of Phoenix only.

National Paralegal College is a member of the National Association of Legal Assistants



NPC's paralegal certificate program satisfies the NALA legal coursework requirement to qualify the student for the CLA exam. Please visit NALA's website at <http://www.nala.org> for a complete listing of NALA requirements.



PROGRAM COMPLETION REQUIREMENTS

PARALEGAL CERTIFICATE PROGRAM

24 Credits



Program Objectives:

The paralegal certificate program's objective is to provide students with a rigorous academic foundation in paralegal studies as well as career-oriented skills. Upon completion of the program, students are qualified to become employed as paralegals at law firms, corporate legal departments, government agencies and non-profit organizations. The objectives are attained by:

- offering legal courses designed to cover areas of law the student is likely to encounter as a paralegal.
- designing a curriculum in which refining legal research skills and its application to real world scenarios are key components.
- utilizing live Internet-based lecture formats to effectively convey abstract legal concepts to students.
- employing highly qualified attorney instructors who are expert in their respective areas of practice and who possess excellent communication skills.

Completion requirements:

Four required core courses (three credits each) for a total of 12 credits:

PLG-101 Torts & Personal Injury
PLG-102 Contracts
PLG-108 Legal Research, Writing & Civil Litigation
PLG-109 Professional Responsibility & Legal Ethics

Any additional four courses from the following list of courses (3 credits each) for a total of 12 credits:

PLG-103 Criminal Law	PLG-104 Real Property
PLG-105 Business Law & Bankruptcy	PLG-106 Wills, Trusts & Estates
PLG-107 Domestic Relations	PLG-110 Constitutional Law & Criminal Procedure
PLG-111 Alternative Dispute Resolution	PLG-112 Patents, Trademarks & Copyrights

To earn a certificate, the student must earn an average **grade of C or higher** throughout his or her coursework.

Each course is eight weeks in duration and includes:

- ◆ 15 live online lectures lasting 60 minutes each.
- ◆ Three online examinations which may be taken at the student's convenience up to 30 days after the course ends.
- ◆ Five writing assignments which require online legal research utilizing LexisNexis legal database.

Three law courses are offered simultaneously during each eight week period. Students make take up to three classes concurrently. The minimum amount of time required for a student to complete the Paralegal Certificate Program is seven months.

Students are expected to complete the Paralegal Certificate Program within 24 consecutive months. To extend this time period, the student must receive written permission from the school's Educational Director.



PROGRAM COMPLETION REQUIREMENTS

ASSOCIATE OF PARALEGAL STUDIES PROGRAM

60 CREDITS



Program Objectives:

The associate degree in paralegal studies program's objective is to provide the student with a rigorous academic foundation in a broad range of subjects in paralegal studies, a foundation in business, economics and English courses, as well as career-oriented skills. Upon completion of the program, the student is qualified to become employed as paralegals at law firms, corporate legal departments, government agencies and non-profit organizations. The objectives are attained by:

- offering legal courses designed to cover areas of law the student is likely to encounter as a paralegal.
- supplementing the student's legal education with courses in business, economics and English, which are relevant to employment in today's competitive business organizations.
- designing a curriculum where refining legal research skills and its application to real world scenarios are key components.
- utilizing live Internet-based lecture formats to effectively convey abstract legal concepts to students.
- employing highly qualified attorney instructors who are expert in their respective areas of practice and who possess excellent communication skills.

Completion Requirements:

12 Substantive Legal Studies courses (three credits each) for a total of 36 credits:

PLG-101 Torts and Personal Injury	PLG-108 Legal Research, Writing and Civil Litigation
PLG-102 Contracts	PLG-109 Professional Responsibility and Legal Ethics
PLG-103 Criminal Law	PLG-104 Real Property
PLG-105 Business Law and Bankruptcy	PLG-106 Wills, Trusts and Estates
PLG-107 Domestic Relations	PLG-110 Constitutional Law and Criminal Procedure
PLG-111 Alternative Dispute Resolution	PLG-112 Patents, Trademarks and Copyrights

8 General Education courses (three credits each) for a total of 24 credits:

ENG-101 English Grammar and Style	ENG-102 Business Writing
ECO-101 Microeconomics	ECO-102 Macroeconomics
FIN-101 Principles of Finance	ACC-101 Principles of Accounting
MAR-101 Principles of Marketing	MAN-101 Principles of Management

Each course is eight weeks in duration and includes:

- ◆ 15 live online lectures lasting 60 minutes each.
- ◆ Three online examinations which can be taken at the student's convenience any time up to 30 days after the ending of the eight-week course.
- ◆ Five writing assignments which require legal research using the LexisNexis online research system in the substantive legal courses.

To earn an associate degree, the student must earn an average **grade of C or higher** throughout his or her coursework.

Four courses, three law and one general education, are offered during each eight week period. The student may take up to three courses offered during any eight week session. The minimum amount of time required to complete the Associate of Paralegal Studies program is 14 months.

Students are expected to complete the Associate in Paralegal Studies program within 48 consecutive months. To extend this time period, the student must receive written permission from the school's Educational Director.



TRANSFER CREDIT POLICY



National Paralegal College will accept transfer credit from nationally and regionally accredited colleges and universities. The credits transferred must have been earned by the student in the pursuit of an academic degree.

Paralegal Certificate Program:

Students may transfer up to three substantive legal courses (totaling nine credits) provided that the courses have been reviewed by the Educational Director and have been found to substantially cover the same material as offered at National Paralegal College.

Associate of Paralegal Studies Program:

Students may transfer up to four substantive legal courses (totaling 12 credits) provided that the courses have been reviewed by the Educational Director and have been found to substantially cover the same material as offered at National Paralegal College.

In addition, students may transfer up to eight general education courses (24 credits). Unlike substantive legal courses, general education courses need not cover the same material as the general education courses offered at National Paralegal College. They must, however, be reviewed by the Educational Director and found to be in the area of general education and not vocational in nature. A general education course ordinarily provides the students with critical reasoning and/or writing skills. Such courses are usually in the areas of social and behavioral science, English composition and literature, foreign language, mathematics, humanities, natural science, and the fine arts. Courses specifically designed to develop vocational and technical skills or that are remedial in nature are not classified as general education. Examples of courses that are not classified as general education include, but are not limited to, physical education, performing arts, and keyboarding.

The number of credits required to complete the Associates of Paralegal Studies Program or the Paralegal Certificate Program as well as the student's tuition liability will be reduced proportionate to the number of credits the student successfully transfers into National Paralegal College.

COURSE DESCRIPTIONS

Substantive Legal Courses



- **INTRODUCTION TO THE LAW**
- **TORTS AND PERSONAL INJURY**
- **CONTRACTS**
- **CRIMINAL LAW**
- **REAL PROPERTY**
- **BUSINESS LAW AND BANKRUPTCY**
- **WILLS, TRUSTS AND ESTATES**
- **DOMESTIC RELATIONS LAW**
- **LEGAL RESEARCH, WRITING AND CIVIL LITIGATION**
- **PROFESSIONAL RESPONSIBILITY AND LEGAL ETHICS**
- **CONSTITUTIONAL LAW AND CRIMINAL PROCEDURE**
- **ALTERNATIVE DISPUTE RESOLUTION**
- **PATENTS, TRADEMARKS AND COPYRIGHTS**
- **CLA (CERTIFIED LEGAL ASSISTANT) EXAM REVIEW**

National Paralegal College has developed textbooks (“Courseware”) for each of the twelve legal courses offered.

Courseware is available to an enrolled student at no additional cost.



INTRODUCTION TO LAW



This course is accessible at all times to any enrolled student who would like a general legal background before beginning the paralegal program. It is a self-guided course that is designed to introduce and acclimate the student to the world of law and the manner in which the law and the American justice system operate. The course, which consists of reading material and prerecorded lectures, reviews the structure and operation of the American government and the state and federal justice systems. The course introduces the student to basic points of various substantive and procedural areas of law that will be studied in greater detail as the student progresses through the curriculum. It includes a discussion of the various sources of law, their importance and hierarchy, and the manner in which they should be applied in the legal analysis of a fact pattern. Special emphasis is placed on the review of legal ethics and the role of the paralegal in the law office.

An overview of how to perform legal research using LexisNexis is also included. This instruction introduces the student to the use and availability of online law libraries as well as other resources and research tools, so that the student acquires the basic legal research skills necessary to complete course assignments. Research techniques are reviewed and enhanced in greater depth in the “Legal Research, Writing and Civil Litigation” course and also reviewed during each course of the legal curriculum.

The LexisNexis™ Total Research System

All students at National Paralegal College are given their own personal LexisNexis account to be used in the performance of online legal research on the nation’s leading legal database.

Developing legal research skills using LexisNexis is a fundamental component of the NPC paralegal program and is incorporated into every course taught. NPC faculty have developed an in-depth online legal research program using LexisNexis, which includes:

- ◆ **Use of various LexisNexis Law Libraries**
- ◆ **Initial Case Analysis**
- ◆ **Cite Checking**
- ◆ **Advanced Shepard’s**
- ◆ **Advanced Cite Checking**

As the students progress through the paralegal program, their proficiency in use of online resources as well as their research skills significantly improve, thereby enhancing their professional standing and value to employers.



TORTS AND PERSONAL INJURY

PLG-101 3 Credits

Tort law is arguably one of the most important bodies of U.S. law, simply because it governs basic everyday human interaction. As such, the study of tort law is one of the most important components of a paralegal's education.

Because tort law is so deeply rooted in everyday life, it is one of the most interesting and relevant areas of law the student will study.

This course provides the student with a general understanding of the laws dealing with civil wrongs and their remedies. The course will cover intentional torts, negligence, liability of principals for the actions of their agents, strict liability, products liability, nuisance, defamation, and invasion of privacy.

The course will also focus attention on the nature of personal injury litigation, assessing and evaluating claims for damages, and the formalities of their adjudication and/or settlement.

Course Objectives

At the completion of this course, the student will be able to:

- Describe the rules of intentional torts and apply them to specific fact patterns.
- Describe the rules regarding defenses to allegations of such torts and apply them to specific fact patterns.
- Draft a memorandum to a court or supervising attorney applying the elements of a cause of action to a real-life scenario.
- Research the elements of any cause of action under state or federal law using statutory and/or case law.
- Apply the rules regarding special duties owed, including those by land owners, common carriers, innkeepers, etc., to a hypothetical fact pattern.
- Determine the extent of liability for a specific negligent act.
- Describe appropriate defenses such as contributory negligence and assumption of risk.
- Apply the rules of strict and product liability in a product liability case including failure to warn, mis-design and mis-manufacture.
- Evaluate whether a defamation action can be successfully brought in a hypothetical fact pattern.
- Apply the elements for causes of action in fraud, malicious prosecution, invasion of privacy and interference with commerce to a hypothetical fact pattern.



CONTRACTS

PLG-102 3 Credits

Contract law is very significant because it governs the commitments that individuals and other legal entities, i.e. corporations, etc., make to one another.

This course will provide the student with a comprehensive understanding of the common law of contracts, from the formation of a contract through its termination, including various ways in which parties can enter into a contract. Also explored are the concepts of consideration, offer and acceptance, illusory contracts, oral contracts, the Statute of Frauds, accord and satisfaction, enforcement, damages for breach of contract, and defenses available to a party that rescinds on a contract.

Additionally, this course will familiarize the student with the Uniform Commercial Code and the laws governing the sale of goods.

Course Objectives

At the completion of this course, the student will be able to:

- Properly research various sources of contract law, including common law, case law, general obligation statutes and the Uniform Commercial Code (“UCC”).
- Describe the manner in which a contract can be formed by “mutual assent.”
- Differentiate between an offer, a mere expression of interest and an invitation to negotiate.
- Describe the rules of revocation by actions or expressions.
- Describe actions that constitute acceptance of an offer.
- Describe why particular agreements are supported by consideration in various hypothetical situations.
- Describe the concept of legal detriment as it relates to adequate consideration.
- Apply the rule of consideration, rules governing partial payment checks and promises to pay rewards.
- Describe and apply the defenses against the enforcement of a contract.
- Determine whether a contract can be voided due to mistake, duress, unconscionability, Statute of Frauds, etc., in a particular case.
- Determine whether a contract has been breached in a particular fact pattern.
- Apply the “substantial performance” rule to a breach of contract scenario and the related “perfect tender” rule of the UCC in the sale of goods.
- Apply the rules for contract remedies, i.e., expectation, reliance and restitution damages, to various fact patterns.



CRIMINAL LAW



Course Objectives

PLG-103 3 Credits

This course is designed to introduce students to the basic concepts of criminal law.

The course outlines the definitions and elements of the common law crimes against persons, crimes against property, and the various legal defenses available to criminal defendants.

In addition, certain topics in criminal procedure highlight the constitutional safeguards and procedures involved from arrest through trial.

At the completion of this course, the student will be able to:

- Describe the necessary elements for the prosecution of a crime.
- Determine whether a crime has been committed based on a fact pattern and, if so, which crime has been committed.
- Describe the basic elements of the various common law crimes.
- Research and apply the elements of a crime in various state or federal jurisdictions.
- Research criminal codes and apply the elements of a crime in various state or federal jurisdictions.
- Prepare a memorandum with regard to a question of criminal law in a hypothetical fact pattern.
- Describe and apply the various defenses that are available under the criminal laws of different jurisdictions.
- Apply federal and/or state sentencing guidelines (where applicable) to convictions.



REAL PROPERTY



Course Objectives

PLG-104 3 Credits

Real estate is an area of law where paralegals are of the utmost importance to their employers.

This course provides the student with a fundamental understanding of concepts and working terminology of real property law. Among the topics reviewed are disclosure obligations; regulations affecting brokers, salespeople, and owners; an introduction to buying, selling, and leasing real estate. Also included are the general laws of land ownership; transactions, rights and interests in land; forms of ownership; methods of title transfer; title examinations; title insurance; parties to a real estate transaction; and the sales agreement.

Real estate financing, including appraisals, mortgages, owner-broker relationship, deeds, real property descriptions, the closing process, are also examined.

At the completion of this course, the student will be able to:

- Describe the “estate system” and explain ways the estate system is relevant to determining ownership of property.
- Describe and distinguish concepts of co-tenancy, joint tenancy, tenancy in common or by the entirety, and community property.
- Describe the rights and responsibilities of a landlord and tenant.
- Describe the grounds for eviction of a tenant.
- Determine whether a wrongful eviction or other wrongs against a tenant have been committed.
- Describe key points in a real estate sales contract and a deed for real property.
- Describe the general procedures of a real estate closing.
- Apply rules of easements, i.e., rights of owners and non-owners as to property usage, to a particular fact pattern.
- Describe and apply the rules of eminent domain, water rights, etc.
- Apply the rules governing local zoning laws.
- Determine whether a particular situation is one in which a client is likely to receive a variance, based on the general standards under which local zoning boards operate.
- Determine when zoning boards' decisions can be appealed to state and/or federal courts.



BUSINESS LAW AND BANKRUPTCY



PLG-105 3 Credits

This course is designed to provide students with a basic understanding of the principles of business organization.

The course deals with publicly and closely held corporations, general partnerships, sole proprietorships, limited liability partnerships and limited liability corporations, as well as, understanding the advantages and disadvantages of creating and maintaining each.

Students will become familiar with the laws governing the creation and operation of various business entities, dissolutions and liquidations, and relationships to various categories of creditors and shareholders.

The bankruptcy component of the course provides an understanding of the three most common forms of bankruptcy under Chapters 7, 11 and 13 of the United States Bankruptcy Code. Although bankruptcy law is primarily relevant to businesses, we will explore the entire spectrum of bankruptcy law, including individual bankruptcies under Chapters 7 and 13, in addition to an overview of the complexities of business bankruptcies under Chapters 7 and 11 of the Bankruptcy Code.

Practical matters covered include the filing of bankruptcy petitions, motion practice, the role and powers of the bankruptcy trustee, dischargeability of debts, reorganization, and preparations of statements and schedules.

Course Objectives

At the completion of this course, the student will be able to:

- Describe the various documents that must be filed with government agencies in order to create various forms of businesses.
- Explain the characteristics of various business formations as they relate to tax and liability issues.
- Describe the formation of a corporation, the certificate of incorporation and corporate bylaws.
- Determine which form of business is most appropriate in a particular situation.
- Describe various remedies available to a shareholder in claims of mismanagement against key personnel of the corporation.
- Describe the basics of mergers, acquisitions and hostile takeovers.
- Describe the procedures through which mergers and hostile takeovers are accomplished.
- Describe the functioning of the major stock exchanges such as the NY Stock Exchange and NASDAQ.
- Explain the various types of bankruptcy protection.
- Identify the type of bankruptcy protection most appropriate given an individual's financial situation.
- Differentiate between the different types of bankruptcy filings, including liquidation bankruptcy under Chapter 7 of the Bankruptcy Code and reorganization under Chapters 11 and 13.
- Describe the bankruptcy process and the timetables involved.
- Describe and apply the rule of priority of creditors, and determine which debts will likely have priority over others.



WILLS, TRUSTS AND ESTATES



Course Objectives

PLG-106 3 Credits

This course gives the student a practical understanding of the laws of estate planning. Students learn how the federal estate tax system works and what to consider when doing estate planning.

Topics include federal estate and gift taxation, various estate planning techniques, proper use of trusts, life insurance as an estate planning tool, gifts, charitable transfers, intrafamily business and property transfers, and planning for incapacity.

The student learns the appropriate procedures relevant to drafting and interpreting will and trust documents, and becomes familiar with the initial planning and preparation necessary for a comprehensive estate plan. Also discussed are techniques for drafting estate planning documents, estate administration, probate practice, the closing of an estate, relevant gift tax laws, and the role of the probate courts in estate planning.

- At the completion of this course, the student will be able to:
- Describe the rules of intestacy, and apply those rules to a fact pattern.
 - Describe the basic structure of the federal and state gift and estate tax systems.
 - Assist in the preparation of an estate plan for a hypothetical client.
 - Assist in drafting a will, including various testamentary trusts that may be appropriate for a hypothetical client's situation.
 - Draft various provisions in a will and explain their significance.
 - Determine which beneficiaries are entitled to what assets, based on the provisions of a will.
 - Explain the purpose and effect of credit shelter trusts, qualified terminable interests in property, qualified domestic trusts, individual single beneficiary trusts, etc.
 - Describe and apply rules regarding will execution.
 - Assist in the preparation and filing of a probate proceeding.
 - Describe the steps required to complete the probate process.
 - Assist in drafting a variety of trusts.
 - Explain the forms and functions of revocable and irrevocable trusts and irrevocable life insurance trusts.
 - Explain the benefits of charitable trusts for a particular hypothetical client.
 - Describe the features of the various types of charitable trusts, and when their usage is appropriate.
 - Describe and apply the rules that govern trust administration and the responsibilities of the trustee.



DOMESTIC RELATIONS



Course Objectives

PLG-107 3 Credits

This course surveys various issues pertaining to family law, including the marital relationship, divorce, alimony and other forms of support, equitable distribution of property, and child custody.

It also focuses on recent decisions and legislation that have had a profound impact on modern day issues and trends, such as legitimacy and status, "palimony," the rights of unmarried parents, "surrogate" parents, and no-fault divorce.

Rules regarding parental status and the termination thereof are examined. Ancillary issues, such as the rights and responsibilities of children in areas such as torts and contracts, are also studied.

At the completion of this course, the student will be able to:

- Analyze a prenuptial agreement with standard clauses.
- Describe the basis upon which a pre-nuptial agreement can be challenged.
- Describe the requirements for marriage in most states.
- Determine whether a valid marriage exists in a particular hypothetical situation.
- Describe the rules of commencement and dissolution of parental rights.
- Describe and apply the rules of custody of biological children, adoption and the termination of parental rights.
- Apply the "best interest of the child" standard.
- Describe the prevalent grounds for divorce under the law of most jurisdictions, both in terms of "fault" and "no-fault."
- Apply the rules of marital property and child support upon divorce.
- Assist in the planning and drafting of various court documents, such as a divorce complaint, information statement, and orders for dissolution of marriage, alimony and/or child support.
- Describe the role of the guardian *ad litem*, and when it is necessary for one to be appointed.



LEGAL RESEARCH, WRITING AND CIVIL LITIGATION



Course Objectives

PLG-108 3 Credits

This course provides the student with an understanding of the major aspects of civil litigation.

The subject includes discussion concerning client interview, determining the appropriate jurisdiction or venue, commencing a lawsuit, discovery, drafting of summonses and complaints, motions practice, pleadings, settlement techniques, the trial, pre and post-trial activities, and the appeals process.

This course offers a study in understanding the U.S. legal systems, the judicial structure and state statutes, regulations, common law and constitutional law, the judicial process, the doctrine of *stare decisis*, overruling precedent, holding, rationale, and dictum.

The student will learn to use a variety of research tools, including both online and traditional. The course examines the various types of form book and reference books, proper case citation, cite checking and the proper method of case reporting, *Shepardizing*, and methods of compiling legislative histories, and administrative legal research.

At the completion of this course, the student will be able to:

- Research legal issues in any jurisdiction.
- Navigate through online law libraries, such as LexisNexis.
- Cite appropriate authorities and legal sources.
- Distinguish between “binding” authority and “persuasive” authority.
- Determine valid case law using “Shepard's.”
- Assist in writing a persuasive legal memorandum.
- Apply the rules of venue in both federal and state jurisdictions.
- Describe key elements of various civil pleadings, i.e. complaint, answer, etc.
- Understand various discovery mechanisms and their appropriate use.
- Apply the rules of admissibility of information obtained through the discovery process in a court of law.
- Describe basic rules of trial procedure.
- Describe basic rules of evidence.
- Determine the appropriate appellate court to which a verdict can be appealed.
- Describe the standards for review used by appellate courts.
- Describe the requirements for certification of a class action suit.
- Determine whether a class action is appropriate in various hypothetical scenarios.



PROFESSIONAL RESPONSIBILITY AND LEGAL ETHICS



Course Objectives

PLG-109 3 Credits

Anyone who works in the legal profession, whether an attorney or paralegal, must have a fundamental understanding of the professional codes of conduct and laws dealing with the ethical obligations of members of the legal profession.

This course covers the basic principles governing the ethical practice of law for both lawyers and paralegals. In addition, it provides the student with the necessary tools for identifying and resolving ethical problems in practice.

Areas covered in this course include the regulation of attorney and paralegal conduct, confidentiality, unauthorized practice of law, conflicts of interest, handling of client funds, advertising, billing, fee splitting, disciplinary procedures and malpractice.

The course provides students with an understanding of the universal concepts of professional responsibility, and guides them in the further exploration of the local rules of professional conduct in their own jurisdictions.

At the completion of this course, the student will be able to:

- Research ethical rules of the American Bar Association's "Model Rules of Professional Conduct."
- Access the rules of professional conduct that are applicable in any jurisdiction throughout the country.
- Describe the role of the paralegal.
- Describe the distinction between "practicing law" and performing tasks permitted by a paralegal.
- Describe the process through which a paralegal determines what client information is to be classified as confidential.
- Describe when, to whom, and in what manner confidential client information may be disclosed.
- Determine the point at which an attorney-client relationship has been created.
- Describe the duties of zeal and loyalty that legal professionals owe their clients.
- Describe the various factors that constitute a "conflict of interest."
- Apply the ethical rules regarding the "business of law," i.e., promotion and advertising.
- Describe the rules governing proper communication with the presiding judge.



CONSTITUTIONAL LAW AND CRIMINAL PROCEDURE



Course Objectives

PLG-110 3 Credits

A basic understanding of the foundation on which our entire legal system is built is vital to a student's legal education.

This course provides the student with a general understanding of the separation of powers between the executive, legislative and judicial branches of the federal government, federalism and states' rights, the concept of interstate commerce, freedom of speech (the First Amendment), substantive and procedural due process, the equal protection clause, and various areas of discrimination.

The portion of the Constitution most relevant to the everyday practice of law are perhaps the amendments in the Bill of Rights that deal with criminal procedure. Therefore, this course will especially focus on the rights of a criminal defendant. The areas highlighted include the Fourth Amendment's protection against unreasonable search and seizure by the police, the Fifth and Fourteenth Amendments' guarantees of "due process" for an alleged criminal, the Sixth Amendment's guarantee of the right to counsel along with in depth analysis of the landmark case of *Miranda v. Arizona*, and the Eighth Amendment's prohibition of cruel and unusual punishment.

At the completion of this course, the student will be able to:

- Articulate the roles of the federal, state and local governments.
- Explain the concept of separation of powers.
- Determine whether a particular state or federal law is at risk of being found unconstitutional.
- Describe the due process and equal protection clauses of the U.S. Constitution and their impact on civil rights.
- Articulate the standards the courts use in determining whether the government may make classifications that treat people differently from one another.
- Describe when a law can deprive people of certain freedoms.
- Research case law involving claims of government deprivation of civil rights.
- Determine whether a claim of government deprivation of civil rights is likely to succeed.
- Describe the freedoms protected by the First Amendment such as speech, assembly and religion.
- Articulate the standards the courts use in determining whether government agents may restrict freedoms.
- Describe the rights and responsibilities of police officers under the Fourth and Fourteenth Amendments regarding search and seizure.
- Differentiate between "searches" that are regulated by the Fourth Amendment and police actions that are not considered searches.
- Determine whether a particular search illustrated in a fact pattern is proper under the Fourth Amendment.
- Analyze whether the "fruits of an illegal search" will be admissible.
- Describe the process by which a criminal suspect is arrested, held, interrogated, and eventually tried.
- Determine whether a particular statement made by a defendant will be admissible in court.
- Determine whether the suspect was properly "*Mirandized*."
- Determine whether a statement given by a suspect was in response to an "interrogation" and the ramifications thereof.
- Describe the rights of a criminal suspect through the trial and sentencing process.



ALTERNATIVE DISPUTE RESOLUTION



Course Objectives

PLG-111 3 Credits

A common misconception is that litigators do most of their work in court. More recently, however, the growing trend is for attorneys and their clients to seek way to reconcile differences and resolve disputes in a more expeditious and economical fashion.

Another portion of the course centers on the contract provisions entered into by the parties concerning mediation and arbitration.

This course provides the student with an understanding of the basic theories underlying arbitration and/or mediation.

The student learns the important distinguishing characteristics of "alternative" approaches towards resolving disputes, and also learns how to address ethical and legal issues that may arise in pursuit of these remedies.

In addition to covering current theory on these topics, much of the course will be dedicated to analyzing hypothetical scenarios and case law concerning arbitration.

At the completion of this course, the student will be able to:

- Analyze the advantages and disadvantages of filing suit in court.
- Assist in determining a client's negotiation position.
- Explain the risks that arise during negotiation.
- Analyze ethical issues that arise during negotiations.
- Explain the advantages and disadvantages of mediation.
- Explain the role of the mediator.
- Analyze future rights of the parties' to a mediation agreement.
- Explain advantages and disadvantages of arbitration.
- Assist in determining whether arbitration is appropriate in a particular case.
- Research and apply state and federal laws that govern arbitration.
- Describe the steps necessary to initiate an arbitration proceeding.
- Explain high-low arbitration.



PATENTS, TRADEMARKS AND COPYRIGHTS



Course Objectives

PLG-112 3 Credits

Intellectual property (“IP”) law allows people to own the fruits of their creativity and innovation in the same way that they can own physical property. The owner of IP can control and be rewarded for its use, and this encourages further innovation and creativity. As such, a business has to be as vigilant in protecting its intangible assets as it would be in protecting its tangible property. Intellectual property law is a means to combat the widespread theft of a company's most important assets, intellectual property.

Often it may not be possible to protect IP and gain IP rights unless they have been applied for and granted. Some IP protection, such as copyright, arises automatically, without any registration, as soon as there is a record of what has been created in some form.

This course is designed to provide the student with a basic understanding of the various types of intellectual property: patent, trademark and copyright.

Specifically, the course covers the basic requirements for protecting each type of intangible property, highlights the sources of authority that govern intellectual property law, explains what types of rights are available, and defines what constitutes infringement. The course discusses the defenses available for infringement, and lists the types of remedies used to compensate an owner for infringement.

Given the production and export from foreign countries of products that violate U.S. patents, trademarks and copyrights, there will also be discussion of protection methods available abroad.

At the completion of this course, the student will be able to:

- Explain the differences between copyrights, patents and trademarks.
- Explain the basic requirements for protection and apply those standards to the determination as to whether a particular piece of intellectual property is eligible for protection.
- Explain the categories of works that are protected.
- Determine the types of rights given to a copyright, patent or trademark holder.
- Research statutory and case law in the intellectual property field.
- Distinguish between the types of authority relevant to intellectual property law.
- Determine the duration of intellectual property interests based on applicable statutory law.
- Recognize the various types of infringement.
- Determine whether defenses to infringement are available based on a particular fact pattern.
- Recognize the remedies that may be available regarding a particular case of infringement.



CLA
Certified
Legal Assistant

CP
Certified
Paralegal



C.L.A. REVIEW

C.L.A. (Certified Paralegal) Exam Review

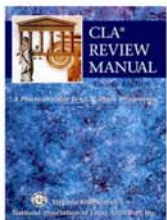
Established in 1976, the Certified Legal Assistant or CLA program is the nation's premiere certification procedure for paralegals. Today, over 11,000 have earned the use of this professional designation. The CLA Program is recognized throughout the United States as a means of identifying competent paralegals.

The Certifying Board for Legal Assistants is responsible for the content, standards and administration of the Certified Legal Assistant Program.

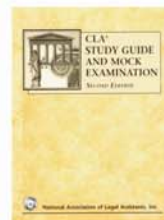
In order to ascertain that you have met the requirements to sit for the exam, please visit the NALA website (<http://www.nala.org>).

The course is taught by a NPC attorney/instructor who is experienced not only in the subject matter covered in the exam, but also in general test preparation techniques for exams such as the SAT and the LSAT.

The following texts will be used for the review course:



CLA Review Manual
West Legal Studies
ISBN 0-314-20621-3
1998, paperback, 979 pages
7 5/16 X 10"



CLA Mock Examination and Study Guide
West Legal Studies
ISBN 0-7668-0392-9
2000, paperback, 180 pages
8 1/2 X 11"

- ◆ ***The courses within the paralegal program are not sequential. Therefore, students may begin at any point in the program.***
- ◆ ***Students may take three courses that are offered at the same time.***

COURSE DESCRIPTIONS

General Education Courses



- ***ENGLISH GRAMMAR AND STYLE***
- ***BUSINESS WRITING***
- ***PRINCIPLES OF MICROECONOMICS***
- ***PRINCIPLES OF MACROECONOMICS***
- ***PRINCIPLES OF FINANCE***
- ***PRINCIPLES OF MARKETING***
- ***PRINCIPLES OF MANAGEMENT***
- ***PRINCIPLES OF ACCOUNTING***





English Grammar and Style

ENG-101 3 Credits (Textbook Required)



Overview:

This course teaches the student how to improve his or her basic writing skills through an understanding of essential English grammar, stylistic technique, and compositional strategy. Grammar is treated as a set of rules for ensuring clarity and efficiency in the construction of individual sentences, and style is treated as a set of guidelines for improving efficacy and fluidity at the paragraph level. Throughout the course, we will emphasize putting principles into practice and avoiding the most common errors in composition.

The first half of the course deals with grammar as it applies to Informal Standard English (the most commonly used form of English in professional communications). We teach the general principles and specific elements by which proper sentences are structured, and examine ways in which these forms vary in actual usage. We then move beyond grammar to consider strategies for making sentences, paragraphs, and complete pieces of writing as smooth, direct, and effective as possible.

ENG-101 is designed to give the student the ability to apply grammatical rules and stylistic guidelines to written compositions. By the end of the course, the student should be able to craft complete, clear, effective, and fully revised documents while observing the principles of proper sentence construction in Informal Standard English.

The course is also designed to give the student the ability to analyze an existing piece of writing according to grammatical rules and stylistic guidelines.

Course Objectives:

At the completion of this course, the student will be able to:

- Define Informal Standard English and discuss its relationship to other English dialects.
- Name the seven major parts of speech and their basic functions, and identify these parts of speech in any sentence.
- Analyze and classify a sentence according to its phrasal and clausal structure.
- Classify verbs according to their properties and their relationships to the rest of a sentence; and identify their complements.
- Classify nouns, pronouns, adjectives, adverbs, prepositions and conjunctions according to their functions in specific sentences.
- Recognize and correct common errors in the use of all seven parts of speech.
- Employ all punctuation correctly, and explain the relationships between commas, parentheses, dashes, and sentence structure.
- Avoid or correct forty common technical errors in style.
- Create, regulate, and strengthen parallel constructions.
- Create sentences that are stylistically clear, direct, and unencumbered.
- Discuss and employ the major stages of the writing process.
- Discuss considerations of purpose and audience, and craft an essay directed effectively at a specific audience.
- Discuss and employ techniques for improving the structural integrity and stylistic force of any piece of writing.
- Revise a first draft of a given document, making tangible improvements in grammar, clarity and fluidity, and explaining editorial choices.



Business Writing

ENG-102 3 Credits (Textbook Required)



Overview:

This course teaches the student how to plan, compose, and execute effective business documents according to current professional standards. The course emphasizes considerations of purpose, audience, organization, and style, and provides both broad guidelines for composition and targeted strategies for specific kinds of documents. Special attention is also given to the collection and analysis of data for use in reports and presentations.

English 102 is designed to give students both a conceptual understanding of what is important in various genres of business writing and the ability to competently execute documents in those genres. By the end of the course, students should be able to provide intelligent explications of strategies for business communication in a wide range of areas. They should also be able to employ those strategies in their writing.

Course Objectives:

At the completion of this course, the student will be able to:

- Explain the centrality of clear and efficient writing in today's business environment and the major obstacles therein.
- Adjust sentence style to improve clarity, determination, and emphasis.
- Balance sentence length and rhythm over the course of a paragraph.
- Create smooth, varied transitions between sentences and paragraphs.
- Employ gender-neutral language according to current workplace standards.
- Perform accurate audience analyses and correlate them with specific purposes.
- Create coherent outlines, and apply a range of other organizational techniques.
- Distinguish between routine and non-routine communications and between direct and indirect organizational plans.
- Compose effective titles and closings for a range of business documents.
- Discuss and apply strategies for motivation and persuasion, and apply them to sales letters, claims, and proposals.
- Successfully buffer and deliver bad news in adjustment letters and evaluations.
- Responsibly gather data from both primary and secondary sources, and analyze that data.
- Create successful tables and charts, and perform cross-tabulation analyses.
- Plan and execute periodic reports, project proposals, and research proposals.
- Plan and execute written and oral presentations.
- Write reports and presentations collaboratively.



Principles of Microeconomics

ECO-101 3 Credits (Textbook Required)



Overview:

This is an introductory course in microeconomics for students who have no prior background in economics. The approach used will be mostly non-quantitative, but graphical analysis will be emphasized. The student will learn the basic concepts on the demand and supply of goods, the economic behaviors of households and firms and their interactions, and market structures. The student will also study situations where a competitive market fails to function efficiently and the ways to deal with them. At the end of the course, the student should have acquired basic analytical tools useful for a variety of economic problems in daily life. This course assumes that the student has a working knowledge of high school algebra.

Course Objectives:

At the completion of this course, the student will have acquired knowledge and understanding of:

- The concept of opportunity cost, scarcity and choice, economic systems.
- Demand for goods, supply of goods, market equilibrium, the effects of changes in the demand and/or supply on equilibrium.
- The concept of elasticity – price elasticity of demand, cross elasticity of demand, income elasticity of demand, elasticity of supply.
- The concept of efficiency – marginal benefit vs. marginal cost, consumer surplus and producer surplus, market efficiency.
- The labor market and the minimum wage, taxes and subsidies.
- The household's consumption choices, the marginal utility theory, maximization of utility subject to a budget constraint.
- The firm and its economic problem – profit maximization, types of business organization, market structures in the U.S. economy.
- The firm's technology and its cost functions, short run vs. long run, economies of scale.
- The evaluation of whether a defamation action can be successfully brought in a hypothetical fact pattern.
- Perfect competition – the firm's decisions in perfect competition, equilibrium and efficiency under perfect competition.
- Monopoly – price setting strategies, equilibrium and efficiency under a monopoly, price discrimination.
- Monopolistic competition – characteristics of this market structure and examples.
- Oligopoly – characteristics of this market structure and examples.
- Government regulation of the market, the economic theory of regulation, the antitrust laws.



Principles of Macroeconomics

ECO-102 3 Credits (Textbook Required)



Overview:

This is an introductory course in macroeconomics for the student who has no prior background in Economics. The approach used will be mostly non-quantitative, but graphical analysis will be emphasized. The student will learn basic macroeconomic concepts on the aggregate demand and aggregate supply of outputs in the general economy, economic growth and unemployment, and the role of money and banking institutions in affecting the economy's price level and inflation. The student will also study various fiscal and monetary policies used by the government to stabilize economic fluctuations. The analytical tools learnt in this course will be useful in understanding and examining many real world economic problems affecting the general economy. This course assumes that the student has a working knowledge of high school algebra.

Course Objectives:

At the completion of this course, the student will have acquired knowledge and understanding of:

- Major macroeconomic issues: economic growth, unemployment and inflation.
- Definition of GDP and its measurement, international comparisons of economic growth.
- Unemployment and its changes over the business cycle, constructing the consumer price index (CPI) and its relation to inflation.
- Components of the aggregate demand and aggregate supply, and the effects of their fluctuations on the macroeconomic equilibrium.
- The Classical Model: explaining the features of the general economy at full employment.
- The causes of economic growth, the measurement of economic growth.
- Growth theories – classical growth theory, neoclassical growth theory, new growth theory.
- The role of money and banking institutions, the role of the Federal Reserve in controlling money supply.
- The demand for money, interest rate determination, the quantity theory of money.
- The causes of inflation – demand-pull and cost-push theories, the effects of inflation.
- The Phillips curve – the relation between inflation and unemployment in the short run and long run.
- Fiscal Policy – the federal budget, the effects of the income tax.
- Fiscal Policy – the effects of tax on savings and investments, generational effects of fiscal policy.
- Monetary Policy – the various monetary instruments that the Federal government uses to stabilize the price level.
- Monetary Policy – the credibility of monetary policy, the McCallum Rule and the Taylor Rule.



Principles of Finance

FIN-101

3 Credits

(Textbook Required)



Overview:

This is an introductory course in finance for the student who has no prior background in economics or finance. The approach used will be mostly non-quantitative, but some arithmetic calculations will be used in case examples to strengthen students' understanding. The student will learn the basic concepts and tools used in Finance that will help them understand how firms make decisions in financial management issues. The student will also learn how financial assets are priced, and how firms manage their financial capital in the short and long term.

At the end of the course, the student should have acquired basic analytical tools useful for making sound investment decisions.

Course Objectives:

At the completion of this course, the student will have acquired knowledge and understanding of:

- The key financial issues facing a manager in making financial and investment decisions.
- Time value of money and the concept of discounting.
- Financial statements, cash flow, and taxes.
- The evaluation company performance based on their financial statements.
- The role of financial markets and institutions.
- Determination of interest rates and the role of interest rates in financial markets.
- Bonds and their valuation.
- The pricing of bonds.
- The relationship between risk and rates of return.
- Stocks and their valuation.
- The pricing of stocks.
- Computing and using cost of capital in financial analysis.
- The basics of capital budgeting and investment decisions in the long-term.
- Cash flow analysis and risk analysis.
- Capital structure and leverage: the optimal allocation of resources in various types of financial assets.
- Dividend policy: distributions to shareholders, dividends and share repurchase.
- Working capital management, financial planning and forecasting, multinational financial management.



Principles of Accounting

ACC-101 3 Credits (Textbook Required)



Overview:

The student will be introduced to the field of financial accounting. Emphasis will be placed on learning Generally Accepted Accounting Principles (GAAP) which teach the student to record and present financial information in a meaningful way. In addition to learning how to properly record a business transaction and prepare the financial statements according to GAAP, the student will gain an understanding of how worksheets are prepared, prepare adjusting and closing entries, be introduced to special purpose journals and the posting process, learn how to account for a merchandising business, learn the importance of internal controls and ethics, learn the proper accounting for short-term investments, notes and accounts receivable, learn various inventory costing methods and how to properly handle long-term assets.

Course Objectives:

At the completion of this course, the student will be able to:

- Explain the characteristics of an account.
- Apply the basic framework for recording transactions.
- Distinguish between accrual and cash basis accounting.
- Explain how the matching concept relates to accrual basis accounting.
- Describe the basic principles of accounting systems.
- Apply alternative methods of inventory valuation.
- Define plant assets and describe the accounting for their cost.
- Compute depreciation on related fixed assets.
- Demonstrate an understanding of key financial accounting ratios used to describe the characteristics of financial reports.
- Describe and apply the basic financial accounting concepts and principles.
- Analyze financial statements.
- Utilize ratio analysis in the decision making process.



Principles of Marketing

MAR-101 3 Credits (Textbook Required)



Overview:

This introductory course will examine fundamental principles, problems and practices of marketing. The goal of the course is to provide the student with a foundation of marketing principles including product, price, placement and promotion. The course will also emphasize the functions of marketing as they relate to the production and distribution of goods and services that are ultimately purchased by the consumer.

Course Objectives:

At the completion of this course, the student will have acquired knowledge and understanding of:

- Managing profitable customer relationships.
- Partnering to build customer relationships.
- Managing marketing relationships.
- Consumer and business buying behavior.
- Segmentation, targeting and positioning.
- Product, services and branding strategy.
- New product development.
- Pricing considerations and strategies.
- Marketing channels and supply chain management.
- Advertising, sales promotion and public relations.
- Personal selling and direct marketing.
- Marketing over the Internet.
- Social responsibility and marketing ethics.



Principles of Management

MAN-101 3 Credits (Textbook Required)



Overview:

This introductory course will examine fundamental management concepts and managerial responsibilities in both formal and informal organizational structures. The goal of the course is to provide the student with a foundation of management principles. The five areas of focus will be planning, organizing, directing, controlling and staffing.

Course Objectives:

At the completion of this course, the student will have acquired knowledge and understanding of:

- The environment of organizations and managers.
- Planning and strategic management.
- Managing decision making.
- Entrepreneurship and new venture management.
- Organization structure and design.
- Organization change and innovation.
- Managing human resources.
- Managing individual behavior.
- Motivating employee performance.
- Leadership and influence processes.
- Communication in organizations.
- Managing groups and teams.
- Managing the control process.
- Managing operations, quality and productivity.



Grading Policy



Each student who completes the requisite assignments and exams in a course will be given a letter grade of "A" through "D" upon completion of the course. The course will be graded on approximately the following basis:

First Examination: 20%

Second Examination: 20%

Third Examination: 20%

5 Assignments: 30%

Message board participation: 10%

Examinations

Examinations are administered online and consist of between 10 and 15 questions, each calling for answers of a single paragraph. Students receive a numeric grade of 1-100 on each examination, as well as written comments on each question from the instructor.

All assignments will be read and graded by the instructor. Grades will be on the following basis:

4 = excellent

3 = good

2 = satisfactory

1 = poor

0 = no credit (must resubmit)

Assignments

Assignments should be adequately researched and thought out before being submission. The exact amount of research and length of the assignment are left to the discretion of the student. However, the following minimum guidelines should be noted:

Assignments calling for research (which includes most assignments) should contain at least two citations to appropriate legal authorities. Citations may be to cases, statutes or other scholarly journals or treatises. Citations to the courseware is not acceptable, as one of the goals of the *NPC* curriculum is to train the student to become adept at online legal research.

Assignments that do not call for legal research (such as document drafting or opinion and analysis assignments) should be no shorter than one typed page, double-spaced. Assignments that do not conform to these minimum guidelines will receive an appropriate grade reduction.

Message Board Participation

At *NPC*, we believe that interaction with instructors and fellow students is a key component of online education. However, we are cognizant that many people cannot attend the live online lectures during which such interaction is best accomplished. Therefore, the next best way to uniformly achieve student interaction is through the *NPC* message boards.

We suggest students post messages to the *NPC* message boards that are relevant to the courses currently being studied at least eight times per course (approximately one per week). The posts to the message board should be relevant to the material covered during the course, and should contribute to the discussion of that course content. New topics certainly should be introduced by the student, as well, so long as they are relevant.

Official Transcripts

Students can receive an official transcript, or have an official transcript mailed to an educational institution or employer, at no cost, by contacting *NPC*'s office by telephone or mail.



FACULTY AND STAFF



Mark Geller

Mark Geller, Esq., co-founder and Dean of National Paralegal College, began his legal career in 1981 at the law firm of Shea & Gould, one of the top ten law firms in New York, with its main office located in New York City. Early in his legal career, Mr. Geller established himself as a specialist in legal procedure and law office management. With his experience in large firm litigation management, Mr. Geller launched Legal Data Systems, Inc. ("LDS"), a company that specialized in designing, developing and implementing automated litigation case management systems and databases for attorneys and law firms. In 1983, Mr. Geller sold his company, LDS, to The New York Law Publishing Company, publisher of The New York Law Journal, National Law Journal, Law Journal Seminars Press, Jury Verdict Reporter and many other legal newspapers, journals and periodicals throughout the United States. There he assumed the role of vice president. Under Mr. Geller's direction, litigation support systems designed and legal databases developed at New York Law Publishing Company's Law Journal Information System (LJIS) have become the industry standard for cutting edge case management automation and online legal data integration. LJIS provided well over 200 of the most prestigious law firms in the United States with critical time sensitive information online via proprietary software. During this time as well, Mr. Geller oversaw the education and training of paralegals in law firms across the United States. The following is a representative sampling of law firms, corporations and organizations whose paralegals have been trained by Mr. Geller and his staff:

Legal Enterprises and Law Firms

- Baer Marks & Upham LLP
- Bragar Wexler Eagel & Morgenstern, LLP
- Brown Raysman Millstein Felder & Steiner LLP
- Burlingham Underwood, LLP
- Cahill Gordon & Reindel
- Carter, Ledyard & Milburn
- Chadbourne & Parke LLP
- Cleary, Gottlieb, Steen & Hamilton
- Clifford Chance Rogers & Wells LLP
- Covington & Burling
- Cravath, Swaine & Moore
- Davis Polk & Wardwell
- Day Casebeer Madrid & Batchelder
- Debevoise & Plimpton
- Dewey Ballantine LLP
- Duane, Morris & Heckscher, LLP
- Fischbein, Badillo, Wagner & Harding
- Fixler & Associates LLP
- Gibbons, Del Deo, Dolan, Griffinger & Vecchione PC
- Jones Day Kasowitz, Benson, Torres & Friedman LLP
- Kelley Drye & Warren LLP
- Kirkland & Ellis
- Kramer Levin Kurzman Karelsen & Frank, LLP
- London & Doherty LLP
- Mayer Brown Rowe & Maw, LLP
- McDermott, Will & Emery
- Milbank, Tweed, Hadley & McCloy LLP
- Morrison Cohen Singer & Weinstein, LLP
- Morrison & Foerster LLP
- Naftalis & Frankel LLP
- Ohrenstein & Brown, LLP
- O'Melveny & Myers
- Orrick, Herrington & Sutcliffe LLP
- Paul, Hastings, Janofsky & Walker LLP
- Paul, Weiss, Rifkind, Wharton and Garrison, LLP
- Patterson, Belknap, Webb & Tyler, LLP
- Piper Marbury Rudnick & Wolfe LLP
- Proskauer Rose LLP
- Robinson Silverman Pearce Aronsohn & Berman LLP
- Ropes & Gray
- Saretsky Katz Dranoff & Glass, LLP
- Schneider, Kleinick, Weitz, Damashek & Shoot
- Schulte Roth & Zabel LLP
- Seyfarth Shaw
- Skadden, Arps, Slate, Meagher & Flom LLP
- Sullivan & Cromwell
- Thacher Proffitt & Wood
- Thelen Reid & Priest LLP
- Warsaw Burstein Cohen Schlesinger & Kuh, LLP
- Zeichner Ellman & Krause LLP

Agencies

- Department of Justice
- Long Island Rail Road New York City Law Department
- New York State Office of the Attorney General
- The Port Authority of New York and New Jersey

Corporations

- CBS, Inc.
- Kemper Insurance
- Miller Parker, Inc.
- The Chase Manhattan Bank, N.A.

In 1994, Mr. Geller founded the law firm of Geller, Stein & Associates, P.C. The firm specializes in real estate, general and personal injury litigation. Today the firm has a staff consisting of seven attorneys, 22 paralegals, clerks and general and support staff. Mr. Geller is admitted to practice before the United States District Court for the Southern District of New York, the United States District Court for the Eastern District of New York, the United States District Court for the Northern District of New York, the United States District Court for the Western District of New York, and New York State Courts. He is a member of the New York State Trial Lawyers Association, the New York State Bar Association and the American Bar Association.



Avi Katz



Avi Katz, president of National Paralegal College, received his MBA degree from the University of Pennsylvania's Wharton School and has practiced as a certified public accountant. He brings his background in the business world to National Paralegal College's curriculum and teaching methods. Avi has 20 years of experience in corporate management and software development.



David Cohen



David Cohen, student services director of National Paralegal College, is a graduate of the Management and Technology Program of the University of Pennsylvania, where he earned a degree in management from the Wharton School and a degree in computer and telecommunications engineering from the School of Engineering and Applied Science.



Stephen Haas



Stephen Haas, Esq., educational director of National Paralegal College, graduated from Pace University School of Law where he ranked in the top three percent of his class and served as a senior member for Pace Law Review. Recently, Stephen has been practicing in the fields of estate planning and elder law for a New York firm. He also worked at the United States Attorney's office for the Southern District of New York (the federal prosecutor's office) in White Plains and at the Rockland County's District Attorney's Office. Stephen has also been teaching college level business law classes in New York for the past four years. He holds law licenses in New York and New Jersey.



Rebecca Rubin



Rebecca Rubin, Esq. is a graduate of the University of Pennsylvania and Washington University School of Law. She is an associate at White, Fleischner & Fino in New York City, where her practice consists mainly of insurance coverage work. She has also served as a pro bono attorney for inMotion, Inc., a domestic violence non-profit organization. As a law student, Rebecca was an Executive Articles Editor of the Global Studies Law Review. Additionally, she was named co-editor of a book titled "Protecting Free Speech and Expression" with Professor Daniel Mandelker of Washington University School of Law.



Emily Chase Smith



Emily Chase Smith, Esq., received her law degree from Western State University in Irvine, California. She has practiced in the fields of estate planning and probate as well as civil litigation. She specializes in representing mobile home park owners. She is an adjunct professor both with Anglo-American College in Prague teaching comparative law and Hope International University teaching legal and ethical issues in business. Ms. Smith is admitted in California and the Ninth Circuit.



Jay Lipman



Jay Lipman, Esq. received his J.D. from New York University School of Law. He practiced as an associate for White & Case, L.L.P., a large Manhattan law firm. Mr. Lipman founded and runs Test Your Best, a leading Connecticut tutoring service dedicated to assisting individuals with test preparation and college, law school, and business school admission. He has extensive teaching and tutoring experience, including years of experience working for Kaplan Test Prep as an instructor and teacher trainer. Mr. Lipman also served as an adjunct professor for the Legal Studies program at Fairfield University, and is actively involved in pro bono work both as an attorney and as a teacher.



Maggie Probst



Maggie Probst holds a Bachelor of Science degree from Brigham Young University. She graduated from ParalegalTech Institute (National Paralegal College) in 2004 and was certified by the National Association of Legal Assistants in 2005. Maggie's writing and research skills have been honed by working as a producer/writer in the film and video business for over 25 years. During her career, she has written and researched nationally televised documentary series and various commercial and corporate productions. From 1999 to 2003 she managed the film and video department for the Salt Lake Olympic Organizing Committee, overseeing projects created for marketing, training, image and instruction. As a producer she has become a recognized expert in ensuring compliance with legal requirements and contractual issues including intellectual property, unions/guilds and contracts in the video and film industry. Maggie currently works as a freelance paralegal and runs her own video/film production company.

TUITION & PAYMENT PLANS

Paralegal Certificate Program

TUITION

COST PER CREDIT: \$229	
CREDITS NEEDED: 24	
GROSS TUITION:	\$ 5,496
DISCOUNT FOR ENROLLMENT IN ENTIRE DEGREE PROGRAM (15%)	(826)
ENROLLMENT FEE	95
LEXIS FEE	100
TOTAL EDUCATION COST	\$ 4,865

TUITION CAN BE PAID IN ONE OF FIVE WAYS:

PLAN A

PREPAYMENT DISCOUNT:

COMPLETE PAYMENT ON THE DATE OF ENROLLMENT: **\$4,672**

PLAN B

7 INTEREST FREE MONTHLY PAYMENTS OF \$695

TOTALING \$4,865, COMMENCING ON THE DATE OF ENROLLMENT.

PLAN C

12 MONTHLY PAYMENTS OF \$414

TOTALING \$4,968, COMMENCING ON THE DATE OF ENROLLMENT.
THE EFFECTIVE INTEREST RATE ON THIS PLAN IS 10%.

PLAN D

24 MONTHLY PAYMENTS OF \$217

TOTALING \$5,208, COMMENCING ON THE DATE OF ENROLLMENT.
THE EFFECTIVE INTEREST RATE ON THIS PLAN IS 10%.

LONG-TERM FINANCING THROUGH



STUDENT LOANS ARE AVAILABLE FOR UP TO 15 YEARS THROUGH SLM CORP, A SALLIE MAE COMPANY. MONTHLY PAYMENTS ON THESE LOANS ARE APPROXIMATELY BETWEEN \$45 AND \$70 PER MONTH, DEPENDING ON THE STUDENT'S CREDIT RATING. PLEASE CALL OUR OFFICE AT (800) 371-6105 OR E-MAIL US AT BURSAR@NATIONALPARALEGAL.EDU FOR DETAILED INFORMATION.



Military Tuition Assistance

NPC IS AFFILIATED WITH DANTES, AND ACTIVE DUTY SERVICE MEMBERS ARE ELIGIBLE TO HAVE THEIR TUITION COVERED BY THE MILITARY. PLEASE SPEAK TO YOUR EDUCATION SERVICES OFFICER FOR MORE INFORMATION.

Included with your tuition:

- 8 in-depth, instructor-led courses which provide extensive interaction and collaboration between instructors and students. Each course lasts 8 weeks and includes 15 lectures, 3 examinations, and 5 research assignments using LexisNexis.
- All educational materials necessary to complete your paralegal certificate.
- A personal LexisNexis account.
- Self-guided "Introduction to the Law" course which provides students with a general legal background and instruction in the use of LexisNexis before beginning the program. All lectures for this course are pre-recorded, so that it can be completely self-paced.
- CLA review course.
- NPC job placement assistance and resume review.

National Paralegal College offers a **two-week no-obligation free trial** to all accepted students with access to course materials, message boards and interactive classrooms. Simply visit our website at <http://nationalparalegal.edu>, complete the online application, and we will promptly email you a login name and password to enter our school.

NOTE: TUITION IS REDUCED PROPORTIONATELY FOR CREDITS TRANSFERRED.

TUITION & PAYMENT PLANS

Paralegal Associate's Degree Program

TUITION

COST PER CREDIT: \$229	
CREDITS NEEDED: 60	
GROSS TUITION:	\$13,740
DISCOUNT FOR ENROLLMENT IN ENTIRE DEGREE PROGRAM (25%)	(3,435)
ENROLLMENT FEE	95
LEXIS FEE	100
TOTAL EDUCATION COST	\$10,500

TUITION CAN BE PAID IN ONE OF FIVE WAYS:

PLAN A

PREPAYMENT DISCOUNT:
COMPLETE PAYMENT ON THE DATE OF ENROLLMENT: **\$9,914**

PLAN B

15 INTEREST FREE MONTHLY PAYMENTS OF \$700
TOTALING \$10,500 COMMENCING ON THE DATE OF ENROLLMENT.

PLAN C

24 MONTHLY PAYMENTS OF \$454
TOTALING \$10,896, COMMENCING ON THE DATE OF ENROLLMENT.
THE EFFECTIVE INTEREST RATE ON THIS PLAN IS 10%.

PLAN D

36 MONTHLY PAYMENTS OF \$317
TOTALING \$11,412 COMMENCING ON THE DATE OF ENROLLMENT.
THE EFFECTIVE INTEREST RATE ON THIS PLAN IS 10%.

LONG -TERM FINANCING THROUGH



STUDENT LOANS ARE AVAILABLE FOR UP TO 15 YEARS THROUGH SLM CORP, A SALLIE MAE COMPANY. MONTHLY PAYMENTS ON THESE LOANS ARE APPROXIMATELY BETWEEN \$45 AND \$70 PER MONTH, DEPENDING ON THE STUDENT'S CREDIT RATING. PLEASE CALL OUR OFFICE AT (800) 371-6105 OR E-MAIL US AT BURSAR@NATIONALPARALEGAL.EDU FOR DETAILED INFORMATION.



Military Tuition Assistance

NPC IS AFFILIATED WITH DANTES, AND ACTIVE DUTY SERVICE MEMBERS ARE ELIGIBLE TO HAVE THEIR TUITION COVERED BY THE MILITARY. PLEASE SPEAK TO YOUR EDUCATION SERVICES OFFICER FOR MORE INFORMATION.

Included with your tuition:

- 20 in-depth, instructor-led courses, which provide extensive interaction and collaboration between instructors and students. Each course lasts 8 weeks and includes 15 lectures, 3 examinations, and 5 research assignments using LexisNexis (in the case of paralegal courses).
- All educational materials necessary to complete your paralegal courses.
- A personal LexisNexis account.
- Self-guided "Introduction to the Law" course which provides students with a general legal background and instruction in the use of LexisNexis before beginning the program. All lectures for this course are pre-recorded, so that it can be completely self-paced.
- CLA review course.
- NPC job placement assistance and resume review.

National Paralegal College offers a **two-week no-obligation free trial** to all accepted students with access to course materials, message boards and interactive classrooms. Simply visit our website at <http://nationalparalegal.edu>, complete the online application, and we will promptly email you a login name and password to enter our school.

NOTE: TUITION IS REDUCED PROPORTIONATELY FOR CREDITS TRANSFERRED.



PLACEMENT ASSISTANCE SERVICES



Our innovative placement assistance system has been highly successful in allowing our students to attain rewarding positions at prestigious law firms and organizations across the country.

At National Paralegal College our commitment to you does not end with your education.

Our staff diligently works to identify employers in the student's geographic area in order to advance the student's employment prospects.

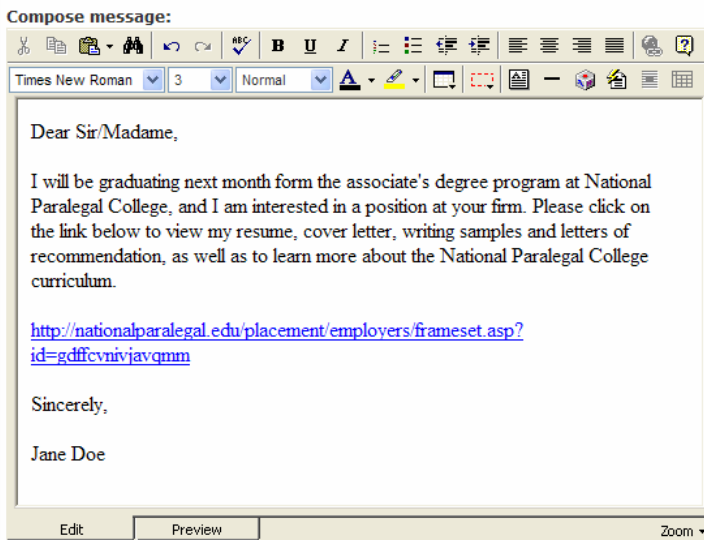
Students can submit their resumes, cover letters, and writing samples to the *NPC* placement staff for review. Once the student's personal information documents are finalized, they are uploaded to *NPC's* Student Placement Assistance Web site.

The following is a screen shot of how a student's personal information is added to the website:

Personal Information				
	Add letter of recommendation			
	Edit Your Version	View Placement Staff Version	View Version Posted to Web Site	Delete
Cover Letter				
Resume				
Writing Sample				
Letter of Recommendation 1				
Letter of Recommendation 2				

NPC's placement staff, together with the student, build a personalized contact list of prospective employers the student's area. The student can then send these contacts an e-mail containing a link which is automatically generated by *NPC's* placement system. (This process is extremely effective as e-mails which contain resumes as attachments are blocked by many corporate e-mail systems.) When prospective employers click on this link, they will see any documents that the student posted, as well as detailed information about *NPC* and a sample of the depth of our curriculum.

The following is a screen shot of how a student composes an e-mail and *NPC's* placement system which automatically generates the link and sends the e-mail out to the desired employer:





TUITION REFUND POLICY



THREE DAY NOTICE OF CANCELLATION

A student may cancel an enrollment agreement if the student submits a written notice of cancellation within three days of signing the agreement, excluding Saturday, Sunday, and state and federal holidays. The school shall refund 100% of all student fees and tuition paid on behalf of the student within 30 calendar days of NPC receiving the notice of cancellation.

After the above-mentioned period has elapsed, if a student withdraws from the program by notifying NPC by e-mail or in writing, the student will only be responsible for payment of courses that he/she has already taken, at the rate of \$687 per course. If a student withdraws in the middle of a course, the student will be responsible for payment of \$687 times the number of complete weeks the student had been enrolled in the course divided by the number of weeks of the duration of the course, as follows:

If student withdraws...	Student Liability:
During 1st week of course	\$ 0.00
During 2nd week of course	\$ 86.00
During 3rd week of course	\$172.00
During 4th week of course	\$258.00
During 5th week of course	\$344.00
During 6th week of course	\$429.00
During 7th week of course	\$515.00
During 8th week of course	\$601.00
After completion of course	\$687.00

For example:

A student has completed two courses and elects to withdraw from the program during the 4th week of his or her third eight-week course. The student will only be responsible for payment of the following:

Tuition for 2 courses at \$687 each	\$1,374.00
Tuition for 1 course at \$687 x 3/8	\$ 258.00
Student's total financial responsibility	\$1,632.00

Any money that NPC has collected from the student in the above example in excess of \$1,632 will be refunded to the student.



STUDENT GRIEVANCE PROCEDURE



Students can submit grievances by mail, e-mail or telephone to *NPC's* Student Services Director.

The Student Services Director can be reached by:

Telephone.....(800) 371 - 6105

E-mail.....info@nationalparalegal.edu

Mail.....National Paralegal College
6516 N. 7th Street
Suite 103
Phoenix, AZ 85014

All grievances will be brought to the attention of *NPC's* President and Dean and will be addressed within seven business days.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is:

**1400 W. Washington Street
Room 260
Phoenix, AZ 85007**

Telephone Number: (602) 542-5709

Website address: <http://azppse.state.az.us>

TESTIMONIALS



Scott Goodsell, Esq.

Partner, Campeau Goodsell Smith

Two of my employees decided some months ago that they wanted to pursue a paralegal certification..... Frankly, I've been impressed. From time to time, I've listened in on the occasional presentation and from what I've heard, you've done a commendable job of presenting challenging legal concepts in an understandable presentation. I doubt that I would be so effective.

Joseph Schubin, Esq.

Partner, The Law Firm of Schubin & Isaacs

Recently, one of my employees expressed a desire to enroll in a paralegal program given at the local university. Upon researching many programs offered, both at colleges and online, I found that your program offers her precisely what she needs. Your material is well organized. The online classroom session I sampled was comprehensive. In my opinion the quality level of your program is excellent. I will certainly recommend your program.

Theresa Marmo, Esq.

Managing Attorney, Debevoise & Plimpton

I have known Mark Geller for over twenty years, and he has always been an innovator in the creation, organization and dissemination of legal information. Almost the entire New York legal community has used the case management system he created and refined, as well as his creation of programs and databases, to electronically and efficiently access valuable timely court information. Not only does he generate ideas, but he has the will, energy and creative gifts to put those ideas into action.

Brent Myers, NPC graduate

*Currently working at Amgen,
Thousand Oaks, CA*

Passed CLA Exam 2005

As you know, I researched paralegal schools thoroughly before deciding to come to National Paralegal College. My criteria included the delivery method of the course material, the quality of the instruction, the quality and quantity of the substantive law contained in the course material and lectures, and the quality and quantity of feedback received through exams, essays, and classroom participation. After reviewing about 10 schools, both online and traditional delivery, I found that NPC's approach was so well designed the decision was not even a close one.

Lee Allmer, NPC graduate

*Currently working at Bowne Business
Solutions, Houston, TX*

The first thing in my mind was the willingness of the NPC staff to initiate contact with me after my application. I knew I was in a wonderful program when I was contacted by Mr. Cohen to inquire about my understanding of the system before I had ever encountered problems. Mr. Katz was wonderful in calling me Easter weekend when I had made inquiry about the school by phone. Response time by the instructors both during class and after has been excellent.

Vincia St. Jean, NPC graduate

*Currently working at Gagne Law Firm,
Spartanburg, SC*

I was right in choosing this program for the challenge! Excellent lectures. Great program.

TESTIMONIALS



Tammy Nantz, NPC graduate

*Currently working at Marks
Alternative Dispute Resolution,
Bethesda, MD*

Passed CLA Exam 2005

It seems that NPC is designed to allow a working person the opportunity to further their education. I appreciate the flexibility that NPC has shown without sacrificing excellence... The writing and research assignments have been a great help! Even after grad school, I didn't like writing essays. NPC has helped me feel comfortable researching, documenting and discussing any given topic.

Maube Mor, NPC graduate

*Currently working at Mazanec, Raskin
& Ryder, Columbus, OH*

I liked the live lectures, interaction with instructors and other students, staff support, message boards, and ease of understanding what I always considered 'dry and boring'. I feel very differently now. The courseware is wonderful! It is easy to read and understand. The assignments often dealt with current events, and in addition, the news review gives great insight into the world events. I found the courseware to be a great strength and so much better than the standard texts. The class, staff and instructors felt like family and if anyone had a problem or needed help, there was always someone available. The flexibility was essential to me because I was also working two jobs, taking classes and I do have a life besides. I found no 'downside' to any part of this program. It has been one of the best things I ever did for myself.

Michelle Berson, NPC graduate

*Currently working at ViaSat, Inc.,
Carlsbad, CA*

I thought the class was outstanding. As you may know, I've taken "live" paralegal classes as well, and this one really distilled the information, cut out all the distraction. I really got a lot out of it. Thanks.

Margaret Probst, NPC graduate

Currently self-employed

Passed CLA Exam 2005

The quality of the course material was excellent and easy to read and understand. The professors are knowledgeable, approachable and genuinely interested in each student's education. Response from professors and NPC staff was immediate and helpful.

Participation in the lectures via text chat made the classes feel "live".

Lori Gustofik

*Currently working at A.I.G. Staff
Counsel*

Passed CLA Exam 2006

The knowledge of the various areas of law and the legal research has helped a great deal in that I can provide input to the attorney from my experience with school and am able to do the required legal research.

I liked the fact that classes were interactive online, available to listen to later if you were not able to participate in the original lecture as well as the fact that the teachers were available to ask questions if you needed help.

TESTIMONIALS



Robin Jernigan, NPC graduate

*Currently working at White and Steele,
P.C., Denver, CO*

I just wanted you to know that I'm employed as a litigation paralegal here in Denver, Colorado at White and Steele P.C. It's one of the oldest litigation law firms in Colorado. Thank you for all your help and support. God willing I'll be with you this summer for the electives I selected. Until then thanks for helping to get me started in my new career.

Lynne Jenson, NPC graduate

*Currently working at Leica Geosystems
GIS & Mapping, LLC, Atlanta, GA*

The experience has been great. As with all good teaching tools it taught me how much I don't know about the law and then provided me with the tools to research those areas. I've also developed relationships with my classmates, such that I have a support group when I felt overwhelmed keeping up with my professional schedule and classes. The instructors have been positive throughout the process, sharing not only their knowledge of the law but their own experiences. LexisNexis is a marvelous tool affording me the opportunity to research not only case law but treatises and statutes.

I'm pleased NPC was my choice for certification. It would be difficult to match the level of interaction with instructors, their encouragement, the coaching provided through grading assignments and responding to questions, and allowing all questions.

Stephen is a jewel, a natural teacher with an ability to simplify concepts. My other instructors have been very good and really want to give us a solid foundation in the law. People vary in teaching styles ... but all provided what I needed from the course. In other words, I don't feel I was ever cheated by my instructors. Jamie, Tayanita and Jay brought different perspectives and were important in keeping me on my toes regarding assignments.

Kristina Sandine, NPC graduate

*Currently working at Kennedy
Covington Lobdell & Hickman,
Raleigh, NC*

KCLH employs over 200 attorneys and has three offices in North Carolina. I love working in this environment and I am so glad I decided to attend NPC. NPC has given me an overall understanding of multiple areas of law and has prepared me for the position I desired. I will take my last class in March and although I am very happy to move on with my new found knowledge and into my career, I will miss NPC. Thank you for arming me with the tools I need to be a success.

Marla Lowrey, NPC graduate

*Currently working at Nathan R. Lynch
PLLC, Walpole, New Hampshire*

I would like to take this opportunity to extend thanks and my appreciation to all of you for everything you have done to help me with my education here at NPC. The staff is wonderful, very supportive and always helpful to my needs. I greatly appreciate the help that Avi gave me in sprucing up my cover letter and resume in preparation of mailing them out to reach possible law firms for an internship. Equally as important and much appreciated was the offer to draft a letter of recommendation by Stephen. Having no experience in the field, it is always so much more solid to have someone with credentials to recommend you for a position. You have both been so helpful and supportive during this "leap" I took while still fairly early in the program.



National Paralegal

COLLEGE

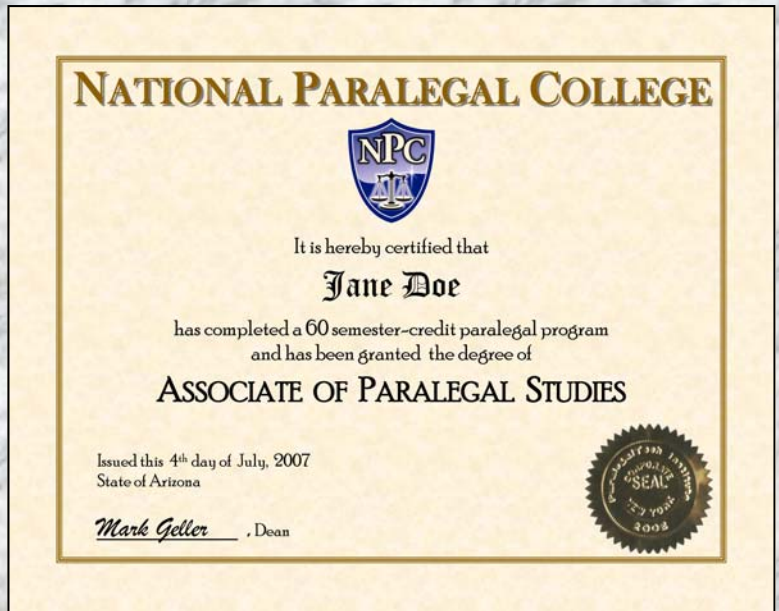
<http://nationalparalegal.edu>

Today's "TO-DO" List

1. CALL AND APPLY
2. NATIONAL PARALEGAL COLLEGE
3. Today
4. 800 — 371 — 6105
5. WWW.NATIONALPARALEGAL.EDU



- INTERACTIVE CLASSROOMS AND ASSESSMENT TOOLS
- MULTIMEDIA LIVE ONLINE LECTURES
- DISCUSSION FORUMS
- ALL LAW COURSEWARE (TEXTBOOKS) INCLUDED
- LAW COURSEWARE AVAILABLE IN AUDIO FORMAT
- PERSONAL LEXISNEXIS ACCOUNT
- ALL LIVE LECTURES ARE RECORDED FOR VIEWING AT YOUR CONVENIENCE
- JOB PLACEMENT ASSISTANCE AND RESUME REVIEW
- SELF-GUIDED TUTORIALS
- ATTEND CLASSES IN THE COMFORT OF YOUR OWN HOME OR OFFICE



BY COMPLETING THE APPLICATION ON OUR WEBSITE AT [HTTP://NATIONALPARALEGAL.EDU](http://nationalparalegal.edu) YOU WILL AUTOMATICALLY BE ENROLLED FOR A TWO-WEEK FREE TRIAL OF OUR SCHOOL. SEE WHY IN AN INDEPENDENT SURVEY OF OUR STUDENTS CONDUCTED BY THE DISTANCE EDUCATION AND TRAINING COUNCIL, NEARLY 100% OF THE RESPONDENTS STATED THEY WERE COMPLETELY SATISFIED WITH THEIR STUDIES AND WOULD GLADLY RECOMMEND *NATIONAL PARALEGAL COLLEGE* TO A FRIEND.



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Phoenix, AZ 85014
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info@nationalparalegal.edu