Nationally Accredited Online Bachelor of Science in Legal Studies Degree, Associate Degree in Paralegal Studies and Certificate in Paralegal Studies and Master’s Degrees in Legal Studies, Taxation and Compliance Law
Redefining Paralegal Education

NATIONAL PARALEGAL COLLEGE
http://nationalparalegal.edu
### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td>4</td>
</tr>
<tr>
<td>Message from the Dean</td>
<td>5</td>
</tr>
<tr>
<td>School Description</td>
<td>6</td>
</tr>
<tr>
<td>Accreditation and Affiliation Information</td>
<td>7</td>
</tr>
<tr>
<td><strong>PROGRAM COMPLETION REQUIREMENTS:</strong></td>
<td></td>
</tr>
<tr>
<td>Bachelor of Science in Legal Studies Program</td>
<td>8</td>
</tr>
<tr>
<td>Associate of Paralegal Studies Degree Program</td>
<td>10</td>
</tr>
<tr>
<td>Paralegal Certificate Program</td>
<td>12</td>
</tr>
<tr>
<td>Transfer Credit Policy</td>
<td>13</td>
</tr>
<tr>
<td>Course Index</td>
<td>14</td>
</tr>
<tr>
<td>Introduction to the Law</td>
<td>15</td>
</tr>
<tr>
<td><strong>COURSE DESCRIPTIONS:</strong></td>
<td></td>
</tr>
<tr>
<td>Core Legal Courses</td>
<td>16–19</td>
</tr>
<tr>
<td>Specialty Legal Courses</td>
<td>20–33</td>
</tr>
<tr>
<td>CP Exam Review</td>
<td>34</td>
</tr>
<tr>
<td>Advanced Legal Courses</td>
<td>35–39</td>
</tr>
<tr>
<td>General Education Courses</td>
<td>40–55</td>
</tr>
<tr>
<td>Graduate Program Information</td>
<td>56</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>57–59</td>
</tr>
<tr>
<td>Faculty and Staff</td>
<td>60–76</td>
</tr>
<tr>
<td>Placement Assistance</td>
<td>77</td>
</tr>
<tr>
<td>Student Mentor Program</td>
<td>78–79</td>
</tr>
<tr>
<td>Tuition and Payment Plans</td>
<td>80–81</td>
</tr>
<tr>
<td>Testimonials</td>
<td>82–86</td>
</tr>
</tbody>
</table>
MISSION STATEMENT

The mission of National Paralegal College is to provide quality Internet-based education and training to individuals seeking to develop careers as paralegals or as other legal professionals. NPC seeks to provide its students with the knowledge and skills that are necessary to succeed by delivering dynamic instruction in an interactive learning environment that is conducive to student achievement and growth.

The school’s objective is to provide students with a rigorous academic foundation as well as the career-oriented skills that are necessary to succeed in a legal environment. NPC aims to use technology in order to bring the interactivity of the brick-and-mortar school experience into the student’s home or office.

PROGRAMS OFFERED

<table>
<thead>
<tr>
<th>PARALEGAL CERTIFICATE</th>
<th>24 Semester Credits</th>
<th>1,080 Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSOCIATE OF PARALEGAL STUDIES</td>
<td>60 Semester Credits</td>
<td>2,700 Clock Hours</td>
</tr>
<tr>
<td>BACHELOR OF SCIENCE IN LEGAL STUDIES</td>
<td>120 Semester Credits</td>
<td>5,400 Clock Hours</td>
</tr>
</tbody>
</table>

Students applying for the Bachelor of Science in Legal Studies Degree Program, Associate of Paralegal Studies Degree Program or Paralegal Certificate Program must possess a minimum of a high school diploma or G.E.D.

English language proficiency is required for students at NPC. Students who did not graduate from a school where English is the principal language must demonstrate fluency through a recognized assessment examination / process.

Students must own a personal computer (PC or Mac) and have access to the Internet. Students also must have access to a webcam for one-time use in establishing a voice print for our exam proctoring system.
Dear Student,

Acquiring a quality education distinguishes the paralegal from other clerical staff. As a paralegal, you must possess a general understanding of the law as well as a proficiency in practical law office skills. Mastering these elements is key to your professional growth and attaining financial success within the paralegal profession. Obtaining a bachelor’s degree, associate’s degree or certificate in paralegal studies will provide you with a credential that inspires an employer’s confidence and thereby enhances your value in the job market.

At National Paralegal College, we strive to provide you the best paralegal education available. The administration has been uncompromising in choosing its highly qualified faculty, developing a comprehensive curriculum, and implementing the most innovative technology available for presenting educational material online. With this in mind, we have developed an online learning environment designed to guide you towards successfully achieving an understanding of the law as well as the daily needs of the law office.

The learning experience at National Paralegal College is superior in many ways to most other online paralegal programs. Among the many distinctive features incorporated into National Paralegal College’s teaching methods is the learning experience achieved by the live online lectures. The live lecture format provides an excellent venue for spirited discussions among the students and faculty, and is an ideal setting for the review of assigned reading material and other relevant topics. The live lecture environment creates a classroom-like experience with the convenience of being at home or in the office.

At National Paralegal College, the faculty is dedicated to helping you:

- Acquire basic knowledge in various areas of law
- Develop general law office skills
- Develop excellent research techniques
- Train extensively in the use of LexisNexis
- Prepare for the job market
- Obtain a rewarding job
- Acquire competency for new career opportunities
- Achieve financial success within the paralegal profession

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

The information included in this book gives you an overview of what National Paralegal College is all about. I invite you to experience our school firsthand by taking advantage of the two-week free trial, and 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 re-creates 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 important 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.
- includes the full text of thousands of integrated statutes and cases that are relevant to the materials being covered.

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 LexisNexis accounts and participate in a LexisNexis legal research training program. Students sharpen their online research skills by completing several research assignments for each course, using various libraries and features of the 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 challenges of a busy law office.
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.

Member of the American Association for Paralegal Education

National Paralegal College is an associate institutional member of the American Association for Paralegal Education (AAfPE). AAfPE is a national organization that serves the needs of paralegal educators and institutions offering paralegal educational programs. AAfPE’s primary purposes are to foster the continuing development of higher quality education for paralegal students and to be the main source of authority in paralegal academics.

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. NPC’s associate’s and bachelor’s degree programs satisfy the complete NALA educational requirements 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.

National Paralegal College is pleased to have the vast majority of its courses recommended for transfer credit by the National Collegiate Credit Recommendation Service, a branch of the University of the State of New York. While NCCRS recommendations are not binding, and while credit transfer decisions are always at the discretion of the receiving institution, more than 1,500 colleges and universities have expressed a willingness to accept NCCRS recommendations.

National Paralegal College is pleased to have an articulation agreement with Charter Oak State College, part of the Connecticut State Colleges and Universities (ConnSCU). This agreement allows students to apply credits for NPC courses towards associate’s and bachelor’s degrees at Charter Oak.
PROGRAM OBJECTIVES

The objective of the Bachelor’s Degree Program in legal studies is to provide the student with a rigorous academic foundation in a broad range of subjects in legal studies, a foundation in business, economics, English, and the social sciences, as well as exposure to advanced legal topics and 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, or to proceed to graduate study.

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, as well as with courses in the social sciences.
- designing a curriculum where refining legal research skills and their 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

4 core legal courses (3 credits each) for a total of 12 credits:

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

36 more courses (3 credits each) from among the other courses offered at NPC, subject to the required minimums from each type of course discussed below for a total of 48 credits.

Specialty legal courses (3 credits each). A minimum of eight courses (24 credits) must come from this section:

- 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
- PLG-201 Federal Income Taxation
- PLG-202 Employment Law
- PLG-203 Environmental Law
- PLG-204 Immigration Law
- PLG-301 Laws of Evidence
- PLG-302 Administrative Law
- PLG-303 Public Communications Law
- PLG-304 White Collar Crime
- PLG-305 Law of Debtors and Creditors

(cont’d)
COMPLETION REQUIREMENTS (cont’d)

Advanced legal courses (3 credits each). A minimum of three courses (12 credits) must come from this section

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLG-401</td>
<td>Advanced Legal Analysis &amp; Writing</td>
<td>(prerequisite: PLG-108)</td>
</tr>
<tr>
<td>PLG-402</td>
<td>Advanced Civil Litigation</td>
<td>(prerequisites: PLG-108, PLG-101)</td>
</tr>
<tr>
<td>PLG-403</td>
<td>Drafting Contracts &amp; Contract Provisions</td>
<td>(prerequisite: PLG-102)</td>
</tr>
<tr>
<td>PLG-405</td>
<td>Trust Drafting</td>
<td>(prerequisite: PLG-106)</td>
</tr>
</tbody>
</table>

General education courses (3 credits each). A minimum of ten courses (30 credits) must come from this section

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-201</td>
<td>International Business</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition</td>
</tr>
<tr>
<td>ENG-102</td>
<td>Business Writing</td>
</tr>
<tr>
<td>ENG-201</td>
<td>Contemporary American Literature</td>
</tr>
<tr>
<td>ECO-101</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>ECO-102</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>FIN-101</td>
<td>Principles of Finance</td>
</tr>
<tr>
<td>ACC-101</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>MAR-101</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MAN-101</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MIS-201</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>MAT-101</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAT-102</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>MAT-201</td>
<td>Ideas in Mathematics</td>
</tr>
<tr>
<td>HIS-201</td>
<td>American History 1—Discovery to Reconstruction</td>
</tr>
<tr>
<td>HIS-202</td>
<td>American History 2—Westward Expansion to Post-Vietnam</td>
</tr>
<tr>
<td>PSC-201</td>
<td>Comparative Politics</td>
</tr>
<tr>
<td>SOC-201</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>MED-201</td>
<td>Media and Cultural Literacy</td>
</tr>
<tr>
<td>GOV-201</td>
<td>American Government</td>
</tr>
</tbody>
</table>

Each course is eight weeks in duration and includes:
- 15 live online lectures lasting 60-75 minutes each.
- 3 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.
- 5 written assignments. In the substantive legal courses, these assignments require legal research using the LexisNexis online research system.

To earn a bachelor’s degree, the student must maintain an average grade of C or higher throughout his or her term of enrollment.

Courses are offered during each eight-week period. The student may take up to three of these courses during any such eight-week session.

Students are expected to complete the Bachelor of Science in Legal Studies Program within 8 years. To extend this time period, the student must receive written permission from the school’s education director.
ASSOCIATE OF PARALEGAL STUDIES DEGREE PROGRAM
60 Credits

PROGRAM OBJECTIVES

The objective of the Associate Degree in Paralegal Studies Program 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, 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.
- 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 their 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

4 core legal courses (3 credits each) for a total of 12 credits:
- PLG-101 Torts and Personal Injury
- PLG-102 Contracts
- PLG-108 Legal Research, Writing and Civil Litigation
- PLG-109 Professional Responsibility and Legal Ethics

Any additional 8 specialty or advanced legal courses from the following list of courses (3 credits each) for a total of 24 credits:
- 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
- PLG-201 Federal Income Taxation
- PLG-202 Employment Law
- PLG-203 Environmental Law
- PLG-204 Immigration Law
- PLG-301 Laws of Evidence
- PLG-302 Administrative Law
- PLG-303 Public Communications Law
- PLG-304 White Collar Crime
- PLG-305 Law of Debtors and Creditors
- PLG-401 Advanced Legal Analysis & Writing (prerequisites: PLG-108)
- PLG-402 Advanced Civil Litigation (prerequisites: PLG-108, PLG-101)
- PLG-403 Drafting Contracts & Contract Provisions (prerequisite: PLG-102)
- PLG-405 Trust Drafting (prerequisite: PLG-106)

(cont’d)
Each course is eight weeks in duration and includes:

- 15 live online lectures lasting 60 minutes each.
- 3 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.
- 5 written assignments which require legal research using the LexisNexis online research system in the substantive legal courses.

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

Courses are offered during each eight-week period. The student may take up to three courses offered during any eight-week session.

Students are expected to complete the Associate Degree of Paralegal Studies program within 48 consecutive months. To extend this time period, the student must receive written permission from the school’s education director.

**NOTE:** Students may substitute up to three general education courses with substantive legal courses from the list above.
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 their 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.

Each course is eight weeks in duration and includes:

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

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

At least 4 legal courses are offered simultaneously during each eight-week period. Students may take up to three classes concurrently. The minimum amount of time required for a student to complete the Paralegal Certificate Program is 7 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 education director.

COMPLETION REQUIREMENTS

4 core legal courses (3 credits each) for a total of 12 credits:

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

Any additional 4 specialty or advanced legal 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 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
- PLG-201 Federal Income Taxation
- PLG-202 Employment Law
- PLG-203 Environmental Law
- PLG-204 Immigration Law
- PLG-301 Laws of Evidence
- PLG-302 Administrative Law
- PLG-303 Public Communications Law
- PLG-304 White Collar Crime
- PLG-305 Law of Debtors and Creditors
- PLG-401 Advanced Legal Analysis & Writing (prerequisite: PLG-108)
- PLG-402 Advanced Civil Litigation (prerequisites: PLG-108, PLG-101)
- PLG-403 Drafting Contracts & Contract Provisions (prerequisite: PLG-102)
- PLG-405 Trust Drafting (Prerequisite: PLG-106)
TRANSFER CREDIT POLICY

National Paralegal College accepts transfer credits from colleges and universities that are accredited by an accrediting agency that is recognized by the United States Department of Education if those credits were earned in the pursuit of an academic degree. NPC also accepts transfer credits that are recommended for credit by the American Council on Education (ACE), the National Collegiate Credit Recommendation Service (NCCRS) or the Connecticut Credit Assessment Program (CCAP).

Paralegal Certificate Program:

Students may transfer credit for up to three substantive legal courses (totaling 9 credits) provided that the courses have been reviewed by the education director and have been found to substantially cover the same material as the corresponding courses offered at National Paralegal College.

Associate of Paralegal Studies Program, Bachelor of Science in Legal Studies Program:

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

In addition, students in the Associate's Degree Program may transfer credit for up to eight general education courses (24 credits), and students in the Bachelor's Degree Program may transfer credit for up to 25 general education courses (75 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 education director and found to be in the area of general education and not vocational in nature. A general education course ordinarily provides 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 Bachelor of Science in Legal Studies Program, the Associate of Paralegal Studies Program, or the Paralegal Certificate Program will be reduced by the number of transfer credits accepted. Tuition liability will be reduced proportionally.
<table>
<thead>
<tr>
<th>COURSE INDEX</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CORE LEGAL COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Law</td>
<td>15</td>
</tr>
<tr>
<td>PLG-101 Torts and Personal Injury</td>
<td>16</td>
</tr>
<tr>
<td>PLG-102 Contracts</td>
<td>16</td>
</tr>
<tr>
<td>PLG-108 Legal Research, Writing and Civil Litigation</td>
<td>17</td>
</tr>
<tr>
<td>PLG-109 Professional Responsibility and Legal Ethics</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIALTY LEGAL COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PLG-103 Criminal Law</td>
<td>20</td>
</tr>
<tr>
<td>PLG-104 Real Property</td>
<td>20</td>
</tr>
<tr>
<td>PLG-105 Business Law and Bankruptcy</td>
<td>21</td>
</tr>
<tr>
<td>PLG-106 Wills, Trusts and Estates</td>
<td>22</td>
</tr>
<tr>
<td>PLG-107 Domestic Relations</td>
<td>23</td>
</tr>
<tr>
<td>PLG-110 Constitutional Law and Criminal Procedure</td>
<td>24</td>
</tr>
<tr>
<td>PLG-111 Alternative Dispute Resolution</td>
<td>25</td>
</tr>
<tr>
<td>PLG-112 Patents, Trademarks and Copyrights</td>
<td>25</td>
</tr>
<tr>
<td>PLG-201 Federal Income Taxation</td>
<td>26</td>
</tr>
<tr>
<td>PLG-202 Employment Law</td>
<td>27</td>
</tr>
<tr>
<td>PLG-203 Environmental Law</td>
<td>28</td>
</tr>
<tr>
<td>PLG-204 Immigration Law</td>
<td>29</td>
</tr>
<tr>
<td>PLG-301 Laws of Evidence *</td>
<td>30</td>
</tr>
<tr>
<td>PLG-302 Administrative Law *</td>
<td>30</td>
</tr>
<tr>
<td>PLG-303 Public Communications Law *</td>
<td>31</td>
</tr>
<tr>
<td>PLG-304 White Collar Crime *</td>
<td>32</td>
</tr>
<tr>
<td>PLG-305 Law of Debtors and Creditors</td>
<td>33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVANCED LEGAL COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PLG-401 Advanced Legal Analysis and Writing **</td>
<td>34</td>
</tr>
<tr>
<td>PLG-402 Advanced Civil Litigation **</td>
<td>35</td>
</tr>
<tr>
<td>PLG-403 Drafting Contracts and Contract Provisions **</td>
<td>36</td>
</tr>
<tr>
<td>PLG-404 Legal Document Preparation **</td>
<td>37</td>
</tr>
<tr>
<td>PLG-405 Trust Drafting**</td>
<td>38</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-101 Principles of Accounting</td>
<td>40</td>
</tr>
<tr>
<td>BUS-201 International Business</td>
<td>40</td>
</tr>
<tr>
<td>ECO-101 Microeconomics</td>
<td>41</td>
</tr>
<tr>
<td>ECO-102 Macroeconomics</td>
<td>42</td>
</tr>
<tr>
<td>ENG-101 English Composition</td>
<td>43</td>
</tr>
<tr>
<td>ENG-102 Business Writing</td>
<td>44</td>
</tr>
<tr>
<td>ENG-201 Contemporary American Literature</td>
<td>45</td>
</tr>
<tr>
<td>FIN-101 Principles of Finance</td>
<td>46</td>
</tr>
<tr>
<td>GOV-201 American Government</td>
<td>46</td>
</tr>
<tr>
<td>HIS-201 American History 1: Discovery to Reconstruction</td>
<td>47</td>
</tr>
<tr>
<td>HIS-202 American History 2: Westward Expansion to Post-Vietnam</td>
<td>48</td>
</tr>
<tr>
<td>MAN-101 Principles of Management</td>
<td>49</td>
</tr>
<tr>
<td>MAR-101 Principles of Marketing</td>
<td>49</td>
</tr>
<tr>
<td>MAT-101 College Algebra</td>
<td>50</td>
</tr>
<tr>
<td>MAT-102 Introduction to Statistics</td>
<td>51</td>
</tr>
<tr>
<td>MAT-201 Ideas in Math</td>
<td>52</td>
</tr>
<tr>
<td>MED-201 Media and Cultural Literacy</td>
<td>52</td>
</tr>
<tr>
<td>MIS-201 Management Information Systems</td>
<td>53</td>
</tr>
<tr>
<td>PSC-201 Comparative Politics</td>
<td>54</td>
</tr>
<tr>
<td>SOC-201 Introduction to Sociology</td>
<td>55</td>
</tr>
</tbody>
</table>

* These courses have recommended prerequisites.
** These courses have required prerequisites.
These courses use online courseware. No textbook purchase is required.

14 (800) 371-6105 http://nationalparalegal.edu
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 a personal LexisNexis account to be used to perform online legal research in the nation’s leading legal database.

Development of legal research skills using LexisNexis is a fundamental component of the NPC paralegal program and is incorporated into every legal 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
- advanced cite checking
- cite checking
- advanced Shepard’s®

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.
COURSE DESCRIPTION

Tort law is arguably one of the most important bodies of U.S. law, simply because it governs basic daily 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 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.

COURSE DESCRIPTION

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 reneges 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.
- Apply the rules of consideration, legal detriment as adequate consideration, 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.
- Describe the kind of remedy a court will likely order in a particular case.

COURSE DESCRIPTION

This course may very well be the most important course a paralegal student can take, simply because it is in the area of litigation that attorneys rely most heavily on their paralegals. This course will provide students with a comprehensive understanding of the major aspects of civil litigation, from both the plaintiff's and defendant's perspectives. The course will focus on a variety of subjects aimed at teaching the student how to manage a case from beginning to end. The subjects covered in the course will include determining jurisdiction and venue; initiating and commencing a lawsuit; client counseling; investigation techniques and the discovery process; the drafting of summonses and complaints, motions, briefs and pleadings; settlement techniques; the trial itself; pre- and post-trial activities and the appeals process.

This course will also offer an intensive but simplified introduction to U.S. legal systems and methodologies, basic principles of stare decisis and precedent, the nature of legal education, and sources of law. Topics include: The judicial structure, including both federal and state; statutes, regulations, common law and constitutional law; synthesizing sources of law; the judicial process and the doctrine of stare decisis; overruling precedent, holding, rationale, and dictum.
Core Legal Courses

The key component of the paralegal's role in civil litigation is drafting documents. Therefore, this course will also focus on training our students to do competent legal research and develop their ability to draft legal documents. Students will learn to identify and use a variety of research tools, including both the online collection provided by LexisNexis® as well as traditional book-based methods of legal research. A portion of the course will focus on the various types of form and reference books, proper case citation, cite checking and the proper method of case reporting, Shepardizing®, methods of compiling legislative histories and administrative legal research.

COURSE OBJECTIVES

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

- Research legal issues in any jurisdiction.
- Navigate through online law libraries, i.e., 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. complaints, answers, etc.
- Understand various discovery mechanisms and their appropriate usage.
- Apply the rules regarding 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 appellate courts use in various situations.
- Describe the requirements for certification of a class action suit.
- Determine whether a class action is appropriate in various hypothetical situations.

PLG-109
PROFESSIONAL RESPONSIBILITY & LEGAL ETHICS 3 Credits

COURSE DESCRIPTION

Anyone who works in the legal profession, whether an attorney or a 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 students with the necessary tools for identifying and resolving ethical problems, and gives practical tips to implement in everyday practice. The areas that will be covered in this course include the regulation of attorney and paralegal conduct, confidentiality, the unauthorized practice of law, conflicts of interest, the handling of client funds, advertising, billing, fee splitting, disciplinary procedures and malpractice. Although this course will provide students with an understanding of the universal concepts of professional responsibility, each jurisdiction has its own minor variations on these concepts. Therefore, students are also encouraged to explore their local rules of professional conduct.
COURSE OBJECTIVES

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

- Research ethical rules by utilizing 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 vis-à-vis the attorney that he or she is working under.
- Apply the distinction between “practicing law” and performing tasks permitted to a paralegal in order to avoid “unauthorized practice of law.”
- 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 formed.
- Describe the duties of zeal and loyalty that legal professionals owe to 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.
- Assess whether a fee charged by a law firm is reasonable or an unethical overcharge.
- Describe the rules governing proper communication with the presiding judge.

“Overall, my experience with NPC has been challenging, rewarding and positive. The classes were much more difficult than I had originally anticipated, but it was a good challenge for me and I’m a much better legal assistant for it. My nickname in the office now is ‘Legal Beagle’ and I love it!

Taking online classes has given me the flexibility to work a 50-hour-a-week job, run my household, and still make time for friends and family. When you’re disciplined about the time that you need to set aside to do your work, it is so rewarding to get a degree on your own time. The instructors are wonderful, and it’s great to chat with classmates from all over the country and get different perspectives on legal issues. I really love how interactive the online classes are. My experience has been much more rewarding than I anticipated.”

Carol Ann Hamer, NPC graduate, Associate’s Degree Program
Executive Legal Assistant, Blosser & Sayfie, Counselors at Law
PLG-103
CRIMINAL LAW
3 Credits

COURSE DESCRIPTION

This course is designed to introduce our students to the basic concepts of criminal law. The course will outline 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 will be covered to highlight the constitutional safeguards and procedures involved from arrest through trial.

COURSE OBJECTIVES

At the completion of this course, the student will be able to:
- Describe the necessary elements for the prosecution of any 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.

PLG-104
REAL PROPERTY
3 Credits

COURSE DESCRIPTION

Real estate is a field of law where paralegals are of the utmost importance to their employers. This course will provide our students with a fundamental understanding of the concepts and working terminology of real property law. The course reviews disclosure obligations and regulations affecting brokers, sales people and owners. The course provides an introduction to buying, selling, leasing and investing in real estate; a brief look at the general laws of land ownership and transactions, including rights and interests in land, forms of ownership and methods of title transfer; title examinations and insurance; parties to a real estate transaction; the sales agreement and contract; real estate finance including appraisals and mortgages; the owner-broker relationship; deeds and indentures; real property descriptions; the closing and settlement process; and post-settlement activities. This course will further acquaint our students with the process of a real estate transaction and the documentation involved.
COURSE OBJECTIVES

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 and determine whether a particular client's situation is one in which he or she is likely to receive a sought variance, based on the general standards under which local zoning boards operate.
- Determine when the decisions of zoning boards can be appealed to state and federal courts.

PLG-105
BUSINESS LAW AND BANKRUPTCY
3 Credits

COURSE DESCRIPTION

This course is designed to provide our students with a basic understanding of the principles of the most significant laws pertaining to business organizations.

The Business Organization Law component of the course will deal with the individual characteristics of various business organizations, including publicly held and closely held corporations, general partnerships, sole proprietorships, limited liability partnerships and limited liability corporations. These various forms of business will be compared and contrasted to determine the advantages and disadvantages of creating and maintaining each form. Students will become familiar with the laws governing the creation and operation of these various business entities, their dissolutions and liquidations, and their relationships to various categories of creditors and shareholders.

The Bankruptcy component of the course will acquaint our students with 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.

Certain practical matters to be covered will include the filing of bankruptcy petitions, motion practice in bankruptcy, the role and powers of the bankruptcy trustee, dischargeability of debts, reorganization of businesses, and the analysis 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 types of businesses.
- Explain the characteristics of various business formations, especially as they relate to tax and liability issues.
- Describe the formation of a corporation, including the certificate of incorporation and corporate bylaws.
- Determine which form of business is most appropriate in a particular situation.
- Describe the various remedies available to shareholders 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 and apply some of the laws surrounding those events to hypothetical situations.
- Describe the functioning of the major stock exchanges, such as the NY Stock Exchange and NASDAQ.
- Explain the various types of bankruptcy protection available under federal law.
- Identify the most appropriate type of bankruptcy protection to seek, 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, including the various timetables involved.
- Describe and apply the rule of priority of creditors, and determine which debts will most likely have priority over others.

PLG-106
WILLS, TRUSTS AND ESTATES

COURSE DESCRIPTION

This course will familiarize our students with 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; intra-family business and property transfers; and planning for incapacity.

Students will learn the appropriate procedures relevant to drafting and interpreting will and trust documents, and will become 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. Additionally, basic inheritance issues are explored.

COURSE OBJECTIVES

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 system.
- Assist in the preparation of an estate plan for a hypothetical client.
Specialty Legal Courses

- Assist in drafting a will, including various testamentary trusts that may be appropriate for a hypothetical client’s situation.
- Draft various provisions in wills and explain their significance.
- Determine which beneficiaries are entitled to what assets, based on looking at 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 various rules regarding will execution.
- Assist in the preparation and filing of a probate proceeding.
- Describe the various steps to complete the probate process.
- Assist in the drafting of a variety of trusts.
- Explain the forms and functions of various types of trusts both revocable and irrevocable, irrevocable life insurance trusts, etc.
- Explain the benefits of charitable trusts.
- Determine whether a charitable trust is a good idea 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 basic rules that govern trust administration, including the rights and responsibilities of the trustee.

PLG-107
DOMESTIC RELATIONS 3 Credits

COURSE DESCRIPTION

This course surveys various issues pertaining to family law, including the marital relationship, divorce, alimony and other forms of support that can result from divorces, equitable distribution of property, and child custody. We will also focus on recent decisions and legislation that have had a profound impact on relatively modern issues and trends, such as legitimacy and status, “palimony,” the rights of unmarried parents, “surrogate” parents, and no-fault divorce.

COURSE OBJECTIVES

At the completion of this course, the student will be able to:
- Analyze a pre-nuptial agreement with standard clauses.
- Describe the basis upon which pre-nuptial agreements can be challenged.
- Describe the requirements for marriage in most states.
- Determine whether a valid marriage exists in a particular hypothetical scenario.
- Describe the rules of the 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 all-important “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” grounds.
- Apply the rules of marital property upon divorce and the rules regarding child support.
PLG-110
CONSTITUTIONAL LAW AND CRIMINAL PROCEDURE  3 Credits

COURSE DESCRIPTION

Although concepts in constitutional law do not often manifest themselves in the everyday practice of law, a basic understanding of the foundation on which our entire legal system is built is vital to a student’s legal education. This course will provide our students with a general understanding of the major issues in constitutional law, including 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.

Perhaps the portions of the Constitution most relevant to the everyday practice of law are those sections of the Bill of Rights which deal with criminal procedure and litigation. Therefore, this course will especially focus on the rights of a criminal defendant. The areas to be highlighted will include: the Fourth Amendment's protection against unreasonable searches and seizures 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 the landmark case of *Miranda v. Arizona*; and the Eighth Amendment's prohibition of cruel and unusual punishment.

COURSE OBJECTIVES

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, based on the applicable case law.
- Describe the freedoms protected by the First Amendment, such as speech, assembly and religion.
- Articulate the standards the courts use in determining whether, and in what manner, government agents may restrict freedoms.
- Describe and apply 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 and are thus not restricted by the Amendment.
- 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 in a particular case, based on the governing case law.
- Describe the process by which a criminal suspect is arrested, held, interrogated and eventually tried.
- Describe the protections afforded a criminal suspect in police custody.
- Determine whether a particular statement made by a defendant is admissible in court.
- Determine whether a suspect is considered to be in “custody” when he made the statement.
- 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.
PLG-111
ALTERNATIVE DISPUTE RESOLUTION  
3 Credits

COURSE DESCRIPTION

There exists a common misconception that lawyers and legal assistants do most of their work in court. More and more often, attorneys and their clients are seeking ways to reconcile differences without spending the time and money involved in a lawsuit. This course will provide students with a working knowledge of the basic theories underlying negotiation, arbitration, and mediation. Students will learn the important distinguishing characteristics of each of these “alternative” approaches to resolving disputes, and will also learn how to address the ethical and legal issues which may arise in pursuit of these remedies.

In addition to covering current theory on these topics, much of the course will be dedicated to hypothetical scenarios and court cases concerning arbitration. Another portion will center on the contracts involved in mediation. Thus, students will complete this class familiar with the general workings of these processes both from a theoretical perspective and from a practical perspective.

COURSE OBJECTIVES

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

- Analyze the advantages and disadvantages of negotiation in a particular situation versus taking the dispute to a court of law.
- Assist in strategically determining a client’s negotiation position in terms of the strengths and weaknesses of that client’s case.
- Explain how one can generally avoid dangers which arise during negotiation.
- Analyze ethical issues which may arise in negotiation.
- Explain what a mediator does and does not do.
- Analyze the meaning and effect of mediation agreements and how they affect the parties’ future rights.
- Explain the advantages and disadvantages of arbitration and assist in making the determination of whether arbitration is appropriate in a particular case.
- Research and apply the state and federal laws which govern arbitration.
- Take the steps necessary to initiate an arbitration proceeding.
- Explain the form and functions of high-low arbitration and how it operates differently from traditional arbitration.

PLG-112
PATENTS, TRADEMARKS AND COPYRIGHTS  
3 Credits

COURSE DESCRIPTION

Intellectual property, often known as IP, allows people to own 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.
The ever-increasing level of piracy and counterfeiting costs U.S. businesses substantial revenue annually. Therefore, 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.

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

This course is designed to provide our students with a basic understanding of the various types of intellectual property, namely:

- Patent—a grant made by a government that confers upon the creator of an invention the sole right to make, use, and sell that invention for a set period of time.
- Trademark—a mark that is used by a manufacturer or merchant to identify the origin or ownership of goods and to distinguish them from others.
- Copyright—a person’s exclusive right to reproduce, publish, or sell his or her original work of authorship (as a literary, musical, dramatic, artistic, or architectural work).

Specifically, this course covers the basic requirements for protecting each type of intangible, highlights the sources of authority that govern intellectual property law, explains what types of rights are available, introduces what constitutes infringement, 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 a comparison of protection methods available abroad.

**COURSE OBJECTIVES:**

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 bit 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.

**COURSE DESCRIPTION**

This course deals with the system under which the United States government taxes the income of its citizens. The course will focus mostly on individual taxpayers but will also look at various other types of taxpayers, such as trusts, estates, partnerships, corporations, etc. It will also survey the various types of income tax imposed, such as ordinary income, interest, corporate
dividends and capital gains. We will look at many types of applicable personal and business deductions and discuss the best manner in which to plan certain types of business ventures as well as estate planning techniques. In addition, we will focus on the practical aspects of income tax law and learn how to prepare various types of federal income tax returns.

**COURSE OBJECTIVES**

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

- Describe the types of income that are subject to federal income taxation and the types that are exempt.
- Analyze when, and to what extent, unearned income such as prizes, gifts, windfalls, etc., will be subject to income taxation.
- Recognize the types of tax deferrals that might be available and advantageous to a particular client and discuss the pros and cons of many forms of tax deferral.
- Differentiate between the cash method and accrual method in accounting and discuss the tax ramifications of this distinction.
- Explain the differences between various types of retirement accounts and the tax features of each.
- Describe the various types of personal income tax deductions that exist for individuals.
- Describe the various types of business income tax deductions that exist for businesses and individuals who are running or operating businesses.
- Analyze whether, and to what extent, a mixed personal and business expense may be eligible for an income tax deduction.
- Describe the income tax rates for trusts and the various options for reducing the trust's income tax burden.
- Discuss the differences between grantor and non-grantor trusts and why such differences are important.
- Describe the method of determining long and short term capital gains tax liability.
- Assist in the preparation of a Form 1040 - Individual Income Tax Return, for an individual (in all but very complicated cases).
- Assist in the preparation of other important tax forms such as Form 1041 (Fiduciary Income Tax Return) and various extension and other administrative tax forms.

**COURSE DESCRIPTION**

This course deals with the rules regarding employment law and employment discrimination. The course examines the relevant agency principles that apply to the employer-employee relationship and looks at the relationship itself, from the interviewing process through termination. The course then looks at the responsibilities owed by the employer and employee to each other. The course also focuses on the important (for many reasons) distinction between an employee and an independent contractor. The course also focuses on the rules governing employment discrimination, including discrimination based on race, gender, health, etc. We will also look at the "at will" employment doctrine, when it applies and its exceptions.

**COURSE OBJECTIVES**

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

- Identify when an employment relationship exists for a variety of legal purposes.
- Determine the types of questions that should and should not be asked of employees during the interview process.
Specialty Legal Courses

- Identify compensation policies and issues that may cause a client company legal trouble in the future if not adjusted.
- Identify and apply certain key rules set forth under the Fair Labor Standards Act.
- Determine which employee benefits must, should and can be granted to employees.
- Suggest proper business procedures and standards for evaluating employees’ job performance, especially as they may lead to termination of an employee.
- Determine whether a proposed discharge may be challenged as unlawful and determine to what extent “constructive discharge” can be used by an employee in a complaint against an employer.
- Determine and apply key anti-discrimination rules as they related to employment, including discrimination on the basis of race, national origin, gender, religion, age and disability.
- Apply the most important rules of the Family Medical Leave Act.
- Effectively balance the employees’ right to privacy against the employer’s right to maintain a safe and effective work environment.
- Apply certain key immigration concerns in hiring and maintaining a work force.
- Properly determine the types of safety issues that could cause employers legal problems under federal laws including OSHA.

PLG-203
ENVIRONMENTAL LAW 3 Credits

COURSE DESCRIPTION

This course introduces the student to the study of environmental law, with emphasis on the role of the paralegal in this field. It surveys major environmental acts in the United States, such as the Clean Air Act, Clean Water Act, and other legislation. The course also presents an overview of the treatment of issues concerning the environment from a legal perspective.

COURSE OBJECTIVES

At the completion of this course, the student will be able to:
- Identify sources of environmental law and the legal foundations of environmental law.
- Explain the litigation process, including the concept of standing.
- Describe the history of the development of environmental law and the concept of environmental justice.
- Apply management principles to environmental law.
- Define the relationship of the Occupational Safety & Health Administration (OSHA) to environmental law.
- Explain the differences between the National Environmental Policy Act (NEPA) and other environmental laws.
- Identify the nature of waters covered by the Clean Water Act (CWA).
- Define “pollutant” from a legal standpoint.
- Explain the procedures for the CWA permit system.
- Describe the National Pollutant Discharge Elimination System (NPDES).
- Define technology-based standards applicable under federal environmental law.
- Describe and research the major provisions of the Oil Pollution Act (OPA) and the Safe Drinking Water Act (SDWA).
- Describe and research the technology standards applicable to the Clean Air Act (CAA).
- Describe the Prevention of Significant Deterioration (PSD) Permit Program and an Operating Permit Program.
- Define, from a legal standpoint, terms such as solid waste, hazardous waste, and cradle-to-grave.
- Describe the four characteristics of hazardous waste.
- Define generators, transporters, and Treatment, Storage, and Disposal (TSD) facilities and explain the requirements imposed on them.
- Describe important environmental law terms such as Superfund, hazardous substances, pollutants, contaminants, release and remediation.
- Describe the National Contingency Plan (NCP).
- Describe the key elements of the Toxic Substances and Control Act (TSCA) inventory and chemical identity.
- Explain the difference between new chemicals and existing chemicals and the importance of that distinction.
- Define significant new uses.
- Describe the history of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) and how it differs from other federal environmental acts.
- List and describe the substances covered by FIFRA.
- Explain how the focus of the Emergency Planning and Community Right-to-Know Act (EPCRA) differs from that of other environmental acts.
- Describe the importance of the emergency planning component of EPCRA.
- Define an emergency response plan (ERP).
- Describe the composition of SEPC and LEPC committees.
- Define and explain the Toxic Chemical Release Inventory Reporting requirements.
- Describe the types of laws that are considered natural resources laws.

PLG-204
IMMIGRATION LAW 3 Credits

COURSE DESCRIPTION

This course deals with the law of immigration within the United States. The course will focus on immigrants and the different categories of non-immigrants and on the various laws that must be followed to visit the U.S. from abroad or gain permanent resident status. Immigration law is a form-based area of law. As such, we will review and discuss the various forms that are used in the immigration process. Students will gain a better understanding of the vocabulary often used in immigration cases, learn how to prepare various types of immigration forms, and develop an understanding of how to deal with the immigration client.

COURSE OBJECTIVES

At the completion of this course, the student will be able to:
- Explain the common vocabulary terms as related to immigration law.
- Explain the various non-immigrant visa categories and requirements (Visa Alphabet).
- Complete a Family Based Petition.
- Complete a Worker Based Petition.
- Explain how an individual gains lawful entry into the United States.
- Explain deportation and removal requirements.
- Explain the worker preference categories for certain visas.
- Explain asylum and the requirements for the same.
- Explain the appeal process for denied applications and petitions.
- Explain the naturalization process and its requirements.
PLG-301
LAWS OF EVIDENCE 3 Credits

Recommended Prerequisite: PLG-108: Legal Research, Writing and Civil Litigation

COURSE DESCRIPTION

This course presents a survey of the most relevant and most important rules of evidence. Although an in-depth knowledge of the rules of evidence is most important for a litigation attorney, a paralegal should also have a basic understanding of what types of evidence are admissible in court in order to be able to focus a pre-trial investigation in a manner that is likely to lead to the acquisition of admissible evidence. This course will focus on the Federal Rules of Evidence but will also note comparative state laws from time to time when they differ from the federal rules. Important areas of evidence law that the course will focus on include relevancy, character evidence, impeachment of witnesses, hearsay and the original document rule.

COURSE OBJECTIVES

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

- Describe the policy reasons that are behind the various rules of evidence.
- Recognize which issues of evidence are decided by a judge and which issues are decided by a jury.
- Explain the burdens of proof that apply to various issues regarding various types of trials, including criminal trials, civil trials, evidentiary hearings, etc.
- Explain the relevant evidence rule and the important “catch-all” exception under Federal Rule 403.
- Analyze whether and to what extent character evidence and prior acts can be admissible in a courtroom to prove action in conformity with those characteristics.
- Describe the “original documents” rule and explain when and under what circumstances copies of documents can be admissible.
- Describe the rules regarding the extent to which impeachment of witnesses is allowed on cross-examination. The student should understand and be able to explain when evidence of prior crimes or bad acts of a witness can be used to impeach the witness.
- Describe the role of an “expert” witness and the added latitude afforded expert witnesses regarding their testimony.
- Explain the hearsay rule and how it operates, and be able to apply (although not necessarily memorize) the numerous exceptions to the hearsay rule as they apply to fact patterns.
- Describe many of the evidentiary privileges that are allowed under federal and state law.

PLG-302
ADMINISTRATIVE LAW 3 Credits

Recommended Prerequisite: PLG-110: Constitutional Law and Criminal Procedure

COURSE DESCRIPTION

This course presents the constitutional, legal, and administrative principles that regulate the activities of administrative
Specialty Legal Courses

agencies, on both the state and federal levels. Students will learn both formal and informal advocacy techniques, including the role of the paralegal in such proceedings. Substantive topics will include administrative delegation of power, rule making, agency discretionary powers, remedies, and judicial review. Procedural topics include agency operation, adjudication, hearing preparation, and administrative and judicial appeals.

COURSE OBJECTIVES

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

- Perform basic administrative law research on the federal and state levels, including agency directories and LEXIS.
- Discuss how administrative bodies work.
- Explain the scope and limitations of agency investigations.
- Describe how administrative rule making is done.
- Provide an overview of the Administrative Procedures Act.
- Explain the role of the Freedom of Information Act in agency matters.

PLG-303
PUBLIC COMMUNICATIONS LAW
3 Credits

Recommended Prerequisite: PLG-110: Constitutional Law and Criminal Procedure

COURSE DESCRIPTION

This course explores the role of the law in both protecting and limiting the media. The course looks at the First Amendment freedoms of speech and the press and how they impact the government’s ability to regulate the media. Key concepts, such as prior restraint, obscenity, false advertising, election rules, etc., will be examined. We will look at federal regulation of the media and at private remedies people may have against the media regarding issues such as defamation and copyright infringement. The course will also look at public access to information and the rights afforded by the Freedom of Information Act.

COURSE OBJECTIVES

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

- Identify the administrative agencies that are involved in regulating the media and describe their roles in doing so.
- Explain how the First Amendment protects the media and allows the media the right to communicate news and ideas to the public.
- Describe the methods of prior restraint employed by government to stifle speech by the media and the extent to which these are allowed.
- Explain the elements of defamation and the extent to which the media is protected from defamation lawsuits by the First Amendment.
- Describe the various actions that constitute invasion of privacy, especially as it relates to the media broadcasting information about people or companies.
- Apply the copyright laws to determine whether a media’s usage of copyrighted material is an infringement or is protected under the fair use rule.
- Apply the trademark laws to determine whether a media’s usage of a company’s trademark is an infringement of the owner’s rights.
- Explain the extent to which political speech is protected and the limitations that the government can impose on free speech to protect the integrity of elections.
- Describe the manner in which the First Amendment protects commercial advertising.
- Research and apply the false and deceptive advertising rules that exist under federal law.
- Determine whether a communication is obscene and thus not protected by the First Amendment.
- Describe the extent and manner in which the broadcast of “indecent” material is limited under federal law.
- Explain the steps that judges may take against the media to limit the media’s ability to poison the jury pool in preparation for a trial.
- Describe the protections that are given to journalists under federal and state law that allow them to keep their sources confidential.
- Determine what government information can and cannot be obtained under the Freedom of Information Act and state equivalents.
- Seek information under the Freedom of Information Act.

Recommended Prerequisite: PLG-103: Criminal Law

COURSE DESCRIPTION

There are few hard and fast rules in white collar crime investigations and prosecutions. Accordingly, our focus in this class will not be on simply learning and memorizing rules. Rather, this class seeks to introduce students to a variety of topics and issues in the white collar crime area. Specifically, this course will review the debate regarding the definition of white collar crime, overview the costs of white collar and corporate crime to society, consider the use of economic and criminal sanctions to deter the misconduct of white collar criminal offenders, and explore other possible means of preventing the commission of white collar crimes.

COURSE OBJECTIVES

At the completion of this course, the student will be able to:
- Answer the question: “What is white collar crime?”
- Provide examples of behavior generally characterized as white collar criminal activity.
- Explain the effect of white collar crime on society.
- Describe various laws enacted to deter the commission of white collar criminal activity.
- Explain challenges associated with the prosecution, defense, and adjudication of white collar crimes.
- Discuss the state and federal enforcement agencies and officials charged with policing and regulating white collar crime.
- Describe the concepts of criminal and civil liability and how they relate to the area of white collar crime.
- Describe the various classes of white collar crime (i.e., occupational crime, technocrime, finance crime, etc.).
- Explain challenges affecting the justice system’s response to white collar crime.
It is difficult to undertake a proper study of bankruptcy and bankruptcy law without a fundamental understanding of debtor/creditor relations. For that reason, this course is broken into two major components. The first half of the course will discuss all aspects of the debtor/creditor relationship and will encourage a student to understand critical concepts such as how debt is created, secured and eventually relieved. Through the use of case studies, we will comprehensively and critically explore the various types of liens and debts that can arise, and how those debts can be collected, prioritized, and (hopefully) repaid.

With this understanding of the critical relationship between debtor and creditor, the second half of the course will focus on the three major types of bankruptcy proceedings: Chapter 7 (liquidation), Chapter 11 (personal reorganization) and Chapter 13 (business reorganization). Through hypotheticals and drafting exercises, the class will demonstrate how a bankruptcy case unfolds, from the moment a debtor makes contact with a lawyer until the case is closed. With an emphasis on how to draft documents, this course aspires not just to teach “about” bankruptcy, but to teach how to “do” bankruptcy.

**COURSE OBJECTIVES**

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

- Summarize how debt can be created both voluntarily and involuntarily.
- Describe how security interests in both real property and personal property are created and how they are perfected.
- Explain how credit ratings are determined and maintained as well as explain the restrictions on accessing credit records under the Credit Reporting Act.
- Illustrate the various methods of collecting debt as governed by the Fair Debt Collection Practices Act.
- Assist in obtaining and collecting a final a judgment.
- Recognize a fraudulent conveyance under the Uniform Fraudulent Conveyances Act.
- Articulate purposes of the U.S. Bankruptcy Code.
- Draft the documents necessary to proceed with a case under Chapters 7, 13 and 11 of the Bankruptcy Code.
- Analyze and evaluate basic issues that arise in the administration of a bankruptcy case.
The following texts will be used for the review course:

**CP Review Manual**
Cengage Learning
ISBN 141801976
2010, paperback, 1024 pages
7.9” x 9.6”

**CP Study Guide and Mock Examination**
Cengage Learning
ISBN 1285193245
2013, paperback, 144 pages
10.8” x 8.4”

---

**CP EXAM**

Established in 1976, the Certified Paralegal program is the nation’s premier certification procedure for paralegals. Today, over 11,000 have earned the use of this professional designation, and the CP 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 Paralegal program.

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

**CP REVIEW COURSE**

National Paralegal College offers a two-month review course to prepare students and alumni for the CP Exam. The review course starts two months before each examination date.

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

The review course is available to all NPC students and alumni. There is no additional tuition cost, but purchase of books is required.
PLG-401
ADVANCED LEGAL ANALYSIS AND WRITING 3 Credits

Required Prerequisite: PLG-108: Legal Research, Writing and Civil Litigation

COURSE DESCRIPTION

This course is an advanced course that seeks to refine the student’s ability to write in a formal, legal manner. In addition, students will receive training in drafting legal memoranda and briefs. The course will look at the different types of legal memoranda and writings. It will differentiate between the forms of legal writing and train the students in the art of adapting one’s writing to the given situation. The student’s familiarity with legal research through Lexis or other means and basic knowledge of the United States court system and the differences between mandatory and persuasive authority are presumed. The course will focus on developing the ability to apply legal research to the creation of the written legal document. Students will be asked to research, draft and submit an appellate brief based on an assigned fact pattern and fictitious procedural history.

COURSE OBJECTIVES

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

- Appropriately cite any authority, including cases, statutes, law review articles, secondary authorities, etc. (sometimes with the assistance of other sources).
- Appropriately differentiate between the various types of legal writing, including the intra-office memorandum, the legal brief, etc.
- Properly organize, using the I-R-A-C method in organizing a legal essay or memorandum.
- Write in a clear, concise and legalistic manner.
- Distinguish between the process and applicable rules in analyzing statutes and cases and be able to apply each skill when appropriate.
- Distinguish between mandatory and persuasive authority and determine how much weight to give each in varying situations.
- Identify and apply the key facts and rules in cases and statutes.
- Separate, identify and draft the varying components of a legal brief, including the table of contents, table of authorities, question presented, argument and conclusion.
- Appropriately revise and edit legal writings to avoid excessive legalese, verbose or incomprehensible language and other legal writing errors.

PLG-402
ADVANCED CIVIL LITIGATION 3 Credits

Required Prerequisites: PLG-108: Legal Research, Writing and Civil Litigation, PLG-101: Torts and Personal Injury

COURSE DESCRIPTION
This course is designed specifically to prepare a student to handle all aspects of a civil case. The course looks at the trial process from start to finish and examines the paralegal's role and the rules that the paralegal must follow in fulfilling that role. The course looks carefully at all of the steps in a civil case, commencing with the initial client interview and following the civil litigation process through the initial investigation, drafting and filing of the complaint, the discovery process, preparing for trial, and assisting during trial and finishes with a look at the paralegal's role in the appeals process. Special attention is paid to pleadings and motions and to preparing and filing discovery requests and responses.

**COURSE OBJECTIVES**

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

- Describe the court systems as they exist on the federal level and in most states.
- Determine which paralegal tasks should be billed as “legal work” to clients.
- Prepare for and conduct an initial client interview in a civil litigation process.
- Determine which types of evidence will be admissible at trial.
- Help plan an investigation into an incident relevant to a civil litigation.
- Properly preserve evidence for use at trial.
- Draft pleadings (e.g., complaint and answer) that are filed at the outset of a civil case.
- File a complaint and arrange to have it properly served on the defendant.
- Determine the manner in which to obtain a default judgment in the student’s jurisdiction.
- Draft a motion for relief from a court during a civil litigation proceeding.
- Help put together a discovery plan for investigating relevant information by using appropriate discovery devices.
- Draft interrogatories and requests for production and notices of deposition.
- Create digests of depositions and other discovery responses and extract the relevant information.
- Describe the main methods of alternative dispute resolution.
- Help draft a settlement proposal and help determine whether a settlement proposal from the opposing party protects a client’s interests.
- Assist with jury investigation and jury selection.
- Help attorneys throughout the trial process by keeping a trial notebook, tending to witnesses’ needs, etc.
- Prepare a judgment, bill of costs and other important post-trial documents.
- Assist with the preparation of appellate briefs, including the preparation of a table of authorities, statement of issue, etc.

**PLG-403**

**DRAFTING CONTRACTS & CONTRACT PROVISIONS**  

3 Credits

**Required Prerequisite:** PLG-102: Contracts

**COURSE DESCRIPTION**

This course deals with the drafting of contractual agreements. The course will teach the students the “building block” components that make up a contract and how each component of the contract is drafted. The students will have a “behind the scenes” look at the conversations and negotiations that take place prior to getting to the drafting stage, and what happens during and after the drafting stage. This course will also teach the students how to draft in simple terms so that the contract is...
easy to read. The students will learn how to simplify complex sentences, agreements, and statutes into plain English. Some of the most basic grammar principles will also be revisited in this course.

COURSE OBJECTIVES

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

- Explain the importance of a contractual agreement and what the agreement means.
- Explain and apply the 7 contractual concepts.
- Apply and explain to clients and co-workers the risk allocation involved in entering into a contractual agreement.
- Draft contracts and contract provisions in plain English and convert terms written in “legalese” into plain English.
- Understand the difference between contractual terms of art and apply them to various circumstances in which they should be used.
- Draft standard contractual clauses and insert them into contracts.
- Draft a contractual provision clearly and without ambiguities.
- Explain the organization and chronology of a contract.
- Review a contract that has already been drafted and spot areas that need to be added to, removed, corrected, etc.
- Avoid or overcome ethical dilemmas in contract drafting.

PLG-404
LEGAL DOCUMENT PREPARATION 3 Credits


COURSE DESCRIPTION

This course is a practical course that deals with the preparation of a host of legal documents. We will look at many of the most important drafting tasks assigned to paralegals across a broad spectrum of practice areas. Students will learn by training and by completing hands-on tasks, by drafting key documents relating to the fields of torts, contracts, wills, trusts, domestic relations, litigation, real property, and more. A variety of ancillary forms will also be reviewed so that the student will be familiar with the key forms that must be completed in whatever field he or she eventually works in.

COURSE OBJECTIVES

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

- Draft a basic sales or services contract from a template, adjusted to the facts and goals of a client.
- Draft and review real property contracts, spotting key provisions and being able to analyze the provisions vis-à-vis the goals of a client.
- Prepare many different types of real property deeds with a variety of provisions.
- Prepare Articles of Incorporation for a for-profit or not-for-profit corporation and be able to file such document with the appropriate state agency.
- Review corporate by-laws and analyze their key provisions.
Advanced Legal Courses

- Draft a general or limited partnership agreement or LLC operating agreement from a template, adjusting the template to the needs of a client.
- Draft a valid and binding will, with key features, such as personal representative designations, establishment of testamentary trusts, no contest clauses and self-proving affidavits.
- Draft certain types of testamentary trusts from templates.
- Prepare a Chapter 7, 11 or 13 bankruptcy petition based on information provided by a client.
- Prepare civil complaints and answers.
- Prepare motions involved in a civil trial.
- Prepare a variety of discovery requests, including requests for depositions, interrogatories, requests for documents, etc.
- Draft prenuptial agreements from templates.
- Organize an appellate brief, including the preparation of a table of authorities and a general organization of the structure of an appellate brief.

**PLG-405**

**TRUST DRAFTING**

3 Credits

Required prerequisite: PLG-106 Wills: Trusts & Estates

**COURSE DESCRIPTION**

This course will focus on the key aspects of drafting trusts for clients. We will examine the major considerations that must be dealt with in preparing trusts. This includes estate planning, estate tax planning, Medicaid eligibility planning, etc. We will also look at many different types of trusts, including revocable trusts, irrevocable trusts, life insurance trusts, etc. Many important trust provisions will be reviewed and placed into context to allow the student to effectively prepare trust documents for a wide variety of clients.

**COURSE OBJECTIVES**

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

- Define the roles of the various parties to a trust and describe the formalities necessary to execute a trust instrument.
- Distinguish between various types of trusts, including irrevocable trusts, revocable trusts, testamentary trusts, etc.
- Identify the goals that are associated with various types of trusts and determine the types of trusts that can meet clients’ needs and goals.
- Determine whether a trust can hold “s corporation” shares and determine what provisions are necessary to allow a trust to hold “s corporation” shares.
- Distinguish between various types of trust distribution provisions and identify the benefits and pitfalls associated with various types of trust distribution provisions.
- Draft trust distribution provisions to meet clients’ needs and goals.
- Identify gift tax issues that may come up in the course of the preparation of a trust and use “Crummey” provisions to minimize gift tax consequences on gifts to a trust.
- Determine, based on the provisions of a trust, whether a gift to such trust will be considered a taxable completed gift.
Describe the advantages and disadvantages to having assets in a trust included in the taxable estate of the grantor.

- Determine, based on the provisions of a trust, whether assets held in the trust will be considered part of the grantor’s taxable estate.
- Ensure that assets held in trust will be included in the taxable estate of the grantor and, as the client’s situation may dictate.
- Describe the advantages and disadvantages of creating a “grantor” trust vs. a “non-grantor” trust.
- Determine whether a trust is a grantor trust from its provisions and draft provisions that cause a trust to be considered a grantor trust or a non-grantor trust.
- Draft trust provisions to ensure that trust assets are not considered “available resources” for Medicaid planning purposes.
- Determine whether assets in a trust are vulnerable to the creditors, the grantor, or the beneficiaries by reading the trust distribution provisions.
- Describe the advantages and disadvantages of foreign and domestic assets protection trusts vis-a-vis other spendthrift trusts.
- Identify the purposes and benefits of a supplemental needs trust and the provisions necessary to allow a trust to qualify as a supplemental needs trust.
- Identify the important considerations that are especially applicable to trusts that hold real estate and determine the mechanisms by which those considerations can be protected.
- Ensure that trusts have appropriate secondary provisions and determine whether and when these provisions should be amended or deleted from boilerplate forms when drafting a trust.
- Determine whether a trust meets the requirements of a charitable trust.

"Changing careers after 35 years was intimidating to me. When my employers asked if I would be interested in schooling, schooling they paid for, it was even more intimidating.

After looking over several schools that offered paralegal certificate programs, then entering into 3 separate trial programs, NPC stood out above the others. The staff, the support, the curriculum, the flexibility, all were unmatched. It has been an extremely rewarding experience and has given me confidence in my abilities as a trained paralegal.

Stephen Haas is an awesome instructor. His blend of real law and real life is incredible. I feel truly blessed to have had this opportunity. I pray for continued blessings for NPC to keep making a difference in real people’s lives.

THANK YOU NPC, and thank you Stephen Haas.”

J. Michael Macias, NPC graduate
Administrative Support Specialist, Ladd Young, Business and Real Estate Lawyers
COURSE DESCRIPTION

Students will be introduced to the field of financial accounting. Emphasis will be placed on learning Generally Accepted Accounting Principles (GAAP), which teach students 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, students 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.

COURSE DESCRIPTION

This course is an introduction to International Business which will explore the pros and cons of economic theories, government policies, business strategies and organizational structures in the global business world. Emphasis will be
on differences in economies, the differing ethical issues facing today's executives and how politics play a large role in international commerce. Students will learn about global trade and investment strategy with particular importance placed on the global monetary system. In addition, the course will explore the strategy and structure of the international business environment while exploring the actual operational practices. Finally, the student will explore the managerial implications of each topic on the actual practice of international business. The course is designed to acquaint students with the opportunities and risks associated with conducting business on a global basis.

**COURSE OBJECTIVES**

At the completion of this course, the student will be able to:
- Identify national differences in politics and culture.
- Illustrate the effects of ethics on international business.
- Explain international trade theory.
- Describe the political economy of international business.
- Outline the effect of foreign direct investment.
- Discuss examples of regional economic integration.
- Demonstrate how the foreign exchange markets work.
- Identify and explain the roles of the international monetary system and global capital markets.
- Show various strategies and organizational structures in international businesses.
- Identify and choose the appropriate entry strategy and necessary strategic alliances given a fact set.
- Lay out the details and differences between exporting, importing and countertrade.
- Prove how global production, outsourcing and logistics affect the international marketplace.
- Explain how cultural and national differences affect global marketing and R&D.
- Account for international business, using various countries as stakeholders.

---

**ECO-101 MICROECONOMICS 3 Credits**

**COURSE DESCRIPTION**

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. Students 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. Students 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, students should have acquired basic analytical tools useful for a variety of economic problems in our daily lives. This course assumes that students have a working knowledge of High School Algebra.

**COURSE OBJECTIVES**

At the completion of this course, the student will be able to:
- Define opportunity cost, scarcity, choice and various economic systems.
- Demonstrate supply and demand curves, identify/calculate market equilibrium and demonstrate the effects of changes.
in demand and supply on market equilibrium.

- Delineate the concept of elasticity, including price elasticity of demand, cross-elasticity of demand, income elasticity of demand, and elasticity of supply.
- Express efficiency as a trade-off between marginal benefit and marginal cost.
- Identify consumer surplus and producer surplus on a graph and explain efficiency of the market.
- Outline the inputs to the labor market, including minimum wage, taxes and subsidies.
- Discuss and show the interplay between consumption choices, marginal utility theory, and the maximization of utility subject to a budget constraint.
- Explain the firm and its economic problem – profit maximization, identify types of business organization, and identify market structures in the U.S. economy.
- Relate the firm's technology and cost functions, short run vs. long run, economies of scale.
- Characterize perfect competition – as well as the firm's decisions in perfect competition, equilibrium and efficiency under perfect competition.
- Label a monopoly – price setting strategies, equilibrium and efficiency under a monopoly, price discrimination.
- Distinguish monopolistic competition from monopoly– including delineation of the characteristics of this market structure and examples.
- Ascertain a market as an oligopoly – including identification of characteristics of this market structure and examples.
- Discuss and demonstrate the effect of government regulation of the market, the economic theory of regulation, and the antitrust laws.
- Categorize externalities and their effect on markets and prices – give examples of positive and negative externalities, and offer ways to deal with them.
- Classify public goods and explain the free-rider problem, common resources and the public choice.

ECO-102
MACROECONOMICS 3 Credits

COURSE DESCRIPTION

This is an introductory course in Macroeconomics for students who have no prior background in economics. The approach used will be mostly non-quantitative, but graphical analysis will be emphasized. Students 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. Students 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 students have a working knowledge of high school algebra.

COURSE OBJECTIVES

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

- Discuss major macroeconomic issues such as: economic growth, unemployment and inflation.
- Define and measure GDP, and conduct international comparisons of economic growth.
Substantive Legal Specialty Courses

- Calculate unemployment and explain changes over the business cycle.
- Construct the consumer price index (CPI) and explain its relation to inflation.
- Identify the components of the aggregate demand and aggregate supply, and discuss the effects of their fluctuations on the macroeconomic equilibrium.
- Explain the Classical Model: including the features of the general economy at full employment.
- Identify and discuss the causes of economic growth, and the measurement of economic growth.
- Defend growth theories – including: classical growth theory, neoclassical growth theory, new growth theory.
- Examine the role of money and banking institutions, and the role of the Federal Reserve in controlling money supply.
- Calculate the demand for money, and determine market interest rates using the quantity theory of money.
- Explain the causes of inflation – demand-pull and cost-push theories, and their effects on inflation.
- Use a Phillips curve to explain the relation between inflation and unemployment in the short run and long run.
- Use Fiscal Policy doctrine to explain the federal budget, and the effects of the income tax on markets and governmental budgets.
- Use Fiscal Policy to discuss the effects of tax on savings and investments, generational effects of fiscal policy.
- Use Monetary Policy to explain the various monetary instruments that the Fed uses to stabilize the price level.
- Challenge and defend the credibility of monetary policy, the McCallum Rule and the Taylor Rule.

ENG-101
ENGLISH COMPOSITION 3 Credits

COURSE DESCRIPTION

This is an introductory course to English composition at the college level. Students will learn and engage in critical thinking and writing, as well as review and improve on basic grammar skills and writing style. Thesis statements, topic sentences and overall organization within each piece of writing will be the main focus of this course. Writing will be examined as a recursive craft, requiring time and effort to fine tune the message and delivery of the written work. As the course progresses, students will understand the connections between writing, reading and learning, and have the opportunity to develop a personal strategy for becoming a better writer, reader and critical thinker by the end of the semester.

COURSE OBJECTIVES

At the completion of this course, the student will be able to:
- Develop essay topics.
- Broaden or narrow a topic.
- Write thesis statements and adhere to them when writing.
- Write both broad and detailed outlines for an essay or article.
- Create effective topic sentences.
- Read and think critically.
- Write meaningful transitions.
- Improve grammar skills in relation to clearer writing.
- Improve mechanics skills in relation to clearer writing.
Learn to revise, edit and proofread.
Develop a research topic.
Find research information.
Evaluate sources.
Write a bibliographical annotation.
Use sources responsibly and effectively.
Document sources.

ENG-102
BUSINESS WRITING  
3 Credits

COURSE DESCRIPTION

This course teaches students 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.
• Responsibly document sources.
• Compose effective résumés and letters of application.

ENG-201
CONTEMPORARY AMERICAN LITERATURE  3 Credits

COURSE DESCRIPTION

This course will provide the student with an overview of the important writers and works of 500 years of American literature from the post World War II era through the present. Nonfiction essays, documents, poems, speeches and short stories relevant to their historical times will be introduced and discussed in addition to works of fiction. Students will be responsible for familiarity with the indicated required works, and they will choose additional readings in a subgenre of their choice to further inform their literary education. The course will include the introduction/review of literary elements and analysis in application to discuss works of literature.

Four writing assignments and three tests will be the measure of learning.

COURSE OBJECTIVES

At the completion of this course, the student will be able to:
• Recognize and appreciate the importance of American Literary texts.
• Acquire familiarity with the idea of the literary canon, including issues of history, culture, race, ethnicity and gender.
• Perform close readings and explicate texts written in a variety of modes.
• Identify and analyze fundamental literary elements and devices within a text.
• Identify and characterize the important features of nonfiction, fiction, speech and poetry.
• Acquire a wide range of literary terms relating to literary history and history.
• Synthesize ideas in literary form and use literary terms in historical context.
• Develop and carry out research based writings, based on literary context including locating, evaluating, organizing and incorporating information.
• Write clearly, grammatically correct and syntactically correct sentences.
• Apply correctly the MLA Format to all their written work.
FIN-101
PRINCIPLES OF FINANCE 3 Credits

COURSE DESCRIPTION
This is an introductory course in finance for students who have 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. Students will learn the basic concepts and tools used in finance that will help them understand how firms make decisions in financial management issues. Students 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, students should have acquired basic analytical tools useful for making sound investment decisions.

COURSE OBJECTIVES
At the completion of this course, the student will be able to:
- Identify key financial issues facing a manager in making financial and investment decisions.
- Explain the time value of money and the concept of discounting.
- Use financial statements, and identify cash flow, and taxes.
- Evaluate a company’s performance based on their financial statements.
- Discuss the role of financial markets and institutions on company policy.
- Determine interest rates and explain the role of interest rates in financial markets.
- Calculate the price and value of bonds.
- Demonstrate how the relationship between risk and rates of return effect prices.
- Calculate the value and price stocks.
- Compute cost of capital in financial analysis.
- Discuss the basics of capital budgeting and their bearing on investment decisions in the long term.
- Analyze cash flows and risk.
- Determine the optimal allocation of resources in various types of financial assets (weighing capital structure and leverage).
- Understand dividend policy: know when and why distributions are made to shareholders, and identify how these distributions are made, be it dividends or share repurchase.
- Use working capital, financial planning and forecasting, to guide multinational financial management.

GOV-201
AMERICAN GOVERNMENT 3 Credits

COURSE DESCRIPTION
In this introductory course in American Government, students will acquire a basic understanding of the American political process. The primary focus is on the individuals, groups, and institutions that form and inform our federal government, and
how our laws have evolved. By learning about how our government functions at the national, state, and local levels, we come to understand the workings of a participatory democracy. Students will be encouraged to become active contributors to the political system by learning how government impacts their lives and how they can make a difference in the lives of others.

**COURSE OBJECTIVES**

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

- Describe how American democracy functions.
- Detail the history and debates surrounding the Constitution.
- Understand the genesis of the protection of civil liberties and civil rights.
- Explain how mass media impact the political process.
- Give examples and explanations of how Americans participate in politics.
- Identify the roles and operations of political parties.
- Discuss the Electoral College and its criticisms.
- Define special interest groups and lobbies, and how they work.
- Assess the effects of the interplay between the President and Congress with respect to how laws are made.
- Explicate the role of the Federal Judicial System.
- Define the challenges for policymaking in the 21st century.
- Join the debate over healthcare as public policy.
- Discuss and classify the latest threats to national security.

**HIS-201**

**AMERICAN HISTORY I: DISCOVERY TO RECONSTRUCTION**

**3 Credits**

**COURSE DESCRIPTION**

This course is an introductory survey of American history from the colonial period through the Civil War and Reconstruction. Students will learn about migration from Europe and Africa and the formation of colonies, the impact of settlement on Native Americans, and the development of new social and political ideas as the country was created. It took the voices and actions of many different people to produce the singular structure of the United States, and because of this, the country’s political history is intimately tied with its social, economic, and cultural development. Therefore, students will learn that efforts of individuals – both famous and obscure – shaped the nation into what it is today. As we learn about our country’s rich past, we become better and more informed citizens, ready to impact its future.

**COURSE OBJECTIVES**

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

- Detail the process, nature, and motivation behind European exploration and colonization of America.
- Explain the impact and legacy of slavery.
- Identify the context, root causes, and consequences of the American Revolution.
- Describe the campaign for and prelude leading to the writing and passage of the Constitution.
- Discuss the effects of American policies on Native Americans and the long-term implications thereof.
- Trace the series of events that caused Westward expansion.
- Explicate the speed, nature, costs, benefits, and public policy dilemmas of the building of the U.S. economy and the US Industrial Revolution.
- Précis the reasons for the Civil War and how it scarred the nation.
- Explain the prominent historical viewpoints regarding Reconstruction and explain its failure.
- The Civil War and how it shaped the nation.
- Reconstruction and post-slavery.

HIS-202
AMERICAN HISTORY II: WESTWARD EXPANSION TO POST-VIETNAM
3 Credits

COURSE DESCRIPTION

This course is a continuation of American History I, covering from Reconstruction through the end of the twentieth century. Students will learn about westward expansion, social movements that brought tremendous change to our laws and government, and the causes and consequences of the most deadly wars of the last century. It took the voices and actions of many different people to produce the singular structure of the United States, and because of this, the country’s political history is intimately tied with its social, economic, and cultural development. Therefore, students will learn that efforts of individuals – both famous and obscure – shaped the nation into what it is today. As we learn about our country’s rich past, we become better and more informed citizens, ready to impact its future.

COURSE OBJECTIVES

At the completion of this course, the student will be able to:
- Describe the settlement of the West after the Civil War.
- Explain the near complete destruction of Native American tribes.
- Trace the growth of big business and the industrial age along with its implications for Americans of different backgrounds.
- Give the reasons for relentless process of urbanization and the rise of the middle class.
- Assess the root causes of demands for various reforms and popular movements.
- Detail the dilemma facing the U.S. in each world war and discuss U.S. involvement therein.
- Understand the Great Depression and its effects on the institution of government in the U.S.
- Explicate the rise of segregation and the Civil Rights movement.
- Discuss the effects of the Vietnam War and its aftermath.
MAN-101
PRINCIPLES OF MANAGEMENT  3 Credits

COURSE DESCRIPTION

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 be able to:

- Outline the organizational management structures that are typical of most organizations.
- Assist in the planning and strategic management or organizations.
- Propose methods by which organizational decisions can be made in a wide variety of circumstances.
- Define and explain the concept of entrepreneurship and specific problems that arise in the course of new venture management.
- Describe problems that typically arise during the processes of organizational change and innovation.
- Identify and help solve issues that arise in managing human resources and the behavior of individuals within an organization.
- Propose ideas that would help motivate employees to improve their performance.
- Explain the importance of leadership and influence processes to the performance of organizations.
- Outline the importance of communication in organizations and steps that could be taken to improve the same.
- Prescribe steps that may be taken to improve the managing of groups and teams, the control process and operations, quality and productivity.

MAR-101
PRINCIPLES OF MARKETING  3 Credits

COURSE DESCRIPTION

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 be able to:

- Describe the importance of managing profitable customer relationships.
- Identify steps that will be important in partnering to build customer relationships.
- Assist in managing marketing relationships.
- Read and interpret trends in consumer and business buying behavior from given statistics.
- Define segmentation, targeting and positioning and explain their importance in marketing.
- Assist in the construction of product, services & branding strategy.
- Determine the relevant factors that must be taken into account during new product development.
- Identify pricing considerations & strategies that are important in marketing products.
- Assist in determining which marketing channels are likely to be effective in marketing a given product under a given scenario.
- Help manage advertising, sales promotion & public relations.
- Describe key features that exist in marketing over the internet and define key differences between marketing over the internet and marketing through other media.

MAT-101
COLLEGE ALGEBRA  3 Credits

COURSE DESCRIPTION

This course is designed to introduce the student to the basic principles of algebra. These principles include mathematical expressions such as polynomials, exponentials, and logarithms, and their manipulations. We will also cover functions and their graphs. The course will discuss a wide variety of equations such as inequalities, linear equations and quadratic equations and their solutions through algebra and graphing. Graphing of more complex equations such as parabolas, hyperbolas and circles will also be covered.

COURSE OBJECTIVES

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

- Use mathematical notations and expressions to represent variables, and write a algebraic expressions and equations.
- Solve algebraic equations, including equations that are linear, quadratic, involve polynomials, roots, and rational functions.
- Graph a mathematical function and apply basic transformations to the graph and to transform the equation correspondingly.
- Work with and manipulate exponential and logarithmic expressions.
- Solve systems of linear and basic nonlinear equations, and find the solution sets of systems of inequalities.
- Recognize equations that represent conic sections such as circles, ellipses, hyperbolas, and parabolas from mathematic equations and their graphs representations.
MAT-102
INTRODUCTION TO STATISTICS 3 Credits

COURSE DESCRIPTION

This course is a conceptual introduction to the science of data for students and is designed to be a comprehensive yet friendly introduction to fundamental concepts in statistics. Comprehensive means that this course provides a solid foundation for students planning to pursue more advanced courses in statistics. Friendly means exactly that. The course assumes very little background knowledge in statistics and introduces new concepts with several fun and easy to understand examples.

At the completion of this course, students will have knowledge of descriptive statistics: graphical methods, measures of central tendency, spread, and association. Students will also understand and be able to apply basic probability theory and probability models for random variables, and well as introduction to statistical inference: confidence intervals and hypothesis tests. Many examples will be based on real, current business and economics datasets. Calculations will be illustrated in Microsoft Excel.

This course is, quite literally, for everyone. If you think you can’t learn statistics, this course is for you. If you had a statistics course before but feel like you need a refresher, this course is for you. Even if you are a relatively advanced researcher or analyst, this course provides a foundation and a context that helps to put your work into perspective.

COURSE OBJECTIVES

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

- Apply the Fundamental Counting Principle.
- Explain the mean, median, and mode of a population and of a sample.
- Discuss if a distribution is a probability distribution.
- Apply the Central Limit Theorem to find the probability of a sample mean.
- Analyze the minimum sample size required when estimating a population proportion.
- Identify type I and type II errors and interpret the level of significance.
- Discuss whether two samples are independent or dependent.
- Organize a t-test to test the mean of the differences for a population of paired data.
- Perform a hypothesis test for a population correlation coefficient $\rho$.
- Select a chi-square distribution to test whether two variables are independent.
- Analyze the Wilcoxon rank sum test to determine if two independent samples are selected from populations having the same distribution.
MAT-201
IDEAS IN MATH
3 Credits

COURSE DESCRIPTION

What is the best route to take to the airport? What is the best way to elect the president? How can we sustain a renewable resource? These are just some of the questions that we will explore in this introductory mathematics course for the non-major.

In fifteen lectures we will develop six topics in depth, chosen for their importance, timeliness and accessibility. Emphasis will be placed on understanding the problems and their applications to the real world and approaches to solving problems including computational methods. The course starts out slowly to help students gain confidence, and critical-thinking skills are carefully developed throughout.

COURSE OBJECTIVES

Mathematical models underlie decisions in science and industry and economics and business, and using mathematics to solve problems can improve our lives. The primary goal of this course is mathematical literacy – for the student to understand how mathematics is used in the world around us. The student will gain this broad understanding of contemporary mathematics through the study of the following specific topics.

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

- Find optimal solutions using graph theory.
- Analyze and manipulate data to demonstrate probability and statistics.
- Identify and discuss various voting systems in terms of fairness and social choice.
- Use game theory to navigate conflict strategies.
- Discuss information science as it pertains to identification numbers, codes, and cryptography.
- Apply dynamical systems and chaos to biological populations and management of resources.

MED-201
MEDIA AND CULTURAL LITERACY
3 Credits

COURSE DESCRIPTION

We may not recognize it, but as Americans living in the twenty-first century, we are constantly bombarded with messages from the movies, television, the Internet, radio, and advertisements. The multitude of messages we encounter each day attempt to persuade us to buy new products, go to the latest movies, or even change our political affiliation. In this course students will learn about the history and current state of mass communication in the U.S., from early newspapers and...
periodicals to the rise of the Internet and global media corporations. By discovering how mass media shapes our culture and influences our decisions about everything from the clothes we buy to the politicians we elect, we will become more savvy consumers and more responsible citizens. Students will learn how to approach media from a critical distance, and will learn that to truly understand the messages sent by the mass media, we must understand the power dynamics inherent in our current system.

**COURSE OBJECTIVES**

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

- Mass media and the cultural landscape.
- The history and significance of sounds and images.
- How media conveys messages through words and pictures.
- The business of mass media.
- Democratic expression and the mass media.
- How media impacts our daily lives.
- Ethics and the production of media.
- How visual culture transforms the nation.
- How to approach media critically.
- The print revolution and the rise of the Internet.
- Media and the law.
- Media’s role in governance.
- Mass media and cultural change.
- The global effects of media.

---

**MIS-201 MANAGEMENT INFORMATION SYSTEMS  3 Credits**

**COURSE DESCRIPTION**

Information technology lives all around us; in how we communicate, how we do business, how we shop, and how we learn. Smart phones, iPods, PDAs, and wireless devices dominate our lives, and yet it’s all too easy for us to take information technology for granted. This course is an introduction to Information Technology and its applications to the business world. The student will explore issues with conducting business in a web based environment and how to achieve a competitive advantage a successful digital information system. Emphasis will be on information technology infrastructure with additional focus on wireless and mobile computing. Finally the student will explore the building and management of systems, from both the organizational and managerial perspective. The course is designed to provide students with a strong understanding of information systems and the enormous importance they hold in today’s business world.

**COURSE OBJECTIVES**

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

- Identify the organization of information systems in general and their roles of the modern organization in a web-based
environment.
- Describe how businesses generally use information systems.
- Assist in the management of both data and knowledge in managing an organization.
- Describe the infrastructure of the information technology system.
- Discuss the roles of e-businesses and e-commerce in today's business environment.
- Determine the extent to which wireless and mobile computing must be taken into account when managing an organization's delivery of information over the internet.
- Explain the method by which information systems can be acquired and applied.
- Manage information systems in a manner that takes into account ethical and social issues; especially those unique to the information age.

### COURSE DESCRIPTION

This course is designed to give students a broad survey of the important issues in the study of comparative politics. We will gain an understanding of world politics and political systems and compare issues and structures on a global level. Students will conduct in-depth studies of individual countries and see how local issues have a worldwide impact and we will explore how politics works on individual, group, national, and global levels. Each country study will apply a theoretical framework to explore broad issues like why some countries modernize more quickly or why some are more democratic. Throughout the semester, students will gain knowledge of political institutions and processes and will learn to think critically about the consequences of public policies. We will observe the international economy and how politics shapes a nation's influence on the local and global levels. This course will help students learn about other countries, regions, and the world, and it will help them ask fundamental questions about politics and government.

### COURSE OBJECTIVES

At the completion of this course, the student will be able to:
- Describe political systems and states.
- Detail the process of fostering economic development.
- Understand why we compare political systems.
- Pinpoint the structures and functions of political systems.
- Explicate why and how culture matters to political processes.
- Identify trends shaping contemporary political cultures.
- Explain how citizens participate in sociopolitical affairs in different societies.
- Discuss the development of interest groups, describing their historical performances.
- Define authoritarian party systems and their power structures.
- Assess the prospects and challenges facing democracies and authoritarianism.
- Trace the geographic distribution of government power.
- Explain the process of community-building.
- Present the common outcomes of international interactions and their generalities.
SOC-201
INTRODUCTION TO SOCIOLOGY  3 Credits

COURSE DESCRIPTION

This is an introductory course in sociology for students with no prior background in the subject. This course guides students through the process of asking and answering important questions from a sociological perspective. Students will exercise critical thinking, reading, and writing skills as they are exposed to sociological theories and research that they can apply to important social issues. This course teaches how individuals are organized into social groups, ranging from intimate groups to bureaucracies, and how these influence individual behavior; we will consider the nature and interrelationships of basic social institutions, such as family, education, religion, and the economy.

COURSE OBJECTIVES

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

- Describe the history of Sociology as a field.
- Identify the manner in which sociological research is conducted.
- Take into account ethical and social ramifications of sociological research when conducting such research.
- Define “culture” and “diversity” and relate these two concepts to each other.
- Determine the interaction between human nature and socialization and the effect that the former has on the latter in a variety of contexts.
- Characterize societal institutions on the macro and micro levels.
- Ascertaining the role of technology on society and human interaction.
- Detail the effects of mass media on socialization.
- Identify the roles of social groups and organizations on human society and interaction.
- Analyze the role of deviance from societal norms on society and discuss the social control of such deviant behavior that is exercised by society.
National Juris University, graduate division of NPC, offers Master’s Degree programs in legal studies, taxation and compliance law (with two tracks offered within the compliance law degree). These highly practical degrees can be an excellent step forward for students with undergraduate degrees in legal studies, or in any subject, who wish to work in the legal or taxation fields but are unwilling or unable to invest the time and expense necessary to go to law school.

Earning a master’s degree requires completion of 12 courses (36 credits), including eight core courses and four electives. NJU credits are offered at the same cost as NPC credits ($275/credit), which means that an NJU master’s degree costs approximately $10,000, start to finish, textbooks excluded. It can be completed in as little as 13 months. For more information, please go to www.juris.nationalparalegal.edu or call us at 800-371-6105 x 0.

NJU OFFERS THESE GRADUATE LEVEL COURSES:

<table>
<thead>
<tr>
<th>Legal and Compliance Law</th>
<th>Taxation and Finance Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGL-501 Legal Research &amp; Writing</td>
<td>TAX-501 Federal Income Tax</td>
</tr>
<tr>
<td>LGL-502 Constitutional Law</td>
<td>TAX-502 Corporate Taxation</td>
</tr>
<tr>
<td>LGL-503 Legal Ethics</td>
<td>TAX-503 State and Local Taxation</td>
</tr>
<tr>
<td>LGL-504 Contracts</td>
<td>TAX-504 Partnerships Taxation</td>
</tr>
<tr>
<td>LGL-505 Torts</td>
<td>TAX-505 Tax Research and Policy</td>
</tr>
<tr>
<td>LGL-506 Real Property Law</td>
<td>TAX-506 Tax Practice and Procedure</td>
</tr>
<tr>
<td>LGL-507 Civil Procedure</td>
<td>TAX-507 Federal Transfer Tax</td>
</tr>
<tr>
<td>LGL-508 Trusts and Estates</td>
<td>FIN-501 Financial Accounting</td>
</tr>
<tr>
<td>LGL-509 Creditors’ Rights, Debtors’</td>
<td></td>
</tr>
<tr>
<td>Protections and Bankruptcy</td>
<td></td>
</tr>
<tr>
<td>LGL-551 White Collar Crimes</td>
<td></td>
</tr>
<tr>
<td>LGL-552 Administrative Law</td>
<td></td>
</tr>
<tr>
<td>LGL-553 Business Organizations</td>
<td></td>
</tr>
<tr>
<td>LGL-554 Employment Law</td>
<td></td>
</tr>
<tr>
<td>LGL-555 Information Privacy Law</td>
<td></td>
</tr>
<tr>
<td>LGL-556 Financial Banking Regulation</td>
<td></td>
</tr>
<tr>
<td>LGL-557 Securities Regulation</td>
<td></td>
</tr>
<tr>
<td>LGL-558 Employee Benefits Law</td>
<td></td>
</tr>
</tbody>
</table>
GRADING POLICY

FINAL COURSE GRADE
Students who complete all assignments and exams within one week of the end of the course will receive a final course grade by the instructor. Students who do not complete their coursework within one week of the end of a course will automatically receive the grade of “I*”. In this case, the student still has until the course deadline listed on the syllabus (usually the 4th Sunday following the end of classes) to complete the coursework.

After the student completes all work or the course deadline passes (whichever is earlier), the student's course grade will be assigned based on the scores earned by his or her completed work. Extensions of deadline may be requested on the school website in accordance with the terms laid out in the course syllabus. Please note that no extensions can be granted unless at least one assignment or exam has already been submitted and under no circumstances will an extension be given beyond 30 days after the course deadline.

If the course deadline passes and the student has not earned a sufficient number of points to pass a class, then a grade of “I” or “F” will be assigned. All grades of “I” will eventually be converted into a grade of “F.” A grade of “I” or “F” counts as zero (0) points in the computation of the student’s GPA. However, if a student re-takes a failed course and passes it, then the earlier instance of the failed course will not count towards his or her GPA.

COURSE WITHDRAWAL
Students may drop enrollment in a course within the first week without any financial liability or adverse effect on their academic grade. If a student elects to drop enrollment in a course after the first week but before 4 weeks, the student will incur financial liability for the course in accordance with NPC’s withdrawal policy. In this circumstance, the student will receive a grade of “W” on his or her academic transcript. The grade of “W” is not used in the computation of the student’s GPA.

OFFICIAL TRANSCRIPTS
Students can receive an official transcript, or have an official transcript mailed to an educational institution or employer by contacting NPC’s office by telephone or mail.

EXAMINATIONS
Examinations are administered online and may consist of both essay and multiple choice questions. Students receive a numeric grade from 0 to 100 on each examination, as well as written feedback from the instructor where appropriate.

ASSIGNMENTS
Assignments should be adequately researched and thought out before submission. The exact amount of research and length of the assignment are left to the discretion of the student, unless otherwise noted on the course syllabus, in the course materials or by the instructor.

However, the following minimum guidelines should be noted:

Assignments calling for research (which includes most assignments in law courses) should contain at least two citations to appropriate legal authorities. Citations may be to cases, statutes or other scholarly journals or treatises, as appropriate. Citations to the course textbook are not acceptable replacements for citations to cases, statutes and other sources of law, as one of the goals of the NPC curriculum is to train the student to become adept at legal research and writing. Assignments that do not call for legal research (such as document drafting or opinion and analysis assignments) should be no shorter than 250 words. Assignments that do not conform to these minimum guidelines will receive an appropriate grade reduction.

It is uncommon for more than 750 words to be necessary or appropriate for an assignment unless specifically stated otherwise in the assignment or course syllabus. While students will not be penalized for going over 750 words, being unnecessarily repetitive or discussing tangential or irrelevant issues are legitimate grounds for grade reduction.

Assignment grades are administered on a 0-4 scale on the following basis:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>excellent</td>
</tr>
<tr>
<td>3</td>
<td>good</td>
</tr>
<tr>
<td>2</td>
<td>satisfactory</td>
</tr>
<tr>
<td>1</td>
<td>poor</td>
</tr>
<tr>
<td>0</td>
<td>fail</td>
</tr>
</tbody>
</table>

Partial assignment points may also be awarded (e.g., 3.5)
## ASSIGNMENT GRADING RUBRIC

The following grading rubric is used to determine a student’s grades on assignments that call for legal research.

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>4 (EXCELLENT)</th>
<th>3 (GOOD)</th>
<th>2 (SATISFACTORY)</th>
<th>1 (POOR)</th>
<th>0 (NO CREDIT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>THOROUGHNESS</td>
<td>Answered all questions in the exercise completely and in the appropriate order.</td>
<td>Answered all questions in the exercise but not completely and/or not in the appropriate order.</td>
<td>Answered most of the questions in the exercise but not completely and/or not in the appropriate order.</td>
<td>Did not answer many of the questions in the exercise but did make some reasonable effort to do so.</td>
<td>Made little or no reasonable effort to answer the questions posed in the assignment.</td>
</tr>
<tr>
<td>DEMONSTRATED UNDERSTANDING OF THE ASSIGNMENT and has come to an appropriate conclusion</td>
<td>Response demonstrates a thorough understanding of the exercise and the student has justified and stated an appropriate conclusion.</td>
<td>Response demonstrates an understanding of the exercise and comes to a conclusion.</td>
<td>Response demonstrates some understanding of the exercise. The conclusion that the student comes to may not be appropriately justified by the rest of the essay.</td>
<td>Response demonstrates some understanding of the exercise but shows a high level of confusion on the part of the student. The student’s conclusion, if any, is not supported by the rest of the essay.</td>
<td>Response demonstrates a very poor understanding of the subject matter presented by the assignment.</td>
</tr>
<tr>
<td>DOCUMENTATION / LEGAL RESEARCH (note: For assignments, sources should be those obtained through legal research; for exam essays, legal principles learned in class or the courseware is sufficient.)</td>
<td>Student has cited at least two excellent sources and has applied them appropriately. Appropriate sources are documented and well cited and well integrated.</td>
<td>Student has cited one excellent source or two or more good sources but has missed at least one excellent source. Sources are integrated well in the assignment.</td>
<td>Student has cited appropriate sources but has missed the best available OR student has cited good sources but has done a poor job of integrating them.</td>
<td>Student has cited poor or inappropriate authorities or has failed to establish the relevance of the sources that he or she has cited.</td>
<td>Student has not cited any legal authorities or has cited authorities that are irrelevant.</td>
</tr>
<tr>
<td>ORGANIZATION</td>
<td>Essay is organized very well; the reader can clearly understand where the essay is going at all points and a cohesive easy-to-follow argument is made in the essay. Separate paragraphs are used for separate ideas.</td>
<td>Essay is well organized. The essay is coherent, though may not flow freely. Different components of the essay are broken up appropriately.</td>
<td>Essay shows some level of organization, but is difficult to follow. The essay is not as focused as it should be. Essay may go back and forth between points without using new paragraphs.</td>
<td>Essay is poorly organized and is very difficult to follow. The student did not appropriately separate thoughts and did not properly organize the essay.</td>
<td>Student’s essay is in chaos. There is no reasonable attempt to organize the essay coherently.</td>
</tr>
<tr>
<td>CRITICAL THINKING AND ANALYSIS</td>
<td>Shows excellent critical thinking and analysis. The student was able to apply the cited law to the facts of the given case in a clear and convincing manner.</td>
<td>Shows good critical thinking and analysis. The student’s points are well argued and well supported.</td>
<td>Shows adequate critical thinking and analysis. The student’s points are supported by logic, but are not exceptionally convincing.</td>
<td>Shows minimal critical thinking and analysis. The student’s arguments are weak and unconvincing.</td>
<td>Shows no effort critical thinking or analysis. The student’s points make no sense.</td>
</tr>
</tbody>
</table>
**WEEKLY INTERACTION REQUIREMENT**

To ensure that all students are involved and participating in the course as the course moves forward, each student enrolled in this course must, at least once during each week, either:

1) Attend a live lecture and pass a short quiz OR  
2) Submit at least one assignment OR  
3) Take at least one examination OR  
4) Answer a weekly “interaction” question that will be posted on the “Assignments and Exams” page.

The weekly “interaction” question(s) will be straightforward and will cover material covered in class that week. Answers to these questions should be short (typically 1-3 sentences) and to the point.

The student’s response (which is necessary only if the student does not attend a live lecture or take an exam or submit an assignment in the given week) will be graded on a pass/fail basis. The interaction questions will be posted no later than Monday of each week and must be answered on or before the following Sunday. Students who did attend a live class or take an exam or submit an assignment in the given week may ignore the weekly interaction question.

Any student who does not fulfill this requirement during a given week will receive a reduction in his or her over-all grade of 2 percentage points. Conversely, any student who demonstrates excellent participation either through message board participation or through relevant in class discussion may receive an increase in his or her over-all grade, at the discretion of the instructor.

**MESSAGE BOARD PARTICIPATION**

At NPC, we believe that interaction with instructors and fellow students is a key component of online higher education.

However, we are cognizant of the fact that many people cannot attend the live online lectures which provide the best opportunity for this interaction. Therefore, the next best way to provide students with an interactive learning experience is through the NPC message boards. Asking questions or making comments on the message boards is a great way to solicit feedback not only from instructors, but from classmates as well. Lively message board discussions add immeasurably to the learning experience for all students.

Policies regarding message board participation may vary from course to course. So, please see your course syllabus for more information.
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 management systems and databases for attorneys and law firms. In 1983, Mr. Geller sold 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 Systems (LJIS) have become the industry standard for cutting edge case management automation and online legal data integration. LJIS provided over 200 of the most prestigious law firms in the United States with critical time-sensitive information online via proprietary software. During this time, Mr. Geller oversaw the education and training of attorneys and paralegals in law firms across the United States. The following is a representative sampling of law firms, corporations and organizations whose personnel 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
- Burlington 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 Karsels & 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
- Naftlis & Frankel LLP
- Orenstein & 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 & Doot
- Schulte Roth & Zabel LLP
- Seyfarth Shaw
- Skadden, Arps, Slate, Meagher & Flom LLP
- Sullivan & Cromwell
- Thacher Proffitt & Wood
- Thelen Reid & Priest LLP
- Warshaw 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 consists of seven attorneys, 22 paralegals, clerks and general 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 and co-founder 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 the perspective of the business world to NPC’s curriculum and teaching method. Avi has 20 years of experience in corporate management and software development.

DAVID COHEN

David Cohen, technical 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. David also earned a master’s degree in computer science, for which he developed a new algorithm for composition of a bridge between two existing pieces of music.

STEPHEN HAAS

Stephen Haas, Esq., Dean of Graduate Studies, graduated from Pace University School of Law, where he ranked in the top three percent of his class and served as a senior member of the Pace Law Review. Stephen has extensive law practice experience, mostly in the areas of estate planning and elder law and has taught in many different capacities. He has also worked at the United States Attorney’s office for the Southern District of New York (federal prosecutor’s office) in White Plains, New York, and at the Rockland County District Attorney’s Office. Stephen is the author of a college textbook entitled “Trust Preparation for Paralegals.”

“I just wanted to let you know that I have obtained a job! Thank you for your support and guidance. I am also very grateful to NPC for the amazing tools and knowledge they have given me!”

Jaclyn Nguyen, NPC graduate
Sophiea Bailey, Esq. graduated from Howard University after being awarded multiple merit scholarships for her attendance. During her law school career, she contributed to multiple published law review articles. Since graduating, she has served for ten years as an Assistant State Attorney in the Miami-Dade County State Attorney’s Office where she has tried more than 100 cases. Sophiea has also worked for the Federal Trade Commission and has taught at Atlantic Union College in South Lancaster, MA.

Eric Baime, Esq. graduated from prestigious Cornell University with a B.A. in government. Since then, Eric has earned his M.B.A. from University of Miami and his J.D. from Shepard Broad Law Center. Eric is a professional and highly experienced educator, having taught at more than ten colleges and universities. Eric brings his fiery personality and passion for teaching to the classroom and enjoys active participation and contributions from students.

Jessica Borden, Esq., graduated with a B.A. in philosophy from Emory University, and went on to earn a J.D. from the University of Pennsylvania Law School, where she was an Associate Editor of the Constitutional Law Journal. She is admitted to the bar in New York, Connecticut and Florida. Jessica practiced litigation at Willkie Farr and Gallagher LLP, real estate law at Schiff Hardin LLP and inhouse product liability law at a large Connecticut-based pharmaceutical company. Additionally, she now tutors students for the SATs in Fairfield County, CT. In her spare time, Jessica is an avid knitter who enjoys games, puzzles and spending time with her family and friends.
ABRAHAM BRANDER

Abraham Brander holds a Master’s degree in accounting from Farleigh Dickenson University in New Jersey having graduated with a perfect 4.0 Grade Point Average. He has coordinated and managed educational programs, including taking responsibility for educational and financial factors.

SARAH K. BROUSSARD

Sarah K. Broussard, Esq., holds an M.B.A. and J.D. from Loyola University New Orleans and graduated with Honors from Brigham Young University with her B.A. While in law school, Sarah won the Loyola Moot Court competition, and competed as oralist on the National First Amendment Moot Court team. She also served as the National First Amendment and Privacy Team Coach for the Loyola Moot Court Board, and was the William McGowen Scholarship recipient for 2009-2010. Sarah is currently licensed to practice law in Louisiana and Kentucky.

MATT BYCER

Matt Bycer, Esq. holds a JD and MBA from the University of Arizona and a Bachelor’s degree in Physics and Business Economics from Brown University in Providence, RI. Matt’s legal work experience has focused mainly on intellectual property law. He has worked for Accenture in Boston, MA, and for Cahill Glazer, PLC, a prominent intellectual property law firm in Phoenix. Matt has also served as a federal court law clerk for Hon. Stephen N. McNamee in the District of Arizona. In addition to teaching for NPC, Matt continues to run his own intellectual property focused law practice.
MICHAEL E. CHAPLIN

Michael E. Chaplin, Esq. earned his Juris Doctor, magna cum laude, from the University of Notre Dame Law School and a Bachelor’s degree in Business Administration from The University of Washington, Foster School of Business. Michael practiced law from 2000 to 2007. His legal work focused mainly on business law. He spent approximately 3.5 years with the international law firm, Reed Smith LLP and 3.5 years with the international law firm White & Case LLP. Michael began teaching in 2007, and has over six years’ experience teaching business law, law and society, and general business courses. In addition to teaching, Michael has published widely in numerous academic journals.

BARI COURTS

Dr. Bari Courts holds a PhD from Capella University in organizational management and an MBA in management from the University of Cincinnati. He completed a BS in Mathematics from Kenyon College. Bari has taught online courses for approximately 10 years and has taught issues including e-commerce, economics, management, organizational behavior, and statistics.

RENA NA FARBSTEIN

Renana Farbstein, Esq. graduated cum laude from New York University with a B.A. in History. She then went to work as a legal assistant at Skadden Arps Slate Meagher & Flom in New York City. Deciding to pursue a career as an attorney, she attended Cornell Law School and graduated with a concentration in Business Law and Regulation. Renana worked for a number of prestigious New York City law firms on commercial litigation matters in the financial and pharmaceutical sectors. She is admitted to the bar in New York and New Jersey.
FACULTY

CHARLES FEUER

Charles Feuer co-heads TechPar Group’s Regulatory Compliance Practice and is an accomplished attorney and operations/project manager with extensive in-house financial services legal and regulatory experience. As counsel for banks, lenders and other financial firms, Professor Feuer has developed specific expertise in creating and executing innovative national legal, regulatory and compliance strategies. Professor Feuer received his Juris Doctor from the Fordham University School of Law and his bachelor of Arts in Political Science, Summa Cum Laude, from Touro College. He is a member of the New York State Bar.

MARISSA FLORIO

Marissa Florio, Esq. earned her J.D. from Indiana University in Indianapolis and holds a B.A. from Earlham College. She spent almost five years with the Arizona Attorney General’s Office’s Protective Services Section, where she represented Arizona’s Child Protective Services in dependency, guardianship and severance cases involving abused and neglected children. She then joined a private firm where she worked as a guardian ad litem and child’s attorney in similar juvenile court matters. She currently enjoys working for NPC and spending time with her two little boys.

REENA GREEN

Reena Green, Esq., is a graduate of Pace University School of Law. After attending law school she worked at Business Licenses, LLC, where she focused on investigating federal, state and local licensing ordinances and regulations to determine business and financial requirements for large, publicly-held corporations. Reena has also written several articles concerning bioethics which were published in the science journal sponsored by her undergraduate university, Stern College for Women.
MATTHEW J. JOWANNA

Matthew J. Jowanna, Esq., obtained his Bachelor of Arts (B.A.) degree, majoring in Broadcasting and Mass Communications, from the University of South Florida. Mr. Jowanna obtained his Juris Doctor (J.D.) degree from Nova Southeastern University, graduating *Summa Cum Laude* (with Highest Honors) and achieving the distinction of graduating in the top two percent (2%) of his law school class. While in law school, Mr. Jowanna was the recipient of academic scholarships; was a Senior Staff Member, and published author, of the Nova Law Review; was awarded the Attorneys’ Title Insurance Fund, Inc. Prize (for scholarly writing on an issue of real property law); was an associate member of the Moot Court Society; was a student member of ATLA (Association of Trial Lawyers of America); was a member of the Phi Delta Phi Honor Fraternity; was named to the law school’s Dean’s List every semester; received the Dean’s Award for Academic Excellence; received the Highest Grade Awards (Book Awards) for Florida Constitutional Law and Torts; received the West Publishing Corporation Award for Outstanding Scholastic Achievement; and was listed in Who’s Who Among American Law Students, 13th and 14th Editions, and The National Dean’s List, 17th Edition. Mr. Jowanna obtained his Legum Magister (LL.M.) degree from the University of Notre Dame, graduating *Magna Cum Laude* (with High Honors).

HOWARD LEIB

Howard Leib, Esq. is an attorney with over twenty five years experience in intellectual property law, entertainment law and general corporate law. He has represented clients such as KISS, Whitney Houston, Bobby McFerrin, and Judy Collins as well as corporations such as Atlantic Records, Universal Entertainment, and Rhino Entertainment. Howard carved out a niche for himself in the area of children’s entertainment, and has been called America’s leading children’s entertainment attorney by Billboard Magazine. In addition to the practice of law, Howard has taught for New York University, Fashion Institute of Technology, Kaplan University and Kaplan Test Prep. He has produced CDs and DVDs, usually related to comedy or television. He is active in the New York Democratic Lawyers Association, working to protect and expand voter rights. He is chair emeritus of the Cardozo School of Law alumni association and a past member of Cardozo’s Board of Trustees.
DAVID LIPTON

David Lipton earned a BA in English and an MS in computer science at San Francisco State University. He earned a BA in history at Jersey City State College (now named New Jersey City University). David earned an MA in history with an American history concentration, which was jointly conferred by Rutgers University and New Jersey Institute of Technology. He earned an MA in history with a global history concentration at American Public University System. David researches a globalized perspective of Antarctic history. This broad scope allows consideration of several themes in world history, as well as paradigms from ethnohistory and the philosophy of history.

MARVIN L. LONGABAUGH

Marvin L. Longabaugh, Esq., attended the William S. Boyd School of Law (UNLV), graduating magna cum laude in 2001 and subsequently earned his LL.M. in Trial Advocacy from the James E. Beasley School of Law (Temple University). After law school, Marvin served as a law clerk to Justice Myron Leavitt of the Nevada Supreme Court and participated in the prestigious Mediation, Negotiation, and Advanced Negotiation Workshops at Harvard Law School. He is currently licensed to practice law in Nevada and Texas and is the founding member of Longabaugh Law Offices. Marvin is married to Tamri Longabaugh, and together they live in Navasota, Texas with their two wonderful dachshunds, Sweet Pea and Max.

“I am grateful to NPC for this great opportunity to complete my undergraduate studies and become a paralegal. I just want to say, ‘thank you, thank you, thank you.’

I have learned a lot and have fine-tuned my skills here at NPC, and I will continue my journey to further my education and do well in my career.

Uma Devi,
NPC graduate
FACULTY

LARRY MARSH

Larry Marsh, Esq., has been practicing tax law for more than 30 years, since graduating with his Masters in Tax Law from the University of Florida in 1982, and has been Board Certified in Tax Law by the Florida Bar since 1989. Larry began his career with the Daytona Beach, Florida firm of Cobb & Cole in 1982, was a partner in that firm from 1988 to 2004, and continues to maintain an Of Counsel relationship with that firm. He has been a partner in the firm of Brashear, Marsh and Assoc., P.L., located in Gainesville, Florida, since 2004. Larry has extensive experience in the areas of corporate tax, partnership tax (including limited liability companies), estate tax, and estate planning. His practice also includes qualified retirement plans and non-qualified deferred compensation, and tax-exempt organizations.

ERIC MARTINEZ

Eric Martinez, Esq., is a graduate of Florida International University College of Law. Prior to law school, he attended Hanover College (IN) where he earned degrees in Business Administration and Philosophy. Eric currently works as Corporate Counsel for Assurant Inc., a Fortune 500 company, where he specializes in federal and state regulatory compliance. He is an active member of the Florida Bar Association.

RENEE PISTONE

Renee Pistone, Esq., began her legal career at Coudert Brothers LLP. Her areas of focus continue to be: white collar crime, forensic accounting, and alternative dispute resolution. She obtained her JD from Quinnipiac University School of Law and an LLM in taxation from Villanova University Law School. She later earned an LLM in Trial Advocacy from Temple University School of Law. Prior to that, she received a Master of Business Administration from the University of Massachusetts and a Master in Philosophy from the University of Pennsylvania. She has also volunteered for organizations providing assistance to domestic violence victims and has published over fifteen articles in law reviews while serving as Adjunct faculty in Legal Studies.
FACULTY

BILL RODEN

Bill Roden, Esq., began his professional career as a college English instructor, serving for almost a decade, until he had the idea to enter law school. He holds a Master’s degree in English. Bill graduated from The Thomas M. Cooley Law School, now the largest one in the country. He became a practicing attorney in Michigan and Wisconsin and a part-time military attorney or Judge Advocate General. He retired at the rank of Lieutenant Colonel in the Army Reserve. This experience also gave him the chance to teach at the US Army Judge Advocate General’s School at the University of Virginia. For almost a decade, he was in-house counsel for one of the largest community-technical colleges in the states, Milwaukee Area Technical College. As Chancellor, he later oversaw forty-two campuses of the Louisiana Technical Colleges. He went on to lead two campuses of the Institute of Applied Technology in Abu Dhabi and Dubai.

EVE ROSENBAUM

Eve Rosenbaum holds a M.F.A. in creative writing from American University and an M.A. in English from the University of Iowa, where she is currently completing her Ph.D. Her dissertation focuses on writers living and working in Washington, D.C., during the Civil War, and she is the recipient of research fellowships from the Capitol Historical Society and the White House Historical Society for her work. She served as managing editor for American Spirit, the award-winning magazine produced by the Daughters of the American Revolution, and has published poetry, fiction, and creative nonfiction in anthologies and literary journals including the Brooklyn Review, Potomac Review, Cortland Review, and Reconfigurations. She is currently the managing editor for the Iowa Journal of Cultural Studies.
HASKELL ROSENFELD

Haskell Rosenfeld, Esq. has a J.D. from Pace University School of Law. He has served as a law clerk for the Rockland County Surrogate’s Court. He also has extensive experience as a study group organizer and leader.

DEDE SANDLER

DeDe Sandler, Esq. assistant education director at NPC, earned her J.D. from City University of New York School of Law and subsequently earned her M.S. in social work from Columbia University. She also holds a Bachelor’s Degree from Syracuse University. When not teaching for NPC, DeDe hones her litigation skills as a deputy legal defender for the public defender’s office in Phoenix. She has also worked for the Arizona Attorney General’s Office and various private law firms. DeDe is also a Peace Corps member and an accomplished social worker.

JONATHAN SHOLEM

Jonathan Sholem is both the director of the department of social sciences at National Paralegal College and a professor. He has conducted research in Mexico, Brazil, Canada, and Cuba (under US government license), in addition to the US. His consulting work has included research for the US Department of State, US Interagency Colombia Task Force, Ford Motor Company, Research Data Analysis, Strativity Group, and Gallup. Along with Ph.D. candidacy in political science, he received master’s degrees in public policy (with specializations in economic policy and foreign policy), and in political science, all from the University of Michigan. Having previously taught statistical research methods and political science classes at Michigan, he is currently developing courses in US history, sociology, and political science for NPC.
SHANNON SOUTHARD

Shannon Southard, Esq. earned her J.D. from New England School of Law in 2002. While attending law school at night, she worked during the day as a social worker. Prior to law school, she attended Westfield State University where she earned a Bachelor of Science in Criminal Justice with a minor in social work. After graduating law school, she relocated from Boston, MA. to Phoenix, AZ. She spent the last ten years working as an Assistant Attorney General for the State of Arizona representing The Department of Economic Security, Child Protective Services. She has recently begun work as a contract attorney for the Maricopa County Juvenile Court System representing parents and children in dependency matters as well as children and victims in delinquency proceedings.

ERIN STEFFIN

Erin Steffin is a sole practitioner focusing on Estate Planning, IRS Defense, and Federal Tort Claims for medical malpractice. She obtained her JD and her LLM in taxation from the University of San Diego, School of Law in San Diego, California. Prior to that, she studied Psychology as an undergraduate, earning her BS at Arizona State University. Erin serves as a Judge pro tempore for Maricopa County Superior Court and for the city of Avondale, Arizona, and has volunteered for organizations providing assistance for those with Special needs as well as free legal services to first line responders including firefighters and police. She has appeared on Channel 10’s Lawyers on Call, and provides the baked goods in her office herself.
LISA UVA

Lisa Uva, Esq. earned her Juris Doctor from Duquesne University, her Masters in English from East Carolina University and a Double BA from University of Pittsburgh in Criminal Justice and Legal Studies. She also completed a certification in Mediation and Conflict Resolution. Lisa has been a college professor for 10 years and has extensive experience teaching online and in physical classrooms. Lisa’s other previous jobs have included internal affairs investigator; law clerk, 911 emergency dispatcher, correctional officer, private investigator and armed guard. Lisa also volunteers for the Center for Victims of Violence and Crime. Lisa is also the happy grandmother of three and makes home for a myriad of pets.

ELLIS WASHINGTON

Ellis Washington, Esq. has a J.D. from John Marshall School of Law, a Master’s Degree from the University of Michigan and a Bachelor’s degree from De Pauw University in Indiana. He has legal experience working for law firms and companies such as Kirkland & Ellis (Chicago), Paul, Hastings Janofsky and Walker (Atlanta) and Ford Motor Co. He also served as an editor of the Michigan Law Review and law clerk at The Rutherford Institute. He has significant college level teaching experience and he has worked extensively as political radio talk show host and columnist. Ellis has written extensively on constitutional law, history, politics, philosophy, critical race theory and other subjects.

LARRY WOLOD

Larry Wolod, Esq, is both a CPA and an attorney with over 25 years of experience in corporate, multi-state, and partnership tax management including tax planning, mergers and acquisitions, divestitures, federal and state audit coordination, and international taxation. He earned a B.S., in accounting from the University of Baltimore, an M.S. in taxation from the University of Hartford, a J.D. from Potomac School of Law and an LL.M. in taxation from Georgetown University Law Center.
Danielle Backman, admissions director of National Paralegal College, is a graduate of Concordia University of Montreal, Quebec, Canada, where she earned a bachelors of art in Psychology. She also spent a year abroad studying pastry arts at the Cordon Bleu in Paris, France. Danielle’s experience and personable nature allow her to meet students’ needs and help them reach their goals.

Ruth Eastman, assistant student services director of National Paralegal College, served in the US military prior to working in educational administration for 30 years. Currently working as a writer and editor, Ruth enjoys counseling students too much to stay away from the academic environment for long. Ruth finds our students’ success and feelings of accomplishment to be of primary importance.

Heather Elias, student services director and bursar of National Paralegal College, earned her bachelor of arts in communication and master of education degrees from Arizona State University. Heather has many years of experience in the field of education and is dedicated to the success of each student. Her experience, along with her education, enables Heather to meet the needs of all NPC students and help to ensure their success.
LEILA SCHWARZWALD
Leila Schwarzwald earned her B.A. in communications from Temple University in Philadelphia, where she also minored in business. She comes to NPC with extensive customer service experience that she gained while working as an operations associate at The Princeton Review and as a student worker while in college. She was also the President of the Phi Sigma Sigma sorority chapter at Temple, where she presided over an organization of over 100 members, attending to a variety of responsibilities, including budget, development and fundraising.

DANA WASSERSTROM
Dana Wasserstrom earned her Bachelor of Science degree in Family and Human Development from Arizona State University in 2011. She has held several positions involving human development, working with people of various ages and backgrounds, especially children. She has been responsible for planning and overseeing a variety of activities and curricula. Dana is also a member of the Chi Omega Women’s Fraternity and has served as a volunteer fundraiser for the Make-A-Wish Foundation.

AYALA WOHLGELERNTNER
Ayala, finance director and assistant instructor, holds a B.S. in accounting from the University of Baltimore and is a certified public accountant, certified in the state of Maryland. Ayala is a former senior accountant at a public accounting firm, and has extensive managerial experience. Ayala uses her background in accounting along with her managerial experience to benefit all of our students.
FINANCE & FINANCIAL AID

LISA PIMBER
Lisa Pimber, financial aid director of National Paralegal College, has over 13 years of financial aid experience. Lisa’s enthusiasm for financial aid allows her to offer explanations and assist students with their needs and understanding of financial aid. The student’s success and graduation is her foremost priority. Lisa is currently obtaining her Bachelors in Business Management at American Public University.

TRACY DAVIS
Tracy Davis graduated from Arizona State University in 2008 with a bachelor of science degree in biochemistry and a minor in mathematics. Before joining NPC in 2010, Tracy conducted research and held jobs in which she engaged in tasks that included cancer research, production of jet fuel and use of game theory. Tracy has extensive experience working with students on subjects as diverse as chemistry, music and martial arts and enjoys sports, music and championing the ethical treatment of animals. As a major contributor to the NPC Financial Aid Department, Tracy is able to make use of her combined skills in mathematics and in helping students.

AMY DUBITSKY
Amy Dubitsky, Financial Aid Associate, earned her BA in English Communications / Advertising from Yeshiva University in New York. Amy spent four years in account management at a New York advertising agency working mostly on retail accounts including Bed Bath & Beyond. She also has extensive experience working with print publications as an advertising sales executive, marketing manager and as a writer. Amy’s background and skills allow her to help NPC students understand the financial aid process and to assist them effectively in any way needed.
ROSA GARCIA

Rosa Garcia completed her associates in administration of justice from Estrella Mountain Community College in 2009. She has 6 years of financial aid experience, which allows her to provide detailed financial aid information to our student body. On her personal time she loves shopping and spending time with her husband, 3 children and her adorable pugs, Rosco and Olive.

ALLISON GUSDORFF

Allison, Finance Associate, graduated from the W.P. Carey School of Business at Arizona State University where she earned her bachelor of science degree in marketing and minored in design studies. She has been with NPC since April 2012.

MELISSA TEPEYAC

Melissa studied health information technology at Devry University. She enjoys working with National Paralegal College students and helping them with their financial aid concerns. She is married and has one child, a German Shepherd, a Chihuahua and a cat.

LILI ZRIHEN

Lili Zrihen graduated from Arizona State University, summa cum laude, with a bachelor of arts in communication studies. She works hard to communicate with students to ensure that they have a pleasant experience with financial aid.
PLACEMENT ASSISTANCE

NPC graduates have been highly successful in obtaining rewarding positions at prestigious law firms, corporate legal departments, and government agencies around the country.

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

Our staff diligently works to help the student identify employers in his or her geographic area in order to advance the student’s employment prospects.

Students can submit their résumés, cover letters, and writing samples to the NPC placement staff for review. Once the student’s personal information documents are finalized, they can be sent to prospective employers.

Visit our website to learn more.
http://nationalparalegal.edu
Upon enrolling at NPC, you will be assigned a personal student mentor to assist with your transition to NPC and with completing assignments and studying for exams for your first few courses.

NPC student mentors are all NPC staff members who have graduated from NPC and thus are familiar with the NPC student experience and understand what it is like to be a sometimes overwhelmed new student in the unfamiliar world of legal education. Student mentors will walk you through your early assignments and be there to answer your questions about student expectations, school work, exams, logistics, etc.
NPC STUDENT MENTOR STAFF

Connie Erpelding
Connie Erpelding, NPC Director of Student Mentors, earned her associate’s degree from National Paralegal College in 2008 with a 4.0 grade point average. Prior to attending NPC, she served as a registered nurse for thirty years. She also holds bachelor’s degrees from the University of Wisconsin and Marcy Psychiatric Center School of Nursing in New York. Connie brings her enthusiasm for law and for assisting people together as director of NPC’s student mentoring program.

Anne Lewis
Anne Lewis earned her paralegal certificate from National Paralegal College in 2010 with a 4.0 grade point average and successfully took the CLA/CP exam shortly thereafter. Anne has about ten years of experience working as a paralegal and holds a B.A. in English from Linfield College. Anne assists both in mentoring new students and in assisting students in studying for the CLA/CP exam.

Cheryl Tirri-Tuohy
Cheryl Tirri-Tuohy has been a student mentor for National Paralegal College since 2011. She earned her B.S. from NPC with a 3.98 GPA in paralegal studies and successfully passed the NALA CLA/CP exam shortly thereafter. She also obtained a B.A. in English education from Montclair State University in New Jersey. Upon graduation from MSU, Cheryl taught at several high schools and middle schools in Wayne and Verona, NJ. She also worked for the Huntington Learning Center, where she taught SAT Examination preparation courses, as well as privately tutoring other students that came there to have their individual educational goals met. In addition, prior to attending NPC, and after teaching, she served as a telecommunications manager for approximately 13 years for various corporations.

Maggie Probst
Maggie Probst, who also serves as NPC Director of Placement Assistance, holds a bachelor of science degree from Brigham Young University. She graduated from 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 also runs her own video/film production company.

Leah Van Divner
Leah Van Divner holds a B.A. in Psychology from Messiah College. She received her paralegal certificate from National Paralegal College in 2012 with a 4.0 average and was also certified by the National Association of Legal Assistants in 2012 by passing the CLA exam. Leah is also certified in LexisNexis® and WestLaw Next™. As a writer and editor for over 12 years, Leah has worked extensively on document preparation, contracts, textbook and doctoral thesis editing. She is currently a member of the Montgomery County Paralegal Association and the National Federation of Paralegal Associations and works as a freelance paralegal in Pennsylvania and New York.
TUITION AND PAYMENT PLANS

BACHELOR OF SCIENCE IN LEGAL STUDIES PROGRAM

Cost Per Credit: $275
Credits Needed: 120
Gross Tuition $33,000
Enrollment Fee $100
Lexis Fee $95
Total Education Cost $33,195

<table>
<thead>
<tr>
<th>Term (months)</th>
<th>Payment Type</th>
<th>Payment per Month</th>
<th>Total Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN A</td>
<td>Discount - single payment at time of enrollment</td>
<td>$26,256</td>
<td></td>
</tr>
<tr>
<td>PLAN B</td>
<td>12 Payment Plan</td>
<td>$2,289</td>
<td>$27,468</td>
</tr>
<tr>
<td>PLAN C</td>
<td>24 Payment Plan</td>
<td>$1,202</td>
<td>$28,848</td>
</tr>
<tr>
<td>PLAN D</td>
<td>36 Payment Plan</td>
<td>$840</td>
<td>$30,240</td>
</tr>
<tr>
<td>PLAN E</td>
<td>48 Payment Plan</td>
<td>$660</td>
<td>$31,680</td>
</tr>
<tr>
<td>PLAN F</td>
<td>60 Payment Plan</td>
<td>$553</td>
<td>$33,180</td>
</tr>
<tr>
<td>PLAN G</td>
<td>72 Payment Plan</td>
<td>$482</td>
<td>$34,704</td>
</tr>
<tr>
<td>PLAN H</td>
<td>84 Payment Plan</td>
<td>$432</td>
<td>$35,288</td>
</tr>
<tr>
<td>PLAN I</td>
<td>96 Payment Plan</td>
<td>$395</td>
<td>$35,920</td>
</tr>
</tbody>
</table>

NOTE: Tuition is reduced proportionately for credits transferred.

ASSOCIATE OF PARALEGAL STUDIES DEGREE PROGRAM

Cost Per Credit: $275
Credits Needed: 60
Gross Tuition $16,500
Enrollment Fee $100
Lexis Fee $95
Total Education Cost $16,695

<table>
<thead>
<tr>
<th>Term (months)</th>
<th>Payment Type</th>
<th>Payment per Month</th>
<th>Total Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN A</td>
<td>Discount - single payment at time of enrollment</td>
<td>$14,840</td>
<td></td>
</tr>
<tr>
<td>PLAN B</td>
<td>12 Payment Plan</td>
<td>$1,294</td>
<td>$15,528</td>
</tr>
<tr>
<td>PLAN C</td>
<td>24 Payment Plan</td>
<td>$679</td>
<td>$16,296</td>
</tr>
<tr>
<td>PLAN D</td>
<td>36 Payment Plan</td>
<td>$475</td>
<td>$17,100</td>
</tr>
<tr>
<td>PLAN E</td>
<td>48 Payment Plan</td>
<td>$373</td>
<td>$17,904</td>
</tr>
</tbody>
</table>

NOTE: Tuition is reduced proportionately for credits transferred.

FINANCIAL AID

National Paralegal College is a participant in the Title IV Federal Financial Aid Program. Degree program students who qualify may receive Federal Pell Grants, Direct Subsidized, Unsubsidized and/or Parent Plus Loans, to cover tuition and related expenses.

All students applying for Financial Aid must complete the FAFSA (Free Application for Federal Student Aid), with the NPC school code 041574. Interested students should also visit the financial aid section on our website, http://nationalparalegal.edu, for additional information and financial aid requirements.

For additional assistance please contact the financial aid department at 800-371-6105 or e-mail aid@nationalparalegal.edu
TUITION AND PAYMENT PLANS

PARALEGAL CERTIFICATE PROGRAM

Cost Per Credit: $275
Credits Needed: 24
Gross Tuition: $6,600
Enrollment Fee: $100
Lexis Fee: $95
Total Education Cost: $6,795

<table>
<thead>
<tr>
<th>Term (months)</th>
<th>Payment Type</th>
<th>Payment per Month</th>
<th>Total Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN A</td>
<td>Discount - single payment at time of enrollment</td>
<td></td>
<td>$4,221</td>
</tr>
<tr>
<td>PLAN B</td>
<td>12 Payment Plan</td>
<td>$566</td>
<td>$6,792</td>
</tr>
<tr>
<td>PLAN C</td>
<td>24 Payment Plan</td>
<td>$297</td>
<td>$7,128</td>
</tr>
<tr>
<td>PLAN D</td>
<td>36 Payment Plan</td>
<td>$208</td>
<td>$7,488</td>
</tr>
</tbody>
</table>

*NOTE: Tuition is reduced proportionately for credits transferred.*

INDIVIDUAL COURSES

Cost Per Course: $825
School Enrollment Fee: $95
LexisNexis Account Fee: $100

NO-OBLIGATION FREE TRIAL

National Paralegal College offers a two-week no-obligation free trial to all accepted students with access to course materials, message boards, interactive classrooms and chat rooms. Simply fill out our online application and we will promptly e-mail you a login name and password to access our system.

We are fully confident that once you try our program, you will elect to go on and earn your paralegal degree or certificate!

MILITARY TUITION ASSISTANCE

Use your Montgomery GI Bill Benefits at NPC
National Paralegal College is approved by the State Approving Agency of the Arizona Office of Veterans’ Education. Eligible veterans are encouraged to contact the Veterans Administration to find out how their Montgomery GI Bill benefits can be used to obtain a paralegal certificate or degree at NPC.

DANTES – for Active Duty Service Members
National Paralegal College 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.

Purple Heart Scholarship Fund
Once every two months, a full scholarship is available for a service member or veteran who has been wounded in the line of duty. Please call our office at 800-371-6105 or e-mail us at bursar@nationalparalegal.edu for more information.
“[I] just wanted to say thank you to all the staff and especially Professor Ellis - he taught me how to write when I was horribly confused! The reason I got the position was because of the writing samples I submitted. My attorney thought my writing was “exemplary”... [he] interviewed several very experienced paralegals and chose me - coming from a nursing career and no experience in law... So, all of you who are as lost as I was when I first started, keep at it. If I can do it, so can you.”

Karen Duncan,  
NPC Graduate & Paralegal

“I had a great time. The classes were great and the teachers were VERY helpful. I really liked the flexible schedule, as I was working full-time while enrolled at NPC. I had no legal experience prior to NPC and I just started at a new law firm and my employers are very impressed with all the classes I took and my knowledge base. I have recommended NPC to friends thinking about paralegal certification...”

Jill Learned,  
NPC Graduate, Paralegal  
Robert L. Stepans, P.C.  
Rock Springs, WY

“This school turned out to be so much more than I had anticipated when I decided to change careers at the tender age of 47. I truly believe I splashed into the paralegal shark tank after receiving my AA degree light years ahead of those who had decided against NPC or never knew this fine institution existed. Challenging, grueling, nerve wracking are just a few of the adjectives I would use to describe my 1.5 years at NPC. Rewarding is how I look back at that time. I recommend NPC to anyone within earshot and will continue to promote it as long as I have my memory.”

Grant Gardner,  
NPC graduate

“My experience at NPC was worth the time, effort, and money that was put into it. I was able to study at my own pace and with curriculum that was appropriate and... well structured. The teachers were great in making sure their students understood the concepts that were being taught and most of the graders provided constructive feedback.”

Timothy Raty, NPC Graduate  
Regulatory Compliance Specialist  
DocuTech Corp.  
Idaho Falls, ID

“I learned a great deal of useful information that I was immediately able to apply to my position and work environment. I appreciate the very practical format and the instructor’s use of real-life examples to help make the concepts more easily understood and applied. I look forward to more classes at NPC. Thank you!”

Laura Matteson, NPC Student  
Litigation Assistant  
Wood, Smith, Henning & Berman, LLP  
Los Angeles, CA
WHAT OTHERS ARE SAYING

“As a graduate of NPC, I would like to say how happy I am that I chose NPC for my paralegal education. All of my instructors have been very knowledgeable, prepared, engaged, and seem to sincerely enjoy teaching law and seeing their students succeed. The enthusiasm of Stephen Haas is infectious; his lively and friendly lectures capture the attention of his students. I would highly recommend this school to anyone interested in pursuing or continuing a paralegal education. NPC was one of the best decisions I made in the past two years. Thanks for your prompt technical assistance, too!”

Maurine OShea, NPC graduate

“The classes are very valuable to anyone in the legal field and not just paralegals. The school program gives you plenty of time to complete your assignments.

The classes that helped me the most and allowed me to perform my job better were Constitutional Law and Criminal Procedure, Administrative Law and Professional Responsibility and Legal Ethics, even though I do not perform the duties as a paralegal the research emphasis NPC teaches you in class or in the writing assignments has allowed me to perform my job better as a magistrate to establish probable cause, and matching elements of various crimes with the code of Virginia and reading case law.

I do look forward to completing my bachelor’s degree in Legal Studies at NPC.”

Brandon Washington, NPC Graduate
Magistrate State of Virginia

“I had a wonderful experience with NPC. I loved the flexibility of being able to attend classes at my convenience—and that’s very important to a working mother with a busy schedule.

I also was very impressed with the professors at NPC. Anytime I had a question it was always answered quickly and thoroughly.

My NPC degree is the reason I was hired by a local government agency. Without it I would not have been granted that opportunity. I would highly recommend NPC to anyone. I have a very high opinion of the school, faculty and staff.”

Karla Fields, NPC Graduate
Real Estate Tax Department Clerk
Franklin County Auditor, Columbus, OH

“From the bottom of my heart, I would like to thank you and the rest of the staff of NPC. I just received a letter informing me that I passed the CLA exam.

I would not have done it without your assistance and all the learning I received from NPC. The added credential would surely be a big factor in my resume once I start looking for a job.”

Cynthia Bravo, NPC graduate

Visit our website to read more student testimonials.
http://nationalparalegal.edu
“I just wanted to inform you that as a recently graduated student from the NPC Associate of Paralegal Studies program, I have obtained a paralegal position at Stanley & Woodard, PLC in Jonesboro, AR. The education I received at NPC has been greatly beneficial to me as a beginning paralegal. The help I received from Maggie Probst in constructing a resume, which was praised by my new employer, was greatly beneficial in beginning my career in the legal field as well. Thank you for running such a wonderful program which allows the non-traditional student, such as myself, to obtain the education needed to have a successful career. I am proud to call myself an NPC graduate. Thank you."

Ashley Cates,
NPC Graduate & Paralegal

“I am very satisfied graduate of the paralegal certificate program. I found the entire program; course work, staff and students excellent more than I expected, and the pleasant interactive classroom environment set by each professor immediately stifled all my fears that this program may not be doable. Thank you again for all the energy you put into making sure all our academic needs are met.”

Yannique Carter,
NPC Student

“I started out at the bottom of the ladder and went straight to the top, thanks to NPC! In 10 months, I earned a paralegal certificate while working full-time and raising a family. Everything you learn is applicable to your job as a paralegal. I used to be the one asking questions, because I didn’t know or understand various elements of the job. Now I’m the one that everyone comes to when they have questions, because I know the answers or I know how to find the answers! Thanks to the education that I received through NPC, I have literally doubled my pay, I now qualify for additional bonuses, and I have substantially increased my marketability to other companies!”

Jackie Dean-Swineburg,
NPC Graduate

“I just wanted to take a moment to thank you all for the truly wonderful experience I’ve just had at NPC... Some of you I’ve only had one class with and others more than one, but each of you contributed to a memorable and life-changing experience. I have never taken any law classes before and my last formal class in anything was more than a decade ago, but I never felt intimidated or lost during any of my NPC classes. All material was presented in an easy-to-understand and comprehensive manner and I’d highly recommend this experience to anyone interested in pursuing a legal career. So thanks again everyone and now it’s off to preparing for the CLA exam in January!”

Doug Kuhn, NPC Graduate & Operations Assistant for UBM Canon in Los Angeles, CA

WHAT OTHERS ARE SAYING
"I have taken a few law classes in my previous college and I did not accomplish half of what I accomplished with one of NPC’s courses. I have no complaints or suggestions for any change. It has been and will continue to be a pleasure to be a part of an astonishing college with amazing people. Thank you!"

Jessica Marchiselli, 
NPC Student

"I am learning a great deal about law and I know I will be an excellent paralegal and I have [NPC teachers] to thank. I am a forty year old guy who was forced make a change in my career and it was difficult for me and I wasn’t sure what field I wanted to study. I made the decision to study law and go to NPC and I feel that it was the best decision of my life. Having great teachers and going to a great school really makes a difference. I just thought you should know how I felt."

Michael Terranova, 
NPC Student

"After being away from schooling for 40 years, I wasn’t sure if I could do this. Choosing NPC was one if the wisest decisions I made. All of the teachers made learning not only fun but interesting."

Susan Silenzi, 
NPC Student

"I did enjoy my NPC classes and value the opportunity to have had a good overview of the legal world. It has definitely helped me to think more clearly, check the facts and regulations more often, and to write more carefully and persuasively."

Rochelle Steimel 
NPC Graduate

"My experience at National Paralegal College has been truly phenomenal. I am two classes away from graduating with my associates degree, and cannot say enough about the high quality of instruction I have received, across the board. All of the professors have gone above and beyond, to not only educate, but to teach the courseware in a way that makes it relatable and applicable to real life situations. I will finish having gained the necessary skills to work in the legal field as a competent and confident paralegal! Every course at NPC was challenging and thorough. Instructors, like Stephen Haas, have the knowledge and the intent to teach the material so that it is fun and interesting, and can be applied not only in theory, but in practice. The classroom environment is lively and interactive; I have made several good friends here that I will keep in touch with long after I graduate. Overall, my experience at NPC has made a huge difference in my life."

Francine Wheeler, 
NPC Student

"I got the job! Thank you so much for all your help with my cover letters and resume. He really liked the cover letter that you helped me with; it really stood out. I appreciate your help so much."

Sasha Pelletier, 
NPC Graduate & Paralegal
I do want to say thank you to all that have touched my life at NPC. I started NPC in July of 2010 not knowing a thing about law. My introduction to law exam was a 52, showed how green I was. Today, I have a GPA of a 3.77 and have my own freelance company. I will have my BA by 2015.

NPC and all the instructors have inspired me to continue my education upon graduation in 2015 and I will be entering my first year of law school the following fall.

Annett Franklin, NPC Student

I can say without any doubt that the courses I took at NPC have molded me into an absolutely outstanding court reporter and legal assistant... Thank you for all that you and the other staff at NPC do. It has truly been a dream come true for me. As Oliver Wendell Holmes said, “one’s mind, stretched by a new idea, never regains its original dimensions.” I TRULY BELIEVE THAT! I am a changed person having taken classes at NPC.

Susan Schroeter, NPC Graduate

I have loved my experience and wish I could take every paralegal class you offer. When you want to learn and you have instructors that love teaching, how can you go wrong? Your staff is just awesome! They, too, are dedicated to the students’ success. You have a great combination of experiences, skills, knowledge and enthusiasm in a team that is happy and love their jobs! That is the work environment that I am looking for in my next job.

Sylvinita Mooring, NPC Student

Just wanted to give you a great big shout out—THANK YOU!! As a result of the excellent school, excellent classes and worthy education I have been receiving at NPC since April 2011, my employer has promoted me to PARALEGAL, starting June 4!! Having been an admin my entire life, I had no idea how that would change my life. After 8 months in the legal department, I decided that I wanted to be a Paralegal. My boss, the Associate General Counsel, has completely supported that and encouraged me to get a certificate / degree. She said she could “work with that”. And now, I start on Monday as the Paralegal supporting the Ethics & Compliance and US Employment Law section of our Legal Department. I AM THRILLED!!

I could not have done it without the tremendous education I am receiving. All of the attorneys I work with are very impressed with my school work and they say that the value of the “hands on” assignments of drafting assignments as we do at NPC is absolutely priceless experience. Anyway, thank you again for all that you do. I just needed to share this with you.

Bonne Mullen, NPC Student
• INTERACTIVE CLASSROOMS AND ASSESSMENT TOOLS
• MULTIMEDIA LIVE ONLINE LECTURES
• DISCUSSION FORUMS
• COURSEWARE INCLUDED FOR MANY LEGAL COURSES
• 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, 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.