UNIVERSITY OF PARALEGAL COLLEGE

SCHOOL CATALOG
An Online University

UNDERGRADUATE PROGRAMS
- Certificate in Paralegal Studies
- Associate of Paralegal Studies
- Bachelor of Science in Legal Studies
- Bachelor of Business Administration
- Joint Paralegal & Business Administration

GRADUATE PROGRAMS
- Master of Science in Legal Studies
- Master of Science in Taxation
- Master of Science in Compliance Law

DEAC
DISTANCE EDUCATION ACREDITING COMMISSION
“NPC paved the way for me to be currently working in a litigation firm in Los Angeles. I can’t say enough about how pleased I am with my NPC experience! It prepared me so well for actual paralegal practice.”

Beth Evans, NPC Graduate and Paralegal

Earn your degree from home, at work or on the go.
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MISSION STATEMENT & PROGRAMS OFFERED

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 business, legal, and regulatory professionals. NPC seeks to provide its students with the knowledge and skills that are necessary to succeed by delivering high-quality 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 in the workplace. NPC uses technology in order to bring the interactivity of the brick-and-mortar school experience into the student’s home or office.

PROGRAMS OFFERED

UNDERGRADUATE PROGRAMS

- Certificate of Paralegal Studies  24 Credits
- Associate of Paralegal Studies   60 Credits
- Bachelor of Science in Legal Studies  120 Credits
- Bachelor of Business Administration  120 Credits
- Joint Paralegal and  
  Business Administration  120 Credits

GRADUATE PROGRAMS

- Master of Science in Legal Studies  36 Credits
- Master of Science in Taxation  36 Credits
- Master of Science in Compliance Law  36 Credits

ADMINISTRATION

Avi Katz  President & CEO
Mark Geller  Vice-President &  
  Dean Emeritus
Stephen Haas  Chief Academic Officer
David Cohen  Chief Technology Officer
Jeremy Rovinsky  Dean

National Paralegal College  
717 E. Maryland Avenue  
Phoenix, AZ 85014

Telephone: (800) 371-6105  
Email: info@nationalparalegal.edu  
Fax: (866) 347-2744
**PROGRAM ADMISSIONS REQUIREMENTS**

Students applying for the Bachelor of Science in Legal Studies Degree Program, Bachelors of Business Administration, Associate of Paralegal Studies Degree Program or Paralegal Certificate Program must possess a minimum of a high school diploma or G.E.D. Students applying for any Master of Science program must possess a bachelors degree from an accredited college or university.

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 or process. Please see pages 141-154 for further details on NPC admissions policies.

Students must have consistent access to a personal computer, tablet or smartphone and have reliable access to the Internet. Students also must have access to a webcam for one-time use in establishing a voice print identification for our exam proctoring system.

**UNDERGRADUATE PROGRAMS**

To apply for admission to any undergraduate programs, please complete and submit our online application form at https://nationalparalegal.edu/Application.aspx. If there is information that you are not comfortable providing online, please call NPC’s admissions office at 800-371-6105, ext. 0 to discuss your options. Only individuals who have earned a high school diploma, G.E.D., or equivalent will be considered for admission to NPC. No other formal training or education is required. However, individuals should only apply to NPC if they are capable of reading at a college level and if they are committed to putting a significant amount of work and effort into their education.

**GRADUATE PROGRAMS**

The NPC graduate programs are administered by National Juris University (NJU), a subsidiary school of NPC. To gain admission to any graduate program, please complete our online application form at https://juris.nationalparalegal.edu/Application.aspx. The applicant must have graduated from a college or university that is accredited by an accrediting agency recognized by the United States Department of Education or a foreign equivalent, and provide an official transcript. In addition, the student must have achieved an undergraduate grade point average of 3.0 or higher (on a 4.0 scale). Students with an undergraduate Grade Point Average below 3.0 may be considered for admission if they can demonstrate, to the satisfaction of the Dean, that they are likely to succeed at NJU. A student can demonstrate an ability to succeed with work experience, graduate-level education, achievement of a superior score on a recognized graduate school admissions test, or other outstanding achievement(s). In all such matters, the decision of the Dean is final.

There are also the following program prerequisites:

**Master of Science in Legal Studies and and Master of Science in Compliance Law**

In addition to having a bachelor’s degree from an accredited college or university, each incoming student must have completed at least one substantive advanced writing or legal writing course (graduate or undergraduate level) prior to taking his or her first “LGL” course at NJU.

**Master of Science in Taxation**

In addition to having a bachelor’s degree from an accredited college or university, each incoming student must have completed at least three credits in mathematics or another quantitative area such as finance or statistics and at least three credits in accounting prior to taking his or her first course at NJU.

Where necessary, official undergraduate transcripts must be provided to NPC within 30 days of beginning classes. Students who are unable to furnish an official undergraduate transcript within 30 days after beginning classes may be dismissed from the college.

If your application is accepted, you will receive a “welcome” email with a password that will give you access to most features of the NPC student system for up to two weeks, without charge. The email will guide you on how to enroll at NPC. If you require any assistance with the enrollment process or have any questions, please call NPC’s admissions office at 800-371-6105 x 0, or email us at info@nationalparalegal.edu
LIVE INTERACTIVE CLASSROOMS

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

The interactive live lecture in the virtual classroom 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 principles and discussions of how they apply in real-life scenarios. Lectures are given by experienced professionals, all of whom are experts in their respective fields of practice.

Students personally interact with instructors, and each other, 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. Recorded lectures are made available for streaming and in audio format for viewing offline.

COURSEWARE

NPC 100-level paralegal classes use custom-written courseware provided to students in lieu of published textbooks. Courseware is included with the school tuition at no additional charge.

Attorney specialists write these custom courseware materials for NPC which:

- are comprehensive and cover important areas of the law a student will encounter as a legal professional.
- are straightforward and easy to understand, making learning efficient and interesting.
- heavily emphasize the “learning by example” method, greatly facilitating the learning process.
- include self-test questions with detailed explanations.
- include sample legal documents and forms, along with multimedia presentations introducing the student to various practical aspects of a paralegal’s responsibilities.
- include the full text of integrated statutes and cases that are relevant to the materials being covered.

LIBRARY RESOURCES

All National Paralegal College students are trained in Lexis Advance and other important online research databases.

Lexis Advance, the flagship product of LexisNexis, is a leading completely online legal database. All students receive Lexis Advance accounts and are trained in its use. Students sharpen their research skills by completing several research assignments for each course.

NPC is also proud to partner with the Library and Information Resources Network (LIRN) to give NPC students access to an enormous library of academic research sources. NPC students are also provided access to thousands of law-based interactive lessons through the Center for Computer-Assisted Legal Instruction (CALI).

PRESTIGIOUS FACULTY

The faculty is comprised of dynamic professionals who bring the real-world workplace experience directly to you.

The NPC faculty includes professionals who have worked in the legal and business fields in the United States and abroad, computer professionals, and support personnel who have intimate knowledge of the day-to-day challenges of a busy office.

“This has been one of great experience in life and the school is fantastic. I definitely feel like I have learned a lot over the past 20 plus months.”

Daniel Flores, NPC Student
ACCREDITATION
National Paralegal College is accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is recognized listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council of Higher Education (CHEA).

(202) 234-5100  deac.org  1101 17th Street NW, Suite 808 Washington DC, 20036

STATE LICENSE
National Paralegal College is licensed by the Arizona State Board for Private Postsecondary Education.

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 CP exam. NPC’s associate’s and bachelor’s degree programs satisfy the complete NALA educational requirements to qualify the student for the CP exam. Please visit NALA’s website at http://www.nala.org for a complete listing of NALA requirements.

NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE
National Paralegal College is pleased to have many of its courses recommended for transfer credit by the National College 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.

MS IN COMPLIANCE LAW ACCREDITED BY THE CCB
National Paralegal College’s Master of Science in Compliance Law (Employment Law Track) program is accredited by the Compliance Certification Board (CCB). Since 1999, the Compliance Certification Board (CCB) has developed criteria to determine competence in the practice of compliance and ethics across various industries and specialty areas, and recognizes individuals meeting these criteria through its compliance certification programs. Graduates of the accredited NPC program will be eligible to sit for any of the basic compliance exams administered by the CCB.

SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM)
National Paralegal College has partnered with SHRM to offer a SHRM exam preparation course that will enable you to establish yourself as a globally–recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP).

NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENTS (NC-SARA)
National Paralegal College has been approved by AZ-SARA to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education.

CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION.
NPC is registered with the Bureau for Private Postsecondary Education pursuant to the California Private Postsecondary Education Act of 2009 as an “Out-of-State” institution.

https://nationalparalegal.edu (800) 371-6105
Dear Student,

Thank you for your interest in a National Paralegal College education.

At NPC, we are committed to preparing you for success in the workplace. We realize that success in the workplace requires a theoretical understanding of the substance of your chosen field as well as a proficiency in practical office skills. Mastering these elements is key to your professional growth and to attaining financial success.

We are proud to offer programs in legal studies and business administration as well as a strong general education complement, all of which are designed to produce professionals who are prepared for success in all aspects of the employment marketplace.

At National Paralegal College, we strive to provide you the best education available. The administration is uncompromising in choosing its highly qualified faculty, developing a comprehensive curriculum, and implementing the most innovative technology available for presenting educational material online.

Among the many distinctive features incorporated into National Paralegal College’s teaching methods is the option students have to engage the instructor and other students in the live online lectures and study halls. 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. While we do not require attendance at the live lectures and an NPC education can be obtained without ever attending a live class, this feature can be very helpful for those students who are able to take advantage of this opportunity.

By the same token, we strive to balance interactivity with convenience. For this reason, we record every class (even study sessions) and make them available for viewing 24/7/365. We also feature a flexible work schedule that allows you (within the structure of certain course deadlines) to work at your own pace. We also feature a comprehensive message board system that allows asynchronous learning and communication with professors and other students.

We have cultivated a dedicated support staff of faculty advisors and student mentors who graduated from NPC and thus can apply the benefit of their experiences to help you navigate your studies, as well as well-trained student services, technical support and placement assistance staff. All of these features are geared toward giving you the maximum opportunity for success, both scholastically and in furthering your career.

The information included in this book gives you an overview of what National Paralegal College is all about. We 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 your educational and professional goals.

Sincerely,

Stephen Haas, Chief Academic Officer

A MESSAGE FROM THE CHIEF ACADEMIC OFFICER
Dear Prospective Graduate Student:

Welcome to National Juris University, the graduate division of National Paralegal College. As you explore our materials and programs, we encourage you to consider the benefits of obtaining a master of science degree in taxation, compliance law or legal studies. NJU’s graduate programs will provide you the opportunity for personal growth and career advancement. NJU’s graduate programs are geared toward training our students for success in the taxation, corporate and legal fields.

A traditional law degree generally takes at least three years to complete and can cost upwards of $100,000 (or more). At NJU, we recognize that not everyone wishing to work in the legal field has the time and resources to complete law school. Our program is designed to give the student all of the tools that he or she needs to succeed in the legal and taxation industries without requiring the student to lay out the time and expense necessary to complete a Juris Doctor degree. We are very proud to offer various graduate degrees related to the legal field that will give the student the necessary skills to succeed at a fraction of the resources (both time and money) necessary to obtain a law degree.

Our online program is uniquely tailored to serve students who require the flexibility and freedom to do their work on their own time and from their own homes and offices. While we are proud to offer live classes and interactive discussion fora, we also are careful to strike a balance to maintain student convenience. You can watch or listen to all class recordings if you cannot make the live classes and within broad parameters, you can do your assignments and examinations when it is convenient for you to do so.

If you are considering pursuing a graduate degree in the legal or taxation field, I invite you to take advantage of our no-obligation free trial student offer. You can experience our school firsthand and see what the student experience is like at NJU.

I am confident that once you experience NJU, you will consider choosing NJU for your graduate degree in legal studies, taxation or compliance law.

I invite and welcome all feedback as well as any questions. I can be reached at jeremy@nationalparalegal.edu or 800-371-6105 x 131.

Best of luck and I look forward to seeing you in class.

Jeremy Rovinsky, Dean
ABOUT THE NPC UNDERGRADUATE PROGRAMS

National Paralegal College is proud to offer five undergraduate programs for prospective students to choose from:

1. CERTIFICATE IN PARALEGAL STUDIES
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This is the quickest way to earn your credential and get into the work force. This can be completed in as little as 7 months (without transfer credit), though 9 months is more common. In this program, you take the four NPC “core” paralegal courses (Legal Research, Writing & Civil Litigation, Professional Responsibility & Legal Ethics, Torts & Personal Injury and Contracts) and then choose any four additional legal courses.

The certificate program is recommended for those who want the quickest way possible to earn an NPC credential, for those students already working in a law office or similar environment and who need to earn a paralegal certificate to advance their careers and for career changers for whom time is of the essence. For students who already have a Bachelor’s Degree, we recommend considering a Master’s Degree in Legal Studies instead. The certificate program consists of 24 credits rather than 24 credits, but represents a higher credential for those who have already earned a Bachelor’s degree.

2. ASSOCIATE OF PARALEGAL STUDIES
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This is the “entry-level” NPC degree program. This 60-credit program includes the core NPC courses, along with the student’s choice of 24-33 additional credits in legal studies. The remainder of the degree is to be completed with general education courses, including at least one course apiece in math and English. This option is recommended for students who want to combine the accomplishment of earning a degree with the efficiency of being able to do so in as little as 15 months (though 1.5-2 years is more common). It is especially recommended for students who may have transfer credits available. For such students, an Associate’s Degree in Paralegal Studies can be a very economical and time-efficient option.

3. BACHELOR OF SCIENCE IN LEGAL STUDIES
   Page 14

The NPC Bachelor of Science in Legal Studies is the highest undergraduate credential NPC offers in legal studies. This 120-credit program features at least 48 credits in legal studies courses (students can choose to take up to 90 credits in legal studies courses as part of this degree program) including the core courses and at least 9 credits in advanced legal studies. This program produces the strongest education for an aspiring paralegal of all our undergraduate programs. As with the Associate’s Degree program, transfer credits may be accepted to make earning the degree quicker and more affordable.

4. BACHELOR OF BUSINESS ADMINISTRATION
   Page 16

The BBA program brings NPC’s expertise in the legal field to the business environment by providing a comprehensive course of study in business administration that is geared especially to produce business administrators and managers who will have a working knowledge and expertise in the legal issues that are relevant and important to the business environment. The BBA program consists of eight core courses in management, marketing, accounting and economics and at least 24 credits in additional business administration courses, along with the same general education requirements of the Bachelor of Science in Legal Studies. BBA students may earn a standard BBA or a BBA with a concentration in Human Resources Management and/or Business Law.

5. JOINT BBA AND ASSOCIATE’S DEGREE IN PARALEGAL STUDIES
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NPC is glad to offer a unique combination program in which students earn an Associate’s Degree in Paralegal Studies en route to a Bachelor in Business Administration. By satisfying the requirements of both degrees in one 120-credit program, you achieve training and establish credentials specifically suited to the legal environment of business. The joint program is an excellent option for students looking to accomplish two diverse objectives with a single academic program.
CERTIFICATE IN PARALEGAL STUDIES
24 Credits

PROGRAM OUTCOMES
Upon successful completion of the Certificate in Paralegal Studies program, students will be able to:

- Demonstrate written legal communication skills.
- Employ basic legal research skills including manual and technology-supported research.
- Employ basic legal analysis skills including with respect to case opinions, real-world fact patterns, and hypothetical scenarios.
- Apply critical thinking skills in typical paralegal work assignments.
- Prepare basic legal documents including legal memoranda, motions, pleadings, and related court documents.
- Assemble legal documents for purposes of satisfying tasks typically requested of an entry-level paralegal.
- Describe the role of the paralegal in the modern-day legal setting.
- Differentiate between authorized and unauthorized practices of law.
- Employ legal technology to access basic legal documents and legal resources including federal and state court websites and case law.
- Evaluate real-world and hypothetical legal scenarios for ethical considerations.
- Perform entry-level paralegal tasks in compliance with applicable rules of professional conduct.

NPC facilitates the attainment of these outcomes 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 experts in their respective areas of practice and who possess excellent communication skills.

Each course is eight weeks in duration and includes:

- Live online lectures lasting 60-75 minutes each.
- Online examinations that may be taken at the student’s convenience.
- Writing assignments that develop skills in legal research, writing and document preparation.

To earn a certificate, the student must complete his or her coursework with a grade point average of 2.0 or higher.

At least 5 legal courses are offered simultaneously during each eight-week period. Students may take up to three courses concurrently. The minimum amount of time required for a student to complete the Paralegal Certificate Program is approximately 7 months.

Students are expected to complete the Paralegal Certificate Program in no longer than 24 consecutive months. To extend this time period, the student must receive written permission from the Dean.

COMPLETION REQUIREMENTS
To earn a Paralegal Certificate, a student must earn a total of 24 credits, as follows:

Four Paralegal Core Courses (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

Four courses (12 credits) of additional legal studies elective courses from among these courses:

- 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-306 E-Discovery *
- PLG-401 Advanced Legal Analysis & Writing **
- PLG-402 Advanced Civil Litigation **
- PLG-403 Drafting Contracts & Contract Provisions **
- PLG-404 Legal Document Preparation **
- PLG-405 Trust Drafting *
- PLG-407 Law of Cyberspace **

* These courses have recommended prerequisites
** These courses have required prerequisites

https://nationalparalegal.edu  (800) 371-6105
ASSOCIATE OF PARALEGAL STUDIES DEGREE
60 Credits

PROGRAM OUTCOMES

Upon successful completion of the Associate of Paralegal Studies degree program, students will be able to:

(The following program outcomes relate to the legal education components of the program.)

- Demonstrate written legal communication skills.
- Employ basic legal research skills including manual and technology-supported research.
- Employ basic legal analysis skills including with respect to case opinions, real-world fact patterns, and hypothetical scenarios.
- Apply critical thinking skills in typical paralegal work assignments.
- Prepare basic legal documents including legal memoranda, motions, pleadings, and related court documents.
- Assemble legal documents for purposes of satisfying tasks typically requested of an entry-level paralegal.
- Describe the role of the paralegal in the modern-day legal setting.
- Differentiate between authorized and unauthorized practices of law.
- Employ legal technology to access basic legal documents and legal resources including federal and state court websites and case law.
- Evaluate real-world and hypothetical legal scenarios for ethical considerations.
- Perform entry-level paralegal tasks in compliance with applicable rules of professional conduct.

(The following program outcomes relate to the general education components of the program.)

- Employ appropriate forms of written communication in a variety of professional contexts.
- Develop professionally written documents.
- Assess available information for bias, unwarranted assumptions and logical error.
- Examine arguments and ideas logically and from multiple perspectives.
- Demonstrate basic mathematical reasoning skills.

NPC facilitates the attainment of these outcomes 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 general education courses in areas such as 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 instructors who are experts in their respective areas of practice and who possess excellent communication skills.

COMPLETION REQUIREMENTS

To earn an Associate’s Degree in Paralegal Studies, a student must earn a total of 60 credits, as follows:

Four Paralegal Core Courses (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

At least 8 courses (24 credits) of additional legal studies elective courses:

- 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-306 E-Discovery *
- PLG-401 Advanced Legal Analysis & Writing **
- PLG-402 Advanced Civil Litigation **
- PLG-403 Drafting Contracts & Contract Provisions **
- PLG-404 Legal Document Preparation **
- PLG-405 Trust Drafting *
- PLG-407 Law of Cyberspace **

* These courses have recommended prerequisites
** These courses have required prerequisites

(continuation)
**Completing Requirements (cont’d)**

The remaining 24 credits may come from any course offered by NPC, subject to the following general education requirements.

All students must earn at least 15 general education credits (i.e., credits that are not legal studies courses). Of these 15 credits, the following minimum discipline requirements apply:

**Complete at least 1 course (3 credits) in English Writing.**

NPC Courses that satisfy this requirement are:

- ENG-101 English Composition I
- ENG-102 Business Writing
- ENG-201 Contemporary American Literature
- ENG-301 English Composition II

**Complete at least 1 course (3 credits) in Mathematics.**

NPC Courses that satisfy this requirement are:

- MAT-101 College Algebra
- MAT-102 Introduction to Probability and Statistics
- MAT-103 College Geometry
- MAT-201 Ideas in Math

Each course is eight weeks in duration and includes:

- Live online lectures lasting 60-75 minutes each.
- Online examinations which can be taken at the student’s convenience any time.
- Written assignments which require research using NPC’s library resources.

To earn an associate’s degree, the student must complete his or her coursework with a grade point average of 2.0 or higher.

Courses begin monthly. During any given two-month period, students may take as many as three courses.

Students are expected to complete the Associate Degree of Paralegal Studies program in no longer than 48 consecutive months. To extend this time period, the student must receive written permission from the Dean.

“Thank you so much for helping me achieve my goals. NPC provided me the tools to learn and the support to succeed. Thank you for being a college that allowed me to work full time, raise my family, and obtain an invaluable education.

My life is forever changed for the better.

*Melanie Talley,*

*NPC graduate and paralegal*
BACHELOR OF SCIENCE IN LEGAL STUDIES
120 Credits

PROGRAM OUTCOMES

Upon successful completion of the Bachelor of Science in Legal Studies degree program, students will be able to:

- Demonstrate written legal communication skills.
- Employ basic legal research skills including manual and technology-supported research.
- Employ basic legal analysis skills including with respect to case opinions, real-world fact patterns, and hypothetical scenarios.
- Apply critical thinking skills in typical paralegal work assignments.
- Prepare basic legal documents including legal memoranda, motions, pleadings, and related court documents.
- Assemble legal documents for purposes of satisfying tasks typically requested of an entry-level paralegal.
- Describe the role of the paralegal in the modern-day legal setting.
- Differentiate between authorized and unauthorized practices of law.
- Employ legal technology to access basic legal documents and legal resources including federal and state court websites and case law.
- Evaluate real-world and hypothetical legal scenarios for ethical considerations.
- Perform entry-level paralegal tasks in compliance with applicable rules of professional conduct.
- Demonstrate advanced practical legal skills expected of a legal professional.
- Write advanced legal research memoranda.
- Draft advanced legal documents.

(The following program outcomes relate to the general education components of the program.)

- Employ appropriate forms of written communication in a variety of professional contexts.
- Develop professionally written documents, presentations, and data representations.
- Assess available information critically for bias, unwarranted assumptions, and logical error.
- Apply critical and analytical thinking skills in a variety of professional contexts.
- Examine arguments and ideas logically and from multiple perspectives.
- Demonstrate basic mathematical reasoning skills.
- Interpret collected scientific data, including evaluating potential bias and scientific validity of experiments conducted.
- Apply the scientific method to research, experiments and studies.

NPC facilitates the attainment of these outcomes 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 various general education requirements that are necessary to produce a well rounded and educated professional.
- designing a curriculum where refining 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 instructors who are expert in their respective areas of practice and who possess excellent communication skills.

COMPLETION REQUIREMENTS

To earn a Bachelor of Science in Legal Studies degree, a student must earn a total of 120 credits, as follows:

Four Paralegal Core Courses (12 credits):

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

At least 12 courses (36 credits) of additional legal studies elective courses, at least 3 courses (9 credits) of which must be from the selection below of “400” level legal courses:

- PLG-103 Criminal Law
- PLG-104 Real Property
- PLG-105 Business Law & 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-306 E-Discovery *
- PLG-401 Advanced Legal Analysis and Writing**
- PLG-402 Advanced Civil Litigation **
- PLG-403 Drafting Contracts and Contract Provisions **
- PLG-404 Legal Document Preparation **
- PLG-405 Trust Drafting **
- PLG-407 Law of Cyberspace **

* These courses have recommended prerequisites
** These courses have required prerequisites

(cont’d)
The remaining 72 credits may come from any course offered by NPC, subject to the following general education requirements.

All students must earn at least 30 general education credits (i.e., credits that are not legal studies courses). Of these 30 credits, the following minimum discipline requirements apply:

**Complete 2 courses (6 credits) in English Writing.**
NPC Courses that satisfy this requirement are:

- ENG-101 English Composition I
- ENG-102 Business Writing
- ENG-201 Contemporary American Literature
- ENG-301 English Composition II

**Complete 2 courses (6 credits) in Mathematics.**
NPC Courses that satisfy this requirement are:

- MAT-101 College Algebra
- MAT-102 Introduction to Probability and Statistics
- MAT-103 College Geometry
- MAT-201 Ideas in Math

**Complete 2 courses (6 credits) in Natural Science.**
NPC Courses that satisfy this requirement are:

- SCI-101 The Science of Nutrition
- SCI-102 Introduction to Life Processes
- SCI-103 Essentials of Earth Science
- SCI-301 Environmental Science

**Complete 2 courses (6 credits) in Social Science.**
NPC Courses that satisfy this requirement are:

- HIS-101 American History I
- HIS-102 American History II
- PSC-101 American Government
- PSC-201 Comparative Politics
- SOC-201 Introduction to Sociology
- SOC-202 Media and Cultural Literacy

Each course is eight weeks in duration and includes:

- live online lectures lasting 60-75 minutes each.
- online examinations that can be taken at the student’s convenience any time.
- written assignments, many of which require research through the use of NPC’s library resources.

To earn a bachelor’s degree, the student must achieve an average grade point average of 2.0 or higher throughout his or her term of enrollment.

Students may take up to three courses at a time. Without transfer credit, a bachelor’s degree program typically takes approximately four years. However, by taking a maximum course load, the student can complete the degree in under three years.

Students are expected to complete the Bachelor of Science in Legal Studies Program in no longer than 8 years. To extend this time period, the student must receive written permission from the Dean.
The goal of the National Paralegal College Bachelor of Business Administration (BBA) program is to prepare students for careers in business administration by providing a solid foundation of theory and practical knowledge in business management. Students will learn how organizations function as well as how to lead, grow and manage businesses. The program teaches fundamentals, techniques, processes and skills in the areas of analysis, leadership, communication, problem solving and decision-making that are necessary for successful business administration. Upon completion of the program, students will be qualified to contribute to the administration of businesses, government agencies and organizations in a socially responsible and ethical manner.

In addition, those students who complete the Bachelor of Business Administration program with a concentration in Business Law will be able to:

- Identify common legal issues that arise in business practices and organizations.
- Analyze common legal issues that arise in business practices and organizations.
- Apply legal principles in business environments to help ensure compliance with applicable law.
- Employ effective legal research and analytical skills in connection with legal issues that commonly arise in business environments.
- Draft basic legal documents including legal essays and memoranda that are commonly required in connection with the day to day operations of a business organization.

In addition, those students who complete the Bachelor of Business Administration program with a concentration in Human Resources Management will be able to:

- Evaluate human resources management practices in complex business organizations for compliance with applicable employment and labor laws.
- Identify human resources management-related dilemmas for effective and ethical organizational decision making.
- Analyze human resources management-related dilemmas for effective and ethical organizational decision making.
- Propose viable alternatives and solutions to solve human resources management-related challenges.
- Design human resources-related initiatives, including compensation plans, training and development plans, and diversity initiatives for workplace implementation.

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Complete at least 2 courses (6 credits) in Mathematics. NPC Courses that satisfy this requirement are:

- MAT-101 College Algebra
- MAT-102 Introduction to Probability and Statistics (this is a core course that also counts towards the mathematics requirement)
- MAT-103 College Geometry
- MAT-201 Ideas in Math

Complete at least 2 courses (6 credits) in Natural Science. NPC Courses that satisfy this requirement are:

- SCI-101 The Science of Nutrition
- SCI-102 Introduction to Life Processes
- SCI-103 Essentials of Earth Science
- SCI-301 Environmental Science

Complete at least 2 courses (6 credits) in Social Science. NPC Courses that satisfy this requirement are:

- HIS-101 American History I
- HIS-102 American History II
- PSC-101 American Government
- PSC-201 Comparative Politics
- SOC-201 Introduction to Sociology
- SOC-202 Media and Cultural Literacy

The student must earn a GPA of 2.0 or higher in the 48 credits that constitute his or her core and elective business administration courses.

The remaining 72 credits may come from any course offered by NPC, subject to the following general education requirements:

All students must earn at least 30 general education credits (i.e., credits that are not business administration courses). Of these 30 credits, the following minimum discipline requirements apply:

Complete at least 2 courses (6 credits) in English Writing. NPC Courses that satisfy this requirement are:

- ENG-101 English Composition I
- ENG-102 Business Writing (this is a core course that also counts towards the English requirement)
- ENG-201 Contemporary American Literature
- ENG-301 English Composition II

NPC also offers a review course for students wishing to earn designation as a Certified Professional in Human Resources Management from the Society for Human Resources Management (SHRM). Please see Page 111 or https://nationalparalegal.edu/SHRM.aspx for details. This course and certification are not required to earn a degree at NPC.
HUMAN RESOURCES MANAGEMENT CONCENTRATION

The Concentration in Human Resources Management, in addition to the above, prepares students to contribute to the management of human resources in complex organizations by teaching students human resources procedures and strategies and about the environment of business human resources departments. Students will also gain insights into a variety of other human resources management areas such as compensation, employee benefits, labor relations, performance appraisal, recruitment and training (depending on the chosen elective courses).

The student must take:

- BUS-111 Human Resources Management
- In addition, the student must take five courses (15 credits) from the following Human Resources Management concentration courses:
  - BUS-301 Organizational Management & Leadership**
  - BUS-302 Recruitment and Selection**
  - BUS-303 Training and Development**
  - BUS-304 Labor Relations & Collective Bargaining**
  - BUS-305 Compensation and Benefits**
  - BUS-401 Small Business Management**
  - BUS-402 Operations Management**
  - BUS-403 Global HR Management**

** These courses have required prerequisites

BUSINESS LAW CONCENTRATION

The Concentration in Business Law provides the student with the context of the legal environment in which businesses operate to assist students in their roles as business administrators. Students will be prepared to consider the legal ramifications of many aspects of business administration, including business formation, finance, business agreements, contracts and employment law. Students will also choose elective courses that expose them to further areas of business law of their choosing.

The student must take:

- PLG-102 Contracts
- PLG-105 Business Law & Bankruptcy
- PLG-108 Legal Research, Writing & Civil Litigation

In addition, the student must take three courses (9 credits) from the following Business Law concentration upper level courses:

- PLG-304 White Collar Crime*
- PLG-305 Law of Debtors and Creditors
- PLG-403 Drafting Contracts and Contract Provisions **
- PLG-404 Legal Document Preparation **
- PLG-407 Law of Cyberspace**
- BUS-304 Labor Relations & Collective Bargaining**

* These courses have recommended prerequisites
** These courses have required prerequisites

JOINT BBA AND ASSOCIATE OF PARALEGAL STUDIES

Students can earn both an Associate's Degree in Paralegal Studies and a Bachelor's degree in Business Administration (with either or both of the above concentrations) by enrolling in a degree program that satisfies the requirements for the Associate's Degree in Paralegal Studies listed above on Page 12 and the requirements for a BBA discussed above. For assistance in setting up a course schedule that will allow you to accomplish this dual objective, please contact our student services office at 800-371-6105 x 0.
UNDERGRADUATE
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 College Credit Recommendation Service (NCCRS) or the Connecticut Credit Assessment Program (CCAP). For a course to be accepted by NPC as transfer credit, the student must have earned a grade of C or better for the course.

NPC accepts transfer credits that are recommended for credit by the American Council on Education (ACE), the National College Credit Recommendation Service (NCCRS) or the Connecticut Credit Assessment Program (CCAP), provided that transfer credit from noncollegiate sources may not constitute more than 25% of the student's program's credit requirements. For example, a student seeking an associate's degree in paralegal studies requires 60 credits in all, and so may transfer a maximum of 15 credits towards that degree from noncollegiate sources. In addition, transfer credit from noncollegiate sources may not replace a core course in any academic program. For example, a "Torts" course from a noncollegiate source may not be used to replace the "Torts and Personal Injury" core course requirement for NPC's paralegal certificate, Associate in Paralegal Studies and Bachelor of Science in Legal Studies programs. For this purpose, "noncollegiate sources" means credit for any course not provided on the transcript of a college or university accredited by an accrediting agency recognized by the United States Department of Education or foreign equivalent.

VETERANS AFFAIRS CREDIT EVALUATION POLICY
This institution will inquire about each veteran or veteran-benefit-eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

GENERAL TRANSFER CREDIT RULES
These rules apply to all NPC academic programs.

Courses transferred that would replace core courses for any program at NPC must substantially cover the same material as the corresponding courses offered at National Paralegal College. Courses transferred that would replace other courses that are part of the substantive course program must be courses that are substantially related to the program. For example, courses that would replace required legal studies courses as part of a degree in legal studies would have to be substantive legal studies courses.

A general education course transferred to NPC can replace a general education requirement if it is substantially related to that general education area. For example, a transferred calculus course would count towards the general education requirement in mathematics, while a chemistry course would count towards the general education requirement in natural science.

Any general education course can also replace a general elective at NPC as long as it qualifies as a general education course. 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.

Only courses worth three credits will be eligible for evaluation for transfer credit. While an unofficial transcript may be used for an initial evaluation before enrollment, an official transcript must be submitted to NPC for the approved credits to be added to the student's account and counted towards the credits required for program completion.

In making determinations as to whether a course covers the same material as a corresponding NPC course, whether a course is substantially related to a degree program, whether a course satisfies a general education requirement or qualifies as a general education course, NPC may consider the course description and course syllabus of the transferred course. In all cases, the decisions of the NPC administration on these matters are final.

TRANSFER CREDIT RULES APPLICABLE TO SPECIFIC PROGRAMS:

- **Paralegal Certificate Program:**
  Students may transfer credit for up to three substantive legal courses (totaling 9 credits) towards the Certificate's requirement of 24 credits.

- **Associate of Paralegal Studies Program:**
  Students may transfer up to four substantive legal courses (totaling 12 credits) towards an Associate's Degree in Paralegal studies. Students may also transfer up to 24 general education credits towards a degree at NPC. Students must take at least 24 credits in areas of legal studies at NPC.

- **Bachelor of Science in Legal Studies Program:**
  Students may transfer up to four substantive legal courses (totaling 12 credits) towards a Bachelor of Science in Legal Studies Degree. Students may also transfer up to 72 general education credits towards a degree at NPC. Students must take at least 36 credits in areas of legal studies at NPC.

- **Bachelor of Business Administration Program:**
  Students may transfer up to four business courses (totaling 12 credits) towards a Bachelor of Business Administration Degree. Students may also transfer up to 72 general education credits towards a degree at NPC. Students must take at least 36 credits in areas of business administration at NPC.

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In addition to the undergraduate programs discussed above, National Juris University ("NJU"), graduate division of National Paralegal College, offers three Master’s Degree programs.

The NJU Master of Science in Legal Studies degree program is designed for people who are considering a career transition to the legal profession and to give more opportunities to people who are already working in the legal field to advance their careers with additional training and credentials.

An NJU master’s degree is an affordable and superior alternative to a post-bachelor’s paralegal certificate. While the program is more intense than most post-bachelor’s paralegal certificate programs, the Master of Science in Legal Studies program also provides a more solid academic and practical foundation for aspiring or practicing legal professionals. Our courses are academically challenging, but also incorporate practical elements that will assist you in the workplace.

The Master of Science in Legal Studies degree is recommended for anyone with a bachelor’s degree who wishes to work in the legal field or teach law-based undergraduate courses. An NJU Master of Science in Legal Studies degree can be completed in less than half the time and for a small fraction of the cost of a Juris Doctor degree at most law schools while providing you with a possible edge in the job market over candidates possessing only a bachelor’s degree or paralegal certificate.

With the number of people earning bachelor’s degrees on the rise, our master’s program graduates will earn a credential that can help them stand out to hiring professionals.
PROGRAM OUTCOMES

Upon successful completion of the Master of Science in Legal Studies Degree program, students will be able to:

- Demonstrate advanced professional legal communication skills including appropriate forms of written communication in a variety of professional contexts.
- Employ advanced professional legal research skills in both applied and theoretical contexts.
- Perform advanced legal-research and analysis in compliance with applicable rules of professional conduct.
- Apply advanced legal principles and concepts to analyze and address complex real-world challenges, both practical and theoretical.
- Demonstrate advanced professional legal analysis, reflection, and critical thinking skills to analyze and solve complex societal challenges.
- Evaluate real-world and hypothetical legal scenarios for ethical considerations, bias, and logical error and from a variety of perspectives.
- Explain the purpose of applicable codes of ethics and legal responsibility as they relate to complex societal, political, and economic issues.

The MSLS program does not qualify students to sit for any U.S. state bar examination.

NPC facilitates the attainment of these outcomes by:

- teaching legal courses designed to cover areas of law the student is likely to encounter as legal professionals;
- requiring students to apply case-analysis and black letter law as they would in practice;
- offering 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; and
- employing highly qualified attorney instructors who are expert in their respective areas of practice.

Each course is 12 weeks in duration and generally includes:

- approximately 24 live online lectures lasting approximately 90 minutes each (the last 15 minutes being question and answer time);
- online examinations that can be taken at the student’s convenience any time up to 30 days after the ending of the twelve-week course; and
- written assignments that require legal research, writing and/or the creation of legal documents.

To earn a Master’s degree, the student must graduate with an average grade of 3.0 or higher.

A student may take up to three courses simultaneously.

Students can complete the Master of Science in Legal Studies Program in as little as approximately 13 months. Taking two courses at a time (considered “normal” speed), the student would complete the Master of Science in Legal Studies program in 18 months.

COMPLETION REQUIREMENTS

Program prerequisite: In addition to having a Bachelor’s degree from an accredited college or university, all incoming students must have completed at least one advanced writing (example: English Composition II) or legal writing course (graduate or undergraduate level) prior to taking his or her first “LGL” course at NJU.

8 Core Legal courses (3 credits each) for a total of 24 credits:

- LGL-501 Legal Research & Writing (must be taken at earliest opportunity)
- LGL-502 Constitutional Law (prerequisite: LGL-501)
- LGL-503 Legal Ethics (must be taken at earliest opportunity)
- LGL-504 Contracts
- LGL-505 Torts
- LGL-506 Real Property Law
- LGL-507 Civil Procedure (must be taken at earliest opportunity)
- LGL-508 Wills, Trusts & Estates (prerequisite: LGL-501)

Choose 4 electives from 17 Specialty Legal and Tax courses (3 credits each) for a total of 12 credits:

- LGL-553 Business Org. & Corp. Compliance (prerequisite: LGL-501)
- LGL-554 Employment Law (prerequisite: LGL-504)
- LGL-551 White Collar Crime (prerequisite: LGL-501)
- LGL-552 Administrative Law (prerequisite: LGL-501)
- LGL-509 Creditors’ Rights, Debtors’ Protections and Bankruptcy (prerequisite: LGL-501)
- LGL-555 Information Privacy Law (prerequisite: LGL-501)
- LGL-556 Financial Banking Regulation (prerequisite: LGL-501)
- LGL-557 Securities Regulation (prerequisite: LGL-501)
- LGL-558 Employee Benefits Law (prerequisite: LGL-504)
- FIN-501 Financial Accounting
- TAX-501 Federal Income Tax
- TAX-502 Corporate Taxation (prerequisites: TAX-501 and FIN-501)
- TAX-503 State and Local Taxation (prerequisite: TAX-501)
- TAX-504 Partnerships Taxation (prerequisites: TAX-501 and FIN-501)
- TAX-505 Tax Research and Policy
- TAX-506 Tax Practice and Procedure
- TAX-507 Federal Transfer Tax (prerequisite: TAX-501)
The NJU Master of Science in Taxation program is designed for people who wish to work in a setting where they can apply their knowledge of tax law and procedure. NJU graduates will be qualified to work as tax preparers or in advisory roles for organizations that prepare tax returns. They will also be prepared to take examinations to become IRS enrolled agents and/or registered tax preparers.

The NJU Master of Science in Taxation program is also recommended for legal professionals, attorneys and accountants who wish to gain specialized knowledge of tax law, rules and procedures. The skills taught in this program will assist the professional with many types of tax law issues that are likely to arise in a corporate or legal setting. The program focuses not only on tax law, but also on tax procedure and on dealing with federal and state authorities in matters of taxation.
Upon completion of the Master of Science in Taxation degree program, students will be able to:

- Identify common tax issues in business and individual contexts.
- Demonstrate advanced professional legal communication skills including appropriate forms of written communication in a variety of professional contexts.
- Employ advanced professional tax-related research skills, including with respect to both primary and secondary authorities, in both applied and theoretical contexts.
- Perform advanced tax-related research and analysis in compliance with applicable ethical rules and standards of professional conduct.
- Develop professional documentation commonly required to demonstrate compliance with applicable taxation-related laws and regulations.
- Apply advanced taxation principles, laws, and concepts to analyze and address complex real-world challenges, both practical and theoretical.
- Explain basic IRS practices and procedures.
- Prepare tax returns for individuals and entities.
- Demonstrate advanced professional analysis, reflection, and critical thinking skills to analyze and solve complex taxation-related challenges.
- Evaluate real-world and hypothetical scenarios for taxation-related considerations and from a variety of perspectives.

The MST program does not, on its own, qualify students to sit for any U.S. state bar examination or certified public accountancy examination.

NPC facilitates the attainment of these outcomes by:

- Teaching tax courses designed to cover areas of taxation the student is likely to encounter as a tax professional;
- Requiring students to apply tax law, regulation and analysis as they would in practice;
- Offering a curriculum where refining tax 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; and
- Employing highly qualified instructors who are expert in their respective areas of practice and who possess excellent communication skills.

Each course is 12 weeks in duration and generally includes:

- approximately 24 live online lectures lasting approximately 90 minutes each (the last 15 minutes being question and answer time);
- 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;
- written assignments that require research, writing and preparation of tax-related documents and forms.

To earn a Master’s degree, the student must graduate with an average grade of 3.0 or higher.

A student may take up to three courses simultaneously.

Students can complete the Master of Science in Taxation Program in as little as approximately 13 months. Taking two courses at a time (considered “normal” speed), the student would complete the Master of Science in Taxation program in 18 months.
The NJU Master of Science in Compliance Law degree program is designed for people who need the skills necessary to effectively comply with complex federal and/or state regulations. The degree program focuses on the most common areas of government regulation that are relevant to businesses and provides the knowledge and skills to promote compliance in businesses, non-government organizations and government agencies.

NJU offers a choice of two specialties within the Master of Science in Compliance Law degree program:

**Employment Law**
The Employment Law track focuses on human resources compliance including regulations affecting hiring, firing, employee benefits and more.

**Corporate Regulation**
The Corporate Regulation track focuses on compliance with securities and banking rules.

After successful completion of either track, NJU graduates will be prepared for careers in the field of regulatory compliance, such as:

- Corporate compliance officer
- Manager of regulatory compliance
- Banking compliance officer
- Director of Compliance for human resources
- Human resources manager

The Master of Science in Compliance Law degree will also assist business owners and managers by providing familiarity with government regulations relevant to issues that impact the daily functioning of every business. The program covers such additional topics as privacy, contracts and white-collar criminal law. A master’s degree in compliance law can give you an edge in a competitive job market by providing a legal education without the need to invest the time and expense for a law degree.
Upon completion of the Master of Science in Compliance Law degree program, Employment Law track, students will be able to:

- Demonstrate advanced professional legal communication skills including appropriate forms of written communication in a variety of professional contexts.
- Employ advanced professional legal research skills in both applied and theoretical contexts.
- Perform advanced legal-research and analysis in compliance with applicable rules of professional conduct.
- Develop professional documentation commonly required to demonstrate compliance with applicable government regulations.
- Apply advanced legal principles and concepts to analyze and address complex real-world challenges, both practical and theoretical.
- Demonstrate advanced professional analysis, reflection, and critical thinking skills to analyze and solve complex societal, corporate, and compliance-related challenges.
- Perform human resources-related tasks typically required in order to ensure organizational compliance with applicable Federal and state law.
- Plan the development, implementation, and management of standard corporate compliance programs.
- Differentiate between legal and illegal corporate activity.
- Assess corporate activity for compliance with all applicable law, including accounting standards, employment regulations, and privacy protections.
- Explain the purpose of applicable codes of ethics, compliance, and legal responsibility as they relate to complex societal, political, and economic issues.
- Design training and education programs focused on corporate ethics and compliance-related responsibilities.

Upon completion of the Master of Science in Compliance Law degree program, Corporate Regulation track, students will be able to:

- Demonstrate advanced professional legal communication skills including appropriate forms of written communication in a variety of professional contexts.
- Employ advanced professional legal research skills in both applied and theoretical contexts.
- Perform advanced legal-research and analysis in compliance with applicable rules of professional conduct.
- Develop professional documentation commonly required to demonstrate compliance with applicable government regulations.
- Apply advanced legal principles and concepts to analyze and address complex real-world challenges, both practical and theoretical.
- Perform tasks typically required in order to ensure organizational compliance with applicable Federal and state law.
- Plan the development, implementation, and management of standard corporate compliance programs.
- Differentiate between legal and illegal corporate activity.
- Assess corporate activity for compliance with all applicable law, including accounting standards, employment regulations, and privacy protections.
- Explain the purpose of applicable codes of ethics, compliance, and legal responsibility as they relate to complex societal, political, and economic issues.
- Design training and education programs focused on corporate ethics and compliance-related responsibilities.

NPC facilitates the attainment of these outcomes by:

- Teaching legal courses designed to cover areas of law the student is likely to encounter as a legal professional;
- Requiring students to apply case-analysis and black letter law as they would in practice;
- Offering 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; and
- Employing highly qualified attorney instructors who are expert in their respective areas of practice.

Program Completion Requirements

COMPLETION REQUIREMENTS

Track 1: Corporate Regulation

Program pre-requisite: In addition to having a Bachelor’s degree from an accredited college or university, all incoming students must have completed at least one advanced writing (example: English Composition II) or legal writing course (graduate or undergraduate level) prior to taking his or her first “LGL” course at NJU.

5 Core Legal courses for a total of 15 credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGL-501</td>
<td>Legal Research &amp; Writing</td>
</tr>
<tr>
<td>LGL-504</td>
<td>Contracts</td>
</tr>
<tr>
<td>LGL-551</td>
<td>White Collar Crime</td>
</tr>
<tr>
<td>LGL-555</td>
<td>Information Privacy Law</td>
</tr>
<tr>
<td>FIN-501</td>
<td>Financial Accounting</td>
</tr>
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3 Core Specialty Corporate Regulation Compliance courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGL-552</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>LGL-556</td>
<td>Financial Banking Regulation</td>
</tr>
<tr>
<td>LGL-557</td>
<td>Securities Regulation</td>
</tr>
</tbody>
</table>

Choose 4 other from 17 Specialty Legal and Tax courses for a total of 12 credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LGL-502</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>LGL-503</td>
<td>Legal Ethics</td>
</tr>
<tr>
<td>LGL-505</td>
<td>Torts</td>
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<tr>
<td>LGL-553</td>
<td>Business Org. &amp; Corp. Compliance</td>
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<td>LGL-554</td>
<td>Employment Law</td>
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<td>LGL-506</td>
<td>Real Property Law</td>
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<td>LGL-507</td>
<td>Civil Procedure</td>
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<td>LGL-508</td>
<td>Wills, Trusts &amp; Estates</td>
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<td>LGL-509</td>
<td>Creditors' Rights, Debtors' Protections and Bankruptcy</td>
</tr>
<tr>
<td>LGL-558</td>
<td>Employee Benefits Law</td>
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<tr>
<td>TAX-501</td>
<td>Federal Income Tax</td>
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<tr>
<td>TAX-502</td>
<td>Corporate Taxation</td>
</tr>
<tr>
<td>TAX-503</td>
<td>State and Local Taxation</td>
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<td>TAX-504</td>
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<td>TAX-505</td>
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<td>TAX-506</td>
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* Students are required to take LGL-501 at the earliest course offering

https://nationalparalegal.edu  (800) 371-6105

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Each course is 12 weeks in duration and generally includes:
- live online lectures lasting 90 minutes each.
- online examinations that can be taken at the student’s convenience any time up to 30 days after the ending of the eight-week course.
- writing assignments that require writing, research and/or the creation of documents.

To earn a Master’s degree, the student must graduate with an average grade of 3.0 or higher.

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

Students can complete the Master of Science in Compliance Law Program in as little as approximately 13 months. Taking two courses at a time (considered “normal” speed), the student would complete the Master of Science in Compliance Law program in 18 months.
CULMINATING PROJECT FOR MASTER OF SCIENCE PROGRAMS

All NPC Master’s Degree candidates must complete a culminating project during or after the completion of the student’s final course in the program. This culminating project requires students to demonstrate their mastery of the skills developed during their programs.

To complete this project, students must develop a full-length research project, appellate brief, journal article or academic writing sample. The student may choose to use an existing writing sample, such as a paper that the student has written as an assignment during the Master’s Degree program or may be another written work product of the student.

At the outset of the student’s final course in the Master’s Degree program, a faculty advisor will contact the student. The faculty advisor must be a faculty member at NPC with a Doctorate in a field related to the student’s program.

The student and the advisor shall, by telephone, email or web conference, discuss the requirements for the project at the advisor shall guide the student on choosing an existing writing as a basis or in starting from scratch.

The student shall, in a timeline governed by discussions with the advisor, create a proposal or outline for the project and submit to the faculty advisor. The advisor and the student will discuss the sufficiency of the outline. The student shall then create a first, subsequent and eventually final draft of the project, with assistance from the faculty advisor along the way as needed.

To be considered complete the NPC Dean or Director of Education must determine that the project demonstrates mastery of the program outcomes by demonstrating mastery of the applicable research, organization and writing skills taught by the program.

A grading rubric is developed for each Master’s degree program that is used to measure the ways in which mastery of the program objectives must be demonstrated for the project to be considered completed. The grading rubric for the culminating project is developed by the Dean and Director of Education, in consultation with the curriculum committee and advisory committee.

Students are eligible for graduation only upon the later of the final approval of the student’s culminating project by the Dean or Director of Education and the student’s completion of the requisite courses and number of credits constituting the program.

GRADUATE PROGRAMS
TRANSFER CREDIT POLICY

NJU will accept up to 6 courses (18 credit hours) as transfer credit as long as the courses were completed as part of a graduate degree program at an institution accredited by an accrediting agency recognized by the United States Department of Education or a foreign equivalent. Additionally, the student must have achieved a grade of C or better before a transfer course can be accepted. A transferred course may replace a core course if the transferring course is substantially similar to the corresponding NJU course. A transferred course may replace an elective course if the course is substantially relevant to the student’s degree program. Determinations of substantial similarity and relevancy are at the discretion of NJU.

Veterans Affairs Credit Evaluation Policy
This institution will inquire about each veteran or veteran benefit eligible person’s previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

Please see the general transfer credit rules on page 19.
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* These courses have recommended prerequisites.
** These courses have required prerequisites.

These courses use online courseware. No textbook purchase is required.
This course is accessible at all times to any enrolled student who would like a general legal background before beginning any academic 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 Lexis Advance account to be used to perform online legal research in the nation's leading legal database.

Development of legal research skills using Lexis Advance is a fundamental component of the NPC paralegal program and is incorporated into every legal course. NPC faculty have developed an in-depth online legal research program using Lexis Advance, 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.
PLG-101
TORTS & PERSONAL INJURY 3 Credits

COURSE DESCRIPTION

Tort law is one of the most important bodies of U.S. law, because it governs basic everyday human interaction. Tort law is one of the most important fields of paralegal employment as well. This course will provide our students with a general understanding of the laws dealing with civil wrongs and the remedies for those wrongs, including intentional torts, negligence, liability of principals for the actions of their agents, strict liability, products liability, nuisance, defamation, invasion of privacy, and various factors that affect the right of a plaintiff to bring suit against a defendant. The course will also focus attention on the nature of personal injury litigation, its documentation and practices, assessing and evaluating claims of damages, losses, and the formalities of adjudication and/or settlement. Because tort law arises from, and is so deeply rooted in, everyday life, it is one of the most interesting, as well as relevant, areas of law that you will study.

COURSE LEARNING OUTCOMES

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.
- 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 hypothetical fact patterns.
- Draft complaints, answers and other pleadings and documents relevant to torts and civil litigation.

PLG-102
CONTRACTS 3 Credits

COURSE DESCRIPTION

Contract law is very significant because it governs the commitments that individuals and other legal entities, e.g., 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 LEARNING OUTCOMES**

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").
- Differentiate between an offer and a mere expression of interest or an invitation to negotiate.
- Describe the rules of revocation by actions or expressions, and apply those rules to fact patterns.
- Describe actions that constitute acceptance of an offer.
- Describe why particular agreements are supported by consideration in various hypothetical fact patterns.
- Recognize cases in which a contract can be voided due to grounds such as mistake, duress, unconscionability, Statute of Frauds, etc. and determine whether any such defense is applicable 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 a particular fact pattern and predict the kind of remedy a court will be most likely to order in a particular case.
- Describe the conditions necessary before a court will order equitable remedies, such as specific performance.

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**PLG-108**

**LEGAL RESEARCH, WRITING AND CIVIL LITIGATION** 3 Credits

**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 LEARNING OUTCOMES**

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

- Appropriately cite legal sources.
- Distinguish between binding and non-binding authority.
- “Shepardize” to determine if case law is valid.
- Edit and enhance a persuasive legal memorandum.
- Understand and apply the rules of venue.
- Understand various discovery mechanisms & their appropriate usages.
- Determine whether a class action certification is appropriate based on a given fact pattern.
- Understand how case precedent and stare decisis influence case holdings.
- Differentiate between personal jurisdiction, in-rem jurisdiction, and quasi-in-rem jurisdiction.
- Understand and apply the Erie doctrine.
- Conduct online research to find primary and secondary sources of legal authority.
- Draft legal memoranda and research memos.

**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 LEARNING OUTCOMES

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

- Research and apply the Model Rules of Professional Conduct.
- Apply the distinction between “practicing law” and performing tasks permitted to a paralegal in order to avoid “unauthorized practice of law.”
- Determine what client information is protected by the attorney-client confidentiality rule.
- 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.
- Apply the “conflict of interest” rules.
- Apply the ethical rules regarding the “business of law”; i.e., promotion and advertising.
- Define contingency fees and determine whether they are appropriate in a given situation.
- Describe the rules governing proper communication with the presiding judge.

“I was so surprised to get an A in your class because it was so much more detailed and intense. I felt really out of my league. The opportunities to have not one but 2 awesome instructors, an unbelievable mentor, and the different ways the information is presented made it all possible.

I now know when I graduate from NPC with my B.S. I will be an asset to whomever I work for. Thank you for giving me my confidence back. I have learned more in the couple of months here at NPC than in 2 years at [another school]. I am grateful to be part of the experience of NPC.”

Cheryl McCall,
NPC Student
PLG-103
CRIMINAL LAW

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 LEARNING OUTCOMES

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

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 LEARNING OUTCOMES

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.
- Determine whether a wrongful eviction or other wrongs against a tenant have been committed.
- Discuss the preparation of a real property deed and prepare a real property deed.
- 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 and just compensation.
- 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 LEARNING OUTCOMES

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.
- Determine which form of business is most appropriate in a particular situation.
- Describe the duties owed by corporate directors and officers to the shareholders.
- 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.
- Identify jurisdictional issues that are relevant to bankruptcy actions.
- 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 3 Credits

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 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 LEARNING OUTCOMES

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 drafting a will, including various testamentary trusts that may be appropriate for a hypothetical client’s situation.
- 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 and revocation.
- Describe the various steps to complete the estate administration process.
- Describe how a trust is formed.
- 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.
- 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 LEARNING OUTCOMES

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 LEARNING OUTCOMES

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

- Explain the concept of separation of powers.
- Articulate the standards the courts use in determining whether the government may make classifications that treat people differently from one another.
- Determine whether a claim of government deprivation of civil rights is likely to succeed.
- 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 statement given by a suspect was in response to a proper Miranda “interrogation”.
- Determine whether a government regulation impacting religion violates the First Amendment.
- Understand whether government actions satisfy procedural due process requirements.
- Understand what kinds of speech are and are not protected under the First Amendment.
- Understand the significance of the Commerce Clause and the latitude it affords Congress to legislate.
- Articulate the elements necessary for obtaining a search warrant.
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 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 LEARNING OUTCOMES

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 property, 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 LEARNING OUTCOMES:**

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.

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**PLG-201 FEDERAL INCOME TAXATION**

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 LEARNING OUTCOMES

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.
- 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.
- Research and find the income tax rates for trusts and analyze various options for reducing a trust’s income tax burden.
- Determine long and short term capital gains tax liability.
- 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.

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**PLG-202**

**EMPLOYMENT LAW**

3 Credits

### 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 and at the distinctions between employees and independent contractors. We will look at workplace harassment and the employer’s responsibility in this area. The course also focuses on the rules governing employment discrimination, including discrimination based on race, gender, health, age, pregnancy, etc. We will also look at the “at will” employment doctrine, when it applies and its exceptions and at other issues relevant to terminating the employment relationship.

### COURSE LEARNING OUTCOMES

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

- Explain the circumstances that make an employment relationship distinct from other business relationships
- Apply the rules of Title VII’s prohibition of workplace discrimination based on race, color, national origin, religion, sex, pregnancy, age and genetics
Elective Legal Courses

- Identify the various types of employment relationships, with a particular emphasis on the differences between independent contractors and employees
- Describe the appropriate way to recruit employees, collect information during the hiring process through an application and interview
- Apply the prohibitions against workplace harassment
- Describe the rights of employees relating to workplace privacy and personal expression
- Determine when employers may regulate off-duty conduct
- Discuss employment-at-will, voluntary and involuntary ending of the employment relationship

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 LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Identify sources of environmental law and the legal foundations of environmental law;
- Describe the history of the development of environmental law and the concept of environmental justice;
- Apply management principles to environmental law;
- Distinguish among the National Environmental Policy Act (NEPA), the Oil Pollution Act (OPA), the Safe Drinking Water Act (SDWA) and other environmental laws;
- Describe the National Pollutant Discharge Elimination System (NPDES);
- Define technology-based standards applicable under federal environmental law;
- Differentiate between the standards applicable to the Clean Air Act (CAA) and the Clean Water Act (CWA);
- Describe the four characteristics of hazardous waste;
- Explain the National Contingency Plan (NCP) and describe the importance of the emergency planning component of Emergency Planning and Community Right-to-Know Act (EPCRA);
- Explain what an Emergency Response Plan (ERP) is;
- Define and explain the Toxic Chemical Release Inventory Reporting requirements.
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 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 LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Explain the common vocabulary terms as related to immigration law;
- Describe the various non-immigrant visa categories and requirements (Visa Alphabet);
- Complete a Family Based Petition and a Worker Based Petition;
- Discuss how an individual gains lawful entry into the Un
- ited States;
- Delineate deportation and removal requirements;
- Analyze and apply the worker preference categories for certain visas;
- Explain asylum and the requirements for the same;
- Elucidate the appeal process for denied applications and petitions;
- Describe 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
Elective Legal Courses

on include relevancy, character evidence, impeachment of witnesses, hearsay and the original document rule.

**COURSE LEARNING OUTCOMES**

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 to 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 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 LEARNING OUTCOMES**

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.
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 LEARNING OUTCOMES

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, federal and state laws protect the media and journalists and allows the media the right to communicate news and ideas keep their sources confidential.
- 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.
- Elucidate 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 use of copyrighted material is an infringement or is protected under the fair use rule.
- Apply the trademark laws to determine whether a media’s use 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 to which the government can subject free speech to protect the integrity of elections.
- Demonstrate how the First Amendment protects commercial advertising and how federal law limits false and deceptive advertising.
- Determine whether a communication is “indecent” or obscene and thus limited or not protected by the First Amendment and federal law.
- Identify and 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.
- Seek information under the Freedom of Information Act and determine what government information can and cannot be obtained under FOIA and state equivalents.
PLG-304
WHITE COLLAR CRIME
3 Credits

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 of 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 LEARNING OUTCOMES

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, technocriminology, finance crime, etc.).
- Explain challenges affecting the justice system’s response to white collar crime.

PLG-305
LAW OF DEBTORS & CREDITORS
3 Credits

COURSE DESCRIPTION

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 LEARNING OUTCOMES

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 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.

Recommended Prerequisite: LGL 108: Legal Research, Writing & Civil Litigation

COURSE DESCRIPTION

E-discovery is the study of the process of giving and receiving information in an electronic format by opposing parties in civil litigation. This course will discuss the process by which information is sought and turned over by electronic media under the rules of civil procedure. The course will focus on litigation holds and responsibilities of parties to avoid spoliation of electronic evidence. The course will also apply the Federal Rules of Civil Procedure to e-discovery and specifically discuss how to word interrogatories and requests for production when they apply to electronic information. We will also discuss analyzing and using the results of an e-discovery investigation.

This course also introduces students to the use of computers, the Internet and specialty legal software used in law offices. We will discuss how the rules governing legal ethics apply to technology. Additionally, we will explore professional software programs frequently used by paralegals in the law office. This course includes hands-on practice using some software applications.
COURSE LEARNING OUTCOMES

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

- Define “litigation hold” and determine the difference between internal and external holds.
- Apply the Model Rules to the use of technology in the practice of law.
- Evaluate digital information and determine what preservation methods may be necessary and what sanctions may be imposed for spoliation.
- Define “metadata” and determine what kinds of metadata can be useful.
- Appropriately and ethically handle everyday information in the course of business, specifically when it comes to planning for possible later litigation.
- Protect confidential information from accidental disclosure and take remedial measures in the event of accidental disclosure.
- Explain the use of the Internet and cloud computing in the law office.
- Use specialty features in various computer applications, such as in word processing and spreadsheets.

PLG-401
ADVANCED LEGAL ANALYSIS AND WRITING 3 Credits

Required Prerequisite: PLG-108: Legal Research, Writing and Civil Litigation. In addition, the student must have received a grade of B or higher in any one of the following: PLG-108: Legal Research, Writing and Civil Litigation, ENG-102: Business Writing, ENG-101: English Composition, ENG-301: English Composition II. This course may not be taken before a student has completed at least four (4) paralegal courses at NPC without prior consent from the education director. Such permission will be granted only upon a showing that the student has a significant educational or employment background in legal writing.

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 hypothetical. 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 LEARNING OUTCOMES

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

- 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 a legal essay or memorandum, using the I-R-A-C method.
- 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 LEARNING OUTCOMES

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.
Elective Legal Courses

- 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.

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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 LEARNING OUTCOMES
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


Unless this requirement is waived by the dean, only students who have successfully taken three or more of the above courses may take this course.

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.

COURSE LEARNING OUTCOMES

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.
- 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 LEARNING OUTCOMES

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, and testamentary trusts.
- Determine whether a trust can hold “s corporation” shares and determine what provisions are necessary to do so.
- Distinguish among various types of trust distribution provisions, identify the benefits and pitfalls associated with them, and draft such 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.
- Discuss the advantages and disadvantages of having assets in a trust included in the taxable estate of the grantor and determine whether they will be, based on the provisions of the trust.
- Describe the advantages and disadvantages of creating a “grantor” trust vs. a “non-grantor” trust.
- Draft trust provisions to ensure that trust assets are not considered “available resources” for Medicaid planning purposes.
- Draft trust provisions to ensure that trust assets are not available to creditors, the grantor, or beneficiaries.
- Discuss 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 one.
- 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.
- Discuss the requirements of a charitable trust and describe the different types of split interest charitable trusts that are available under federal law.
PLG-407  
LAW OF CYBERSPACE  
3 Credits

Required prerequisite: PLG 112: Patents, Copyrights and Trademarks

COURSE DESCRIPTION

The course explores the legal and policy issues associated with the Internet and cyberspace. The course will focus on cases, statutes, regulations, and constitutional provisions that affect people and businesses interacting through computers and the Internet. Topics include intellectual property, e-commerce, online contracts, cybercrimes, torts, and privacy issues.

COURSE LEARNING OUTCOMES

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

- Describe the history and development of the Internet.
- Identify jurisdictional issues in cyberspace.
- Explain the scope of copyright protection for online content and the fair use defense.
- Discuss trademark protection for Internet content, software, and other technology related products and services.
- Explain the scope of patent protection for Internet patents and what is meant by obviousness.
- Determine the validity and enforceability of e-contracts.
- Apply relevant tax laws in the online environment, including sales tax, use tax, and income tax for individuals and businesses.
- Explain the main federal statutes associated with computer crimes and the penalties associated with cybercrimes.
- Describe the different tort causes of action available in the online environment, including invasion of privacy, defamation, and fraud.
- Evaluate how the First Amendment rights of freedom of speech and press are tested in the Internet Age.
- Compare the right of privacy in the online environment afforded under the U.S. Constitution, state constitutions, and statutes.
- Apply the legal and policy issues surrounding privacy to social networking sites, search queries, online advertising, data mining, online privacy, and workplace policies.
ACC-101
PRINCIPLES OF ACCOUNTING
3 Credits

COURSE DESCRIPTION

Students will be introduced to the field of financial accounting. Emphasis will be placed on learning Generally Accepted Accounting Principles (GAAP), the principles regarding recording and presenting 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, and learn: how to account for a merchandising business, the importance of internal controls and ethics, the proper accounting for short-term investments, notes and accounts receivable, various inventory costing methods and how to properly handle long-term assets.

COURSE LEARNING OUTCOMES

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.

BUS-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 LEARNING OUTCOMES
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 of 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 on 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.

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 LEARNING OUTCOMES
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 and 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.
BUS-111
HUMAN RESOURCES MANAGEMENT  3 Credits

COURSE DESCRIPTION

This course provides students with an introductory overview of the topic of Human Resource Management (HRM). Human Resource Management is the study of various components which assist in the strategic functionality of an organization. Throughout this course, an array of topics related to HRM will be explored. Such topics include, but are not limited to: the law, governance, and employee rights, organizational diversity, staffing, employee development, compensation and benefits, international HRM, etc.

This course will begin with an introduction to the historical and present day role of HRM, including relevant vocabulary used in the field. Once a foundational knowledge is attained, students will begin to explore the role that subtopics of the discipline play in an organization's success.

COURSE LEARNING OUTCOMES

Upon the completion of this course, students will possess foundational knowledge related to Human Resource Management and will be able to:

- Demonstrate an understanding of the historical and present day importance of HRM and its related subcategories.
- Utilize, identify, and describe the theories of HRM and apply theories to practical organizational occurrences.
- Identify and demonstrate appropriate use of HRM terminology when discussing the discipline.
- Critically analyze the importance of micro, meso, and macro level job analysis.
- Convey the importance of HRM compliance in relationship to laws, regulations, and diversity.
- Compare and contrast the importance of training and development.
- Explain and conceptualize the components associated with compensation and benefits.
- Apply legal knowledge related to organizational governance to "real world" situations.

BUS-201
INTERNATIONAL BUSINESS  3 Credits

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 LEARNING OUTCOMES

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 the 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.
- Discuss 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.

BUS - 202
BUSINESS ETHICS 3 Credits

COURSE DESCRIPTION

The purpose of this course is to address the challenges and leadership requirements in developing and implementing ethical business strategies, not just preventing unethical conduct. Business ethics are not a cost; rather, business ethics are a benefit that contributes to organizational success. There is adequate evidence that developing an ethical culture in an organization contributes to employee commitment, customer satisfaction, successful stakeholder relationships, and improved profit/shareholder value.

Through the readings, cases, and debate issues covered in the course, we will address specific business ethics issues, many of which affect the reputation and success of the entire firm. In this course, you will learn that business ethics is a team activity that requires knowledge and leadership at all levels of management.

The objective is to help identify risks associated with ethical decisions and how to address those risks in the context of an organization. As the manager of a company, there is a need to identify and address ethical risks to avoid or minimize misconduct. The course will be highly interactive and challenges you to apply what you learn through a variety of in-class exercises.
BUS-203
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 in 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 LEARNING OUTCOMES

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.
BUS-301
ORGANIZATION MANAGEMENT & LEADERSHIP  3 Credits

Prerequisite BUS 101: Principles of Management

COURSE DESCRIPTION

BUS 301 is the study of organizational management and leadership. Concepts and theories are considered in the context of today’s turbulent business environment, with attention to the evolution of management thinking and the impact of globalization and technology. Functions of management are considered, as are managerial roles, leadership, decision-making, communication processes, goal-setting, allocation of responsibilities, and teamwork. The emphasis is on application of concepts and theories and the development of strategies, goals, and objectives that enhances organizational performance and sustainability. The demands of innovation and change, as well as diversity, organizational culture, social responsibility, and ethics are considered in terms of their impact on organizational success.

COURSE LEARNING OUTCOMES

After completing this course, the student will be able to:
- Employ effective planning processes to develop strategies, goals, and objectives, leveraging technology and globalization, in order to enhance performance and sustainability.
- Organize human, physical, and financial resources for the effective and efficient attainment of organizational goals.
- Demonstrate leadership skills by communicating a shared vision, motivating and empowering others, and creating a diverse organizational culture of ethical decision-making and innovation.
- Develop measures and assess outcomes against plans and standards to improve organizational effectiveness.
- Critically analyze organizational managerial functions, roles, and processes, and develop integrative recommendations based on objective evaluation of alternative solutions and opportunities.

BUS-302
RECRUITMENT AND SELECTION  3 Credits

Prerequisite: BUS 111: Human Resources Management

COURSE DESCRIPTION

Considering the high cost of staffing and turnover, organizations of any size need to be able to quickly and efficiently hire good talent. Organizational leaders need to know how to be effective in staffing to meet business needs. This course prepares students to administer all aspects of staffing including; planning, sourcing, recruiting, assessing and hiring. The course also covers legal aspects of staffing, aligning staffing plans to business needs, and staffing systems.
COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Describe key components of strategic staffing.
- Develop a strategic staffing plan.
- Align staffing strategies to business goals.
- Analyze a firm’s staffing plan for potential legal issues.
- Conduct a job analysis.
- Develop an action plan to address labor supply and demand issues.
- Create a sourcing and recruiting plan.
- Calculate mean, median and mode for candidate assessment and comparison.
- Identify internal and external assessment methods.
- Select methods for candidate selection and hiring.
- Discuss various workforce management techniques.
- Analyze a balanced staffing scorecard.

BUS-303
TRAINING AND DEVELOPMENT 3 Credits

Prerequisite: BUS 111: Human Resources Management

COURSE DESCRIPTION

This course is a comprehensive discussion and analysis of organizational training programs, their goals, objectives and effects. The course starts with a discussion of organizational systems and their dynamics and then moves into strategies and practices important in training and development. The course then focuses on the process of determining the need for, developing, implementing and assessing organizational training programs. This starts with conducting a training needs analysis and continues with the design and implementation of the program, along with a system for facilitating the success of the trainees. Finally, the course looks at specific types of training programs and training programs that apply to different elements of the organizations personnel.

COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Describe the importance of organizational training programs and the characteristics of various types of such programs.
- Assist in the conducting of a training needs analysis to determine the goals and objectives of an organizational training program.
- Assist in the designing of a training program to comply with existing organizational needs.
- Facilitate the success of trainees and organizational training program using various methods.
- Determine methods of training that are most likely to succeed based on a given set of organizational objectives.
Evaluate the success of organizational training programs by reviewing the data from the results of such programs.

Describe various types of organizational training programs and identify their key components and objectives.

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**BUS-304**

LABOR RELATIONS AND COLLECTIVE BARGAINING  

3 Credits

**Prerequisite:** BUS 111: Human Resources Management

**COURSE DESCRIPTION**

BUS 304 is the study of the development of labor relations in the United States, methods of organizing employees, and the tools that organized groups in industry use to represent labor – the employees unions represent, and the settlement process of labor disputes in a union context. Labor union and employer associations involved in arbitration, mediation, and conciliation are analyzed from an economic as well as a legal standpoint. Public sector unions are considered in contrast to private sector unions. Topics include collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions.

**COURSE LEARNING OUTCOMES**

After completing this course, the student should be able to:

- Identify the key issues and events affecting the current and future status of labor relations and formulate his own conclusions and opinions.
- Identify, interpret, and apply the federal statutes relevant to labor-management relations.
- Discuss the impact of the principal historical developments that have influenced the evolution of unionism in the United States.
- Describe the relationship between labor and management in American business and the influence on that relationship of economic, social, statutory, and regulatory policies and systems.
- Analyze and evaluate the process of union representation, collective bargaining, contract administration, and dispute resolution, the roles of labor and management representatives within their respective entities, and the impact of technology tools.
- Interpret the significance of labor relations in the context of international commerce.
BUS-305
COMPENSATION AND BENEFITS  
3 Credits

Prerequisite: BUS 111: Human Resources Management

COURSE DESCRIPTION

Compensation and benefit systems have become an integral part of human resource management. This trend is driven by changes in the global economy, corporate changes due to legal and market forces, and the need for innovation and critical thinking to remain competitive. Effective design and administration of compensation systems play a central role in attracting and retaining a highly qualified, motivated and productive work force and in advancing the business objectives of the organization. This course provides an in-depth investigation of the principles, techniques and strategies used in developing and implementing compensation and reward systems.

The purpose of this course is to examine both direct and indirect salary and other compensation systems. The focus is on the role of human resources in managing competitive rewards and pay plans to achieve the appropriate goals of public and private organizations. Emphasis is placed on the determinants of general wage and salary levels and structures. The course will discuss and develop an understanding of total compensation systems, including, but not limited to, the interrelationship among employee performance and pay, intrinsic and extrinsic rewards, perceived equitable payments and employee satisfaction.

This course provides a comprehensive overview of compensation management strategies in organizations. Relevant models of compensation are discussed, including issues of executive compensation and other rewards and incentives to organizational strategies. The course will also include a review of various compensation influences, including laws and regulations.

COURSE LEARNING OUTCOMES

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

- Explain theoretical concepts of compensation management as they relate to economic, legal, social and organizational considerations.
- Define the concept of total compensation.
- Analyze the interrelation between compensation and benefit systems with retention of qualified and skilled employees.
- Apply the tools of compensation design to attract and retain an appropriate workforce.
- Align compensation packages with organizational goals.
- Describe legal, union, and other constraints applicable to the development of compensation systems.
BUS-401
SMALL BUSINESS MANAGEMENT 3 Credits

Prerequisite: BUS 101: Principles of Management

COURSE DESCRIPTION

This course will examine fundamental principles, problems and practices of entrepreneurship. The goal of the course is to provide the student with a foundation of small business management skills, with the creativity and knowledge of what it takes to develop a successful business. This course will provide the student with a foundation of marketing strategies and principles including location, pricing methods, and funding. We will also emphasize the strategies an entrepreneur might use to develop a successful business online. Students will learn the elements of a good business plan and other aspects of business ownership.

For the duration of the course, the student will participate in a business simulation which will allow for development of business management skills and practice the techniques learned in the course.

COURSE LEARNING OUTCOMES

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

- Utilize the nine steps of the strategic planning process to design a strategic business plan.
- Conduct a feasibility analysis and create a solid business model.
- Compare the laws, benefits, and drawbacks of various forms of business entities and ownerships.
- Identify the advantages and disadvantages of buying an existing business and delineate the steps in buying an existing business properly.
- Employ competitive marketing strategies, including customer focus, quality, convenience, innovation, service, and speed.
- Utilize the strategies to achieve success in e-commerce, including designing killer websites, and tracking web results.
- Compare pricing methods and strategies for retailers, manufacturers, and service firms and describe the impact of credit on pricing.
- Prepare financial statements as well as conduct a break-even for a small company.
- Create a cash budget and explain the techniques for avoiding a cash crunch.
- Compare the various sources of funding for a small company and describe the advantages of each.
- Explain the stages in the location decision: choosing the region, the state, the city, and the specific site and the criteria affecting the decision for location.
- Run a successful small business, using the principles and lessons from this course.
BUS-402
OPERATIONS MANAGEMENT  
3 Credits

Prerequisite: BUS 101: Principles of Management

COURSE DESCRIPTION

This course introduces the role of operations in companies in both manufacturing and service industries. This course offers a broad survey of the concepts and techniques involved in designing and managing operations. We will discuss the role that operations play in building competitive strength and in fulfilling the goal of creating value and delivering customer satisfaction. The course provides a broad introduction to operations management, covering quality, control, project management, capacity planning, location and layout strategies, and measurement. The course will cover leading decisions that operations managers face within the wider corporate and industry context, from initial product and process design to inventory and quality management, maintenance and development over time.

This course will also introduce mathematical models to better delineate the challenges, successes, and benefits of each method and behind each decision. We will also introduce concepts and models of supply chain management, early stage business operations management, inventory management, constraints, and currently successful methods.

COURSE LEARNING OUTCOMES

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

- Explain the key role that the operations function plays in creating the competitive strength of the firm.
- Develop comprehensive, clear written and mathematical analyses that make sense and that foster the decision-making process.
- Effectively assess a well-managed and well executed operations strategy.
- Effectively analyze several strategic, design, and day-to-day issues involved in making a product or delivering a service.
- Evaluate and synthesize the interrelationships between the operations function and other business functions in both manufacturing and service organizations.
- Apply the theories and practices pertaining to management of operations to problems intended to create goods/services efficiently and effectively.
- Expressly describe and apply interrelation between the production/operations management (OM) function and other functional areas including Marketing, MIS, Accounting, Design, etc.
- Apply quantitative models of Operations Management to work situations.
BUS-403
GLOBAL HUMAN RESOURCES MANAGEMENT 3 Credits

Prerequisite: BUS 111: Human Resources Management

COURSE DESCRIPTION

The success of global businesses today depends upon their ability to effectively manage their global human resources. The ability to practice global human resource management is an increasingly important skill for today's leaders. This course examines human resource management in a global business environment. Students will be introduced to strategic management of people, culture and labor systems in the context of types of institutions and organizations that operate in a global context.

COURSE LEARNING OUTCOMES

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

- Articulate the role of global HRM professionals.
- Compare differences in global and domestic HRM.
- Analyze cultural issues related to global HRM.
- Summarize influences to organizational structures for global companies.
- Determine staffing strategies that meet global organizational needs.
- Anticipate HRM responsibilities in mergers and acquisitions.
- Develop best practices for global HRM.
- Contrast differences in national labor systems.
- Prepare a corporate code of conduct for a multi-national company.
- Discuss emerging issues in global HRM.

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 LEARNING OUTCOMES

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

- Calculate and describe the concepts of opportunity cost, scarcity and choice, economic systems.
- Identify market equilibrium, and explain the effects of changes in the demand and/or supply on equilibrium.
- Calculate and describe the concept of elasticity, including price elasticity of demand, cross elasticity of demand, income elasticity of demand, elasticity of supply.
- Explain the concept of efficiency and apply marginal benefit vs. marginal cost, considering consumer surplus and producer surplus.
- Explain the effects of minimum wages, taxes, and subsidies in the labor market.
- Utilize the marginal utility theory to calculate and maximize utility based on budget constraints.
- Identify market structures in the U.S. and world economies, and assess equilibrium and efficiencies in perfect competition, monopoly, monopolistic competition, and oligopolies.
- Describe the impact of government regulation in markets and anti-trust laws.
- Identify, explain and advise on issues of externalities.
- Discuss the issues associated with public goods and the free-rider problems.

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 learned 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 LEARNING OUTCOMES

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

- Discuss major macroeconomic issues such as: economic growth, unemployment and inflation.
- Identify and measure economic growth.
- Define, measure, and compare GDP.
- Follow and predict unemployment via the business cycle.
- Describe the effects of aggregate demand and aggregate supply fluctuations in relation to macroeconomic equilibrium.
- Compare and contrast varied macroeconomics models, including the Classic Growth, Neoclassical, and New Growth Theories.
- Identify and discuss the underlying causes of inflation, and describe the effects of demand-pull and cost-push inflation.
- Use the Philips curve to describe the relationship between inflation and unemployment in the short- and long-run.
- Identify and discuss the role of the Federal Reserve and monetary policy.
- Discuss the impacts of governmental budgets and fiscal policy and taxes on saving and investment.

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 LEARNING OUTCOMES

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 its 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 affect prices.
- Calculate the value and price of 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.
FIN-401
CORPORATE FINANCIAL MANAGEMENT  3 Credits

Prerequisite: FIN 101: Principles of Finance

COURSE DESCRIPTION

This course is a natural continuation of Principles of Finance FIN-101. The Principles of Finance course taught basic financial principles such as the time value of money, interest rates, the valuation of stocks and bonds, cost of capital and introduced market theories such as the capital asset pricing model. This course continues by focusing on more advanced concepts specifically relevant to corporate finance and corporate valuation. The course explores capital structure and valuation techniques. The course then looks at options and their valuation and concludes with an in-depth look at both long-term and short-term financing options for corporations and their relative strengths and weaknesses.

COURSE LEARNING OUTCOMES

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

- Articulate the manners in which companies can raise capital through public markets.
- Determine the advantages and disadvantages of accepting corporate debt to finance company operations.
- Analyze various capital structure factors that apply to perfect capital markets and to capital markets affected by debt, taxes, etc.
- Describe the advantages and disadvantages of issuing corporate dividends.
- Participate in financial modeling and forecasting of profits and expansion.
- Assist in the management of working capital.
- Describe the process of a merger or acquisition and the defenses that are available to the target of a hostile takeover.
- Apply the concepts learned in this course to international companies and international corporate finance.
ENGLISH COMPOSITION

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 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 course.

COURSE LEARNING OUTCOMES

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

- Identify and employ rhetorical appeal in written materials.
- Detect logical fallacies in text and visual media and eliminate them.
- Identify and analyze the use of value and descriptive assumptions.
- Develop writing topics for a given scenario.
- Broaden or narrow a topic and create effective topic sentences.
- Write focused thesis statements.
- Write both broad and detailed outlines for a researched work of writing.
- Create effective topic sentences.
- Refine grammar and mechanics to promote clear writing.
- Evaluate and use sources responsibly and effectively.
- Employ MLA citation and formatting style.

BUSINESS WRITING

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 LEARNING OUTCOMES**

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.
- Create 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.

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**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 American literature. 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.
COURSE LEARNING OUTCOMES

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.
- Correctly apply the MLA format to all their written work.

ENG-301
ENGLISH COMPOSITION II  3 Credits

Suggested Prerequisite: ENG 101: English Composition I

COURSE DESCRIPTION

This writing course builds upon those writing skills the student developed in Composition I. Specifically, Composition II differs in that it develops critical writing and thinking skills through in-depth reading and analysis of literature, translating the student's thoughts across a range of disciplines. The student will develop these critical reading and writing strategies by reading engaging works of fiction, non-fiction, drama and poetry. The goal is to develop the student's own mature interpretation of these works with greater clarity and depth.

Further, the student will employ various literary theories or ways of reading that not only distinguish literal from figurative meaning, but also may portray the cultural, political or philosophical underpinnings of a particular literary piece. Structurally, for example, the student will learn how form and content, as found in poetry, support each other in determining meaning.

Students will research and address opposing views of critics' interpretations of the literary works, and assert their own interpretations, informed by the best and brightest authorities the student can find.

As students continue their written explorations, they will apply their newly acquired interpretative and writing skills to a research paper. Here they will discover and demonstrate their abilities to take a position (argue), and discern expert from textual evidence to support their theses, applying the documentation requirements of the MLA.
COURSE LEARNING OUTCOMES

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

- Demonstrate mastery of clear and effective writing through carefully written analyses of exemplary models of literature.
- Identify and apply in an essay, various rhetorical modes in English Composition, focusing upon the expository (i.e., comparison/contrast) and argumentative (i.e., literary argument) approach.
- Identify elements of a theme and its evidence presented by the author throughout a piece of literature.
- Effectively read a poem, analyze its components, rhythm, and how a poem sounds versus how it reads, and ultimately demonstrate improved mastery of word choice and poetic devices in her own writing.
- Actively engage literary works to develop creative interpretations through an individualized “strong” reading of classic short stories, poetry, and drama.
- Working within the context of selected pieces of fiction, compose a literary argument with appropriate documentation.
- Develop techniques for addressing opposing views to insure the basic theme of a paper is adequately, though ethically supported.
- Recognize and assess the philosophical or analytic approaches literary critics adopt as “templates” for understanding what a piece of writing means and identify any potential author or critic ideological bias.
- Write an in-depth research paper displaying a discriminating focus upon what constitutes good literature and demonstrating facility with the MLA format and its specific requirements for citing references.
- Recognize various forms of plagiarism, both “benign” and intentional.
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 LEARNING OUTCOMES
At the completion of this course, the student will be able to:
- Use mathematical notations and expressions to represent variables, and write 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 PROBABILITY & 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. 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 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.

This course will discuss basic principles of probability and statistics that can be used in many contexts, both inside and outside of business. We will learn how to calculate probabilities and find averages and standard deviations from the mean. We will also learn about confidence intervals, the problem of surveying and margins of error. Towards the end of the course, we will get into slightly more complex tools such as chi squared statistics.

### COURSE LEARNING OUTCOMES

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 ρ.
- 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-103 COLLEGE GEOMETRY 3 Credits

#### COURSE DISCRIPTION

This course is designed to introduce the student to the basic principles of geometry necessary for further college level mathematics. These principles include properties of geometric shapes and measurements, calculating the dimensions, including one, two and three dimensional properties of geometric figures. The course also discusses concepts such as similarity and congruency and geometric proofs establishing relationships between figures. The course continues with the characteristics of triangles, quadrilaterals, higher order polygons, circles, three dimensional figures and the properties of the sides and angles appurtenant to these figures. Finally, the course finishes with graphing and coordinate geometry.

#### COURSE LEARNING OUTCOMES

By the end of the course, the student will be able to:

- Solve real life problems using geometry.
- Identify geometric shapes and characteristics of angles, lines and shapes.
- Determine whether a geometric figure is congruent and/or similar to another given figure and explain the reasons for such conclusion.
General Education: MATHEMATICS COURSES

- Calculate the perimeter, area and volume of a variety of geometric figures.
- Apply the rules of geometry of a circle to circles themselves and properties of lines and angles that run through one or more points on the circle’s circumference.
- Plot points, lines and geometric figures on a graph and use coordinate geometry rules to identify properties of these points, lines and figures.

MAT-201 IDEAS IN MATH 3 Credits

COURSE DESCRIPTION

This course covers a variety of basic mathematical skills relevant to business operations and business transactions. The course covers basic math skills and then segues to mathematical concepts relevant to banking, business operations, buying and selling, interest rates, loans and taxation. This is a streamlined course meant to expose students to the basic math skills needed by most business and legal professionals.

COURSE LEARNING OUTCOMES

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

- Apply basic math concepts to banking and payroll services.
- Calculate the commonly used mathematical concepts relevant to buying and selling goods and services.
- Determine interest rates, payments and other factors relevant to loans and accounts where interest is paid or charged.
- Apply valuation methods for stocks and bonds.
- Apply mathematical concepts to business, personal and real estate loans.
- Calculate taxes and tax rates in various contexts.
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 LEARNING OUTCOMES

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 U.S. Industrial Revolution.
- Explain the reasons for the Civil War and how it scarred the nation.
- Explain the prominent historical viewpoints regarding Reconstruction and explain its failure.

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 LEARNING OUTCOMES

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 the relentless process of urbanization and the rise of the middle class.
- Assess the root causes of demands for various reforms and popular movements.
- Describe the change from U.S. isolationism to imperialism, under Manifest Destiny.
- Detail the dilemma facing the U.S. in each world war and discuss U.S. involvement therein.
- Discuss the Great Depression and its effects on the institution of government in the U.S.
- Evaluate the rise of segregation and the Civil Rights movement and how they affect civil rights today.
- Discuss the causes, and the domestic and foreign policy consequences of the Cold War, with specific emphasis on the Vietnam War and the presidential administration of Ronald Reagan.
- Discuss the economic history of the United States from 1945 to the present time, including the phases of business cycles, as well as consequences such as immigration, migration within the United States.
- Explain the causes, and the domestic and foreign policy consequences of the conflict between the United States and militant fundamentalist Muslim organizations.

PSC-101  
AMERICAN GOVERNMENT  3 Credits

COURSE DESCRIPTION

In this introductory course to 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 LEARNING OUTCOMES

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.
- Explore the genesis of the protection of civil liberties and civil rights.
- Explain how mass media impacts 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.
- Express the most widely-held positions in the debate over healthcare as public policy.
- Identify some of the most important challenges for policymaking in the 21st century.
- Discuss and classify the latest threats to national security.

PSC-201
COMPARATIVE POLITICS 3 Credits

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 such as 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 LEARNING OUTCOMES

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

- Describe political systems and states.
- Detail the process of fostering economic development.
- Explain 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 LEARNING OUTCOMES

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.
- Ascertain 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.
SOC-202
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 LEARNING OUTCOMES
At the completion of this course, the student will have acquired knowledge and understanding of:

- Analyze mass media and the cultural landscape.
- Explain the history and significance of sounds and images.
- Define how media conveys messages through words and pictures.
- Explain the business of mass media.
- Describe democratic expression and the mass media.
- Explain how media impacts our daily lives.
- Analyze the relationship between ethics and the production of media.
- Describe how visual culture transforms the nation.
- Critically approach the media.
- Outline the print revolution and the rise of the Internet.
- Explain the role of media role in governance and law.
SCI-101
SCIENCE OF NUTRITION  
3 Credits

COURSE DESCRIPTION

This course is a study of the human diet and looks at substantial elements of biology and chemistry as they relate to this study. The course looks at the four classes or macronutrients and two classes of micronutrients and the importance of each in a well-balanced diet. We will discuss sources of important nutrients and determine which sources are generally best to use. We will also discuss the impact of physical activity on a person’s over-all health. Nutrition-related diseases and disorders are also examined. Finally, the course examines different categories of people who have special dietary requirements, such as children and pregnant women.

COURSE LEARNING OUTCOMES

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

- Define the various classes of nutrients and discuss how each is important to human health, with a focus on water in regards to fluid balance.
- Identify the components of a healthy diet and the various components that make up a healthy diet, including guidelines based on the USDA food “plate.”
- Describe the factors that determine appetite and hunger and the mechanism by which the body digests its food.
- Discuss the different forms of carbohydrates, including simple and complex and how carbohydrates are digested and absorbed into the blood stream.
- Discuss the different forms of fats in our diets and their importance to human nutrition.
- Describe the roles of the various types of amino acids that are essential to human nutrition and how they are best obtained through proper nutrition.
- Identify the nutrients that function as electrolytes in the body and the roles of electrolytes in maintaining proper body functioning.
- Explain the causes of various nutritional disorders, including obesity, diabetes, and malnutrition and their long-term consequences and treatment options.
- Discuss the various nutrients and foods necessary to promote bone health and discuss the disorders that affect bones.
- Identify the nutrients necessary for metabolism and blood health and discuss the roles and effectiveness of dietary supplements.
- Determine a healthy weight for an individual and identify ways to avoid or treat obesity.
- Discuss the role of physical activity in maintaining a healthy lifestyle.
- Distinguish between the nutritional needs of people at various stages of life, including children, adults and the elderly.
SCI-102
INTRODUCTION TO LIFE PROCESSES 3 Credits

COURSE DESCRIPTION

This course is an introductory study of the life processes of all organisms, but focuses particularly on the life processes of human beings. It begins with some necessary background information about molecular and cellular structure and then moves into the life processes. These include nutrition, respiration, circulation, excretion and regulation and the maintenance of homeostasis. The course examines each of these processes and the human organ systems that carry them out. Diseases and other disruptions of homeostasis are also considered and discussed.

COURSE OBJECTIVE

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

- Describe the roles of major biological molecules in forming living organisms and carrying out life processes.
- Describe the roles of cell parts in carrying out various life processes.
- Analyze the manners in which genetic materials determine the genetic characteristics of offspring.
- Apply the various life processes carried out by human organs systems to the over-all goal of maintaining homeostasis.
- Evaluate the impacts that various interferences with homeostasis may have on the functioning of the human body and identify the steps that the human body takes to deal with such interference.

SCI-103
ESSENTIALS OF EARTH SCIENCE 3 Credits

COURSE DESCRIPTION

Essentials of Earth Science covers a variety of scientific disciplines that relate to the composition of the Earth, its dynamic nature and its position in space. The course first covers the composition of the surface of the Earth, including minerals and rocks. It then covers the weathering, erosion and deposition that shape the landscape of the surface of the Earth. The course then shifts to a discussion of the dynamic Earth; including earthquakes and volcanic activity. The course moves then to meteorology, including discussions of weather, air masses, precipitation, fronts, etc. Finally, the course surveys climate, climate change and the impact of human activities on the Earth's climate.
COURSE LEARNING OUTCOMES

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

- Apply the scientific method and conduct scientific inquiry and analysis.
- Describe the structure of the Earth's interior and explain how different layers are identified.
- Identify the composition of various types of rocks and minerals.
- Explain the processes of weathering, erosion and deposition and their impacts on surface features.
- Relate plate tectonics and the dynamic earth to earthquakes, volcanoes and the formation of mountains.
- Interpret data relating to earthquakes, such as p and s waves and Richter scale values.
- Explain the structure and composition of the atmosphere.
- Identify the effects of air pressure, temperature, moisture, wind and other meteorological data on weather and weather patterns.
- Interpret the effects of moving air masses and fronts on weather and on producing weather disturbances such as hurricanes and tornadoes.
- Describe the characteristics of various types of climates.
- Discuss the impact of human activity on the weather and climate, including the concepts of greenhouse gas emission and global climate change.

SCI-301
ENVIRONMENTAL SCIENCE  3 Credits

COURSE DESCRIPTION

Environmental Science covers a variety of issues that relate to the environment and the human impact on the ecosphere. The course will examine the various biotic and abiotic factors that contribute to the environment and its health. We will look at the various biomes and climates that cover the Earth and the factors that distinguish them. We will also focus on human activities and their effects on the environment, including discussion of global climate change, deforestation, extinctions caused by human encroachment, etc.

COURSE LEARNING OUTCOMES

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

- Identify the different types of ecological communities and describe the manners in which such communities interact with their biotic and abiotic environments.
- Evaluate the role of human activities in generating pollution, deforestation and other such activities on their environment.
- Analyze the manner in which humans and other living organisms are able to adapt to the environments of the various biomes that make up the Earth's biosphere.
- Analyze the pros and cons of obtaining energy from various sources including nuclear, coal, oil, biomass, solar, etc.
- Create proposed solutions to the problem of increased carbon (and methane) emissions that cause anthropogenic global warming.
# GRADUATE COURSE INDEX

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LGL-501
LEGAL RESEARCH & WRITING 3 Credits

COURSE DESCRIPTION

This course covers the skills of legal research, including the identification of both primary and secondary sources of law. We will look at the various primary sources of law including case law, statutory law and laws promulgated by administrative agencies. We will also discuss the United States Court system to the extent necessary to determine which cases are binding in which jurisdictions. We will also look at secondary sources of law including American Law Reports, treatises, law reviews and legal periodicals. This course will also focus on legal writing including discussions of how to properly cite various sources of law and how to properly draft memoranda, briefs and motions in various courts and other legal proceedings.

COURSE LEARNING OUTCOMES

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

- Appropriately cite cases, statutes and other primary and secondary sources of law.
- Determine which sources of law are binding in which courts in which jurisdictions.
- Conduct legal research, both in the law library and online.
- Access applicable statutes in cases do a variety of online and printed sources.
- Access secondary sources of law such as treatises and law journals.
- Determine which secondary sources of law, such as restatements and uniform rules, are most appropriate in various substantive areas of law.
- Research procedural rules such as the Federal Rules of Civil Procedure and the Federal Rules of Evidence along with various applicable state procedural rules.
- Analyze federal and state case law and determine which parts of the cases constitute dicta and which parts constitute binding case law.
- Properly brief a case.
- Craft a well-researched and well organized legal writing; including outlining, formulating a thesis, presenting appropriate law, drawing comparisons to the facts at issue and drawing an applicable conclusion.
- Organize a legal brief or memorandum of law to be written to a court.
- Draft internal research memoranda.
- Draft letters to clients and opposing counsel.
- Avoid plagiarism and other intellectual property violations in legal writing.
LGL-502
CONSTITUTIONAL LAW
3 Credits

COURSE DESCRIPTION

This course features a study of a variety of important issues that are based on provisions of the United States Constitution. The course will focus on the dual concepts of federalism and separation of powers that are codified in Articles 1-3 of the Constitution and in the 10th Amendment. We will examine the powers and role of the federal lawmaking authority under the commerce clause and other constitutional provisions. We will also examine the roles of the federal judiciary and executive branches. We will also focus on civil rights issues inherent in the Bill of Rights and in the Reconstruction Amendments, especially the due process and equal protection clauses. Finally, we will examine certain other important constitutional issues such as eminent domain and the supremacy and full faith and credit clauses.

COURSE LEARNING OUTCOMES

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

▪ Explain the concept of separation of powers.
▪ Articulate the standards the courts use in determining whether the government may make classifications that treat people differently from one another.
▪ Determine whether a claim of government deprivation of civil rights is likely to succeed.
▪ 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 statement given by a suspect was in response to a proper Miranda “interrogation”.
▪ Determine whether a government regulation impacting religion violates the First Amendment.
▪ Distinguish between government actions satisfy procedural due process requirements and those that don’t.
▪ Explain what kinds of speech are and are not protected under the First Amendment.
▪ Describe the significance of the Commerce Clause and the latitude it affords Congress to legislate.
▪ Articulate the elements necessary for obtaining a search warrant.
COURSE DESCRIPTION

The Preamble to the Model Rules of Professional Conduct sees the lawyer as having three societal roles: 1) representative of clients; 2) officer of the legal system; and 3) public citizen.

The difficult problems of professional responsibility and legal ethics arise not from attorneys misunderstanding right from wrong, but from the overlap and resulting conflict from the simultaneous adherence to these three functions. This course deals not only with the rules and regulations surrounding the right to practice law, but also with the duties and responsibilities associated with legal practice. These duties include the lawyer’s duty to protect confidential information of the client; to demonstrate unimpaired loyalty to the client by recognizing and avoiding conflicts of interest; and also honoring obligations to third persons and the legal system. We will examine the special obligations of the attorney in the area of litigation and the ethical issues presented by engaging in the business of legal practice. Also presented will be the enforcement of lawyers’ professional obligations (discipline) and the special responsibilities of judges.

COURSE LEARNING OUTCOMES

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

- Identify the sources of regulation of the practice of law.
- Explain state court’s regulation of the admission to practice law.
- Recognize the procedures and limitations on practicing law in courts, states, and countries where the attorney is not licensed.
- Identify and take steps as necessary to prevent the unauthorized practice of law.
- Develop documents formalizing the relationship between the lawyer and the client.
- Delineate the limits of authority for both the client and the attorney.
- Identify the formal duties that legal professionals owe their clients.
- Describe and enforce the obligations that clients owe their attorneys.
- Effectively terminate the attorney-client relationship when appropriate.
- Recognize the scope and limitations of attorney-client privilege and the legal professional’s professional duty of confidentiality.
- Identify situations that might present a conflict of interest for the attorney.
- Recognize the duties of honesty when communicating with third parties and candor when dealing with the court.
- Examine special situations in litigation and determine the limits on assertion of claims (avoiding frivolous claims).
- Recognize special limitations regarding trial publicity, monetary dealings with clients, and contact with court officials and jurors.
- Identify the special duties of prosecutors and other government legal professionals.
- Develop an understanding of the special responsibilities associated with the business aspect of legal practice.
- Describe the disciplinary aspect of regulation of the legal profession.
- Identify the special responsibilities of judges.
Course Description

Contract Law is one of the most fundamental and essential elements of a legal education. Contracts are important because, at a very real and basic level, contracts are what allow modern society to function. Contracts are at the root of business law, family law, property law and so many others. Contracts are so ubiquitous in the world that we can sometimes take them for granted. Contracts are the means by which society makes promises enforceable. Without contracts, we would be reduced to a barter culture, with all transactions having to take place simultaneously and in real time.

In this course we will explore the nature and elements of contracts. We will discuss both what the law requires, and the rationale behind such requirements. Through the study of both text and cases, the student is expected to come away both with an understanding of how the law works and why it works that way. We will deal with both the theory of contracts, and in the practical use of contracts, as we review actual contract language, and how the use of slightly different terms can lead to significantly different results.

Topics to be covered include the formation of a contract as well as its termination, including offer and acceptance, consideration, informal contracts without consideration, detrimental reliance, promissory estoppel, capacity of parties, misconduct or mistake, conditions, performance and breach, damages, remedies for breach, third party beneficiaries, assignment and delegation, the statute of frauds, joint and several contracts, discharge of contracts and illegal bargains. Students are expected to develop an in-depth and sophisticated understanding of each area.

Course Learning Outcomes

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

- Identify issues of contract law inherent in the situation when presented with a complex situation involving relationships and disputes among two or more parties.
- Apply contract principles and doctrines to issues of contract law, utilizing the facts of the situation, to develop well-reasoned, legally and factually supportable arguments on either or both sides of the issue.
- Assess and analyze the respective strengths and weaknesses of each party’s arguments and overall legal positions.
- Demonstrate how and why the law has developed, changed, and is applied, including societal needs and influences that affect such development.
- Explain the contract issues of offer, acceptance and consideration.
- Explain the parol evidence rule and describe under what circumstances it might not apply.
- Determine whether someone has the capacity to form a contract.
- Apply the defenses to breach of contract to various fact patterns.
- Describe what actions constitute Anticipatory Breach and Prospective Non-Performance, and what options the other party has in response.
- Explain what damages apply in various situations.
- Apply the rules regarding third party beneficiaries, assignment and delegation.
- Determine whether and how the Statute of Frauds applies to various types of contracts.
COURSE DESCRIPTION

Torts can range from the simple to the extremely complex. The purpose of this course is to provide students with a sound, fundamental understanding of the torts most commonly litigated in our domestic courts. The course will range from a general introduction to intentional torts to negligence. The course will not only deal with asserting a cause of action in tort, but will also address defenses to a tort case.

COURSE LEARNING OUTCOMES

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

- Identify what an intentional tort is and describe the elements involved in each specific intentional tort.
- Distinguish between intentional torts/interference with a person and intentional torts/interference with a person's land and property.
- Identify when a defense is available to an individual being sued for an intentional tort and rebut the defense as if in the shoes of the Plaintiff.
- Describe in detail and understand each element required for a prima facie case of negligence.
- Distinguish between a cause in fact and a proximate/legal cause in negligence actions.
- Discuss the different remedies available to an individual who prevails on a negligence claim.
- Recognize and identify what circumstances will allow for a bypass of proving some of the specific elements of negligence, such as Negligence Per Se and Res Ipsa Loquitur.
- Define the different duties owed by a landowner, while also describing the status of an individual on the land and explain how the status is determined.
- Identify what obligations a landlord/lessor owes to tenants and other individuals.
- Distinguish and identify situations regarding children and how being a child affects the analysis of the cause of action.
- Discuss how professionals can be held negligent and the standards imposed on certain professionals; specify the standard owed by lawyers to their clients/the legal field.
- Outline and define the elements of a wrongful death lawsuit and/or wrongful birth lawsuit.
- Identify when lawsuits are forbidden and when lawsuits are allowed between family members or in regard to family members.
- Analyze situations to determine what one’s duty is and identify when no duty at all is imposed.
- Identify and understand when an individual or entity can be held vicariously liable.
- Discuss and identify the circumstances and reasoning behind strict liability.
- Describe all causes of action regarding products liability and define the different avenues for suing in products liability;
- Discuss alternative theories of recovery other than tort.
- Define defamation and explain the distinctions between liability for different actors involved.
- Outline the elements necessary for invasion of privacy and analyze a situation to determine whether a plaintiff will likely prevail or fail on such a claim.
- Discuss in general malicious prosecution.
- Identify the causes of actions available for interference with family members.
- Define and understand how one proves an interference with a business contract.
- Discuss the cause of action for wrongful termination, including when a plaintiff will fail on such a claim.
LGL-506
REAL PROPERTY LAW
3 Credits

COURSE DESCRIPTION

This course is a combination of theoretical and practical skills-based course. The course will survey the most important legal concepts relevant to real property law, including the estate system, concurrent ownership, landlord-tenant law, easements, mortgages, eminent domain, natural resources law principles and real estate transactions. However, the course will also focus on important practical aspects of real property law by examining real estate contracts and closing documents such as mortgage notes, HUD forms, a variety of deeds and real property lease agreements. The course will examine not only the concepts behind real property law but also how those concepts are applied in a real-world setting.

COURSE LEARNING OUTCOMES

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

- Determine the “estate” ownership or interest that a person or entity has in real property by reading the conveyance language.
- Distinguish between various estates in real property, both in terms of creation and the practical ramifications of ownership.
- Identify the different types of concurrent ownership and distinguish between them.
- Determine when landlords have violated their responsibilities to tenants and identify remedies available to tenants.
- Determine the extent to which landlords are liable for torts suffered by tenants or others in land owned by the landlord.
- Review real estate contracts to identify points that are overly favorable to either party and to the extent necessary to assist clients.
- Review and interpret closing settlements and HUD forms.
- Assist in the preparation of real estate contracts and deeds of a variety of types.
- Identify when various types of easements are created, determine their scope and determine when they may be extinguished.
- Identify the manner in which a mortgage interest can be secured, recorded, and protected and when it can be extinguished.
- Determine which mortgagee has priority when multiple mortgages are attached to an individual parcel of real estate.
- Assist in the preparation for real estate sale closing and/or mortgage loan closing.
LGL-507
CIVIL PROCEDURE 3 Credits

COURSE DESCRIPTION
This course deals with the rules of engagement for civil litigation, primarily from the perspective of the federal court system. First, we will examine the circumstances under which the federal courts can assume jurisdiction (in other words, the power and control) to hear a matter. Then, we will analyze the steps involved in resolving the dispute, beginning with pleadings, moving on to discovery, trial preparation, trial, post-judgment relief and appeal. We will look at specialized proceedings such as class actions and shareholder derivative lawsuits.

COURSE LEARNING OUTCOMES
At the completion of this course, the student will be able to:
- Determine whether the court has authority to render judgment in a matter, consistent with constitutional requirements of due process.
- Assess whether the court has jurisdiction over the parties.
- Evaluate whether the court has jurisdiction over the subject matter of the dispute.
- Judge whether the action has been filed in the proper venue; and, if so assess whether there are suitable grounds to transfer the case to another court.
- Determine whether state or federal law should be applied.
- Assess whether there is a conflict between state and federal law and determine how such conflict should be resolved.
- Evaluate whether the pleadings conform to procedural requirements, such as:
  - Does the complaint contain a valid substantive legal claim?
  - Does the complaint state the elements of a prima facie legal case?
  - Is the complaint sufficiently specific so as to give fair notice to all parties?
  - Does the answer properly admit or deny the complaint’s allegations?
  - Does the answer properly raise any asserted defenses?
- Determine whether multiple parties and/or claims are properly joined.
- Assess whether additional claims should be raised through counterclaim or cross-claim.
- Judge whether class action is appropriate.
- Evaluate any controversies or issues raised during the pre-trial discovery process.
- Advise as to whether events during the trial necessitate post-trial actions for relief such as motions and/or appeals.
- Determine whether issues decided at trial bar re-litigation of the matter in later actions.
LGL-508
Wills, Trusts & Estates  
3 Credits

Prerequisite: **LGL-501: Legal Research and Writing**

**COURSE DESCRIPTION**

This course deals with succession and estate planning. We will examine important elder law and estate planning rules and concepts and discuss how clients can most efficiently plan the disposition of their assets after their deaths. We will look at the various estate planning devices, such as Wills, trusts and beneficiary designations. We will discuss the probate process by which estate administrators gain authority to and actually do carry out the directions of the deceased. The second half of the 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, including 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 LEARNING OUTCOMES**

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

- Identify the major methods by which estate planning is generally accomplished.
- Arrange for the proper drafting and execution ceremony of a will.
- Determine the intestacy beneficiaries of an individual's estate and the special protections afforded to spouses.
- Define the various types of testamentary gifts and determine the extent to which they take precedence over one another.
- Differentiate between types of powers of appointments and the legal distinctions between them.
- Determine the legal responsibilities of trust administrators.
- Assist in the administration of estate assets.
- Prepare various documents to help clients plan for incapacity, including a living will (healthcare directive) and power of attorney.
- 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, and identify the goals associated with each of them.
- Determine whether a trust can hold "S corporation" shares and determine what provisions are necessary to allow a trust to hold "s corporation" shares.
- 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 assets held in the trust will be considered part of the grantor's taxable estate, and the advantages and disadvantages of that.
- Draft trust provisions for: Medicaid planning purposes, to protect against creditors and for QDOT purposes.
- 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.
- Determine whether a trust meets the requirements of a charitable trust and distinguish between different types of split interest charitable trusts.
Prerequisite: LGL-501: Legal Research and Writing

COURSE DESCRIPTION

This course is about debtors and creditors. It is about the laws governing debtor and creditor behavior. It deals with when obligations must be paid, how unpaid obligations can be collected, and how bankruptcy law can change legal obligations. Not surprisingly, it is a course heavily laced with rules, regulations, common law doctrines, state codes, federal statutes, and enough "law" to challenge the most diligent students, attorneys and paralegals alike.

The course is designed to augment these rather dry rules and regulations with enough real-world examples and problems to help the student understand not only "how" the process works, but "why" it works the way it does.

COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Identify how debt collection works outside the court system.
- Develop a basic understanding of how debt collection is performed in the state court system.
- Describe and explain the concept of pre-bankruptcy planning.
- Explain the common elements of consumer bankruptcies.
- Differentiate between Chapter 7 (Liquidation) Bankruptcy and Chapter 13 (Reorganization) Bankruptcy.
- Define the protections of the Bankruptcy Discharge and the exceptions to it.
- Explain how the Automatic Stay operates in bankruptcy actions and the circumstances under which a creditor may obtain relief from the stay.
- Understand why the bankruptcy court is concerned with preferences and how it commonly deals with them.
- Develop a familiarity with the 2005 changes to the Bankruptcy Code and the sweeping effects these changes have had on debtors and creditors alike.
- Recognize the special considerations of real property, home mortgages, and encumbered personal property in the bankruptcy process.
- Prepare a Chapter 7 Bankruptcy Petition.
- Prepare a Chapter 13 Reorganization Plan.
- Describe the other types of bankruptcies available to consumers, corporations, farmers, and municipalities.
LGL-551
WHITE COLLAR CRIME  3 Credits

Prerequisite: LGL-501: Legal Research and Writing

COURSE DESCRIPTION

This course focuses on white collar criminal litigation and is concentrated on federal law. We learn how white collar crime is different from other crimes and the specific conduct that is criminal under the law. The course provides an examination of who perpetrates these crimes and an examination of regulatory schemes that criminalize wire fraud, money laundering, racketeering, obstruction of justice and tax and environment crimes. Many forms of white collar crime will be explored and analyzed through case studies. Later in the course, we will shift gears a bit and focus on corporate compliance programs. Specifically, we will discuss the sections of the United States Sentencing Guidelines that deal with requirements of corporate compliance programs designed to prevent and discourage corporate criminal activity. We will look at corporate compliance programs and required investigations and responses to corporate criminal activity.

COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Analyze the theoretical framework for white collar crime both in the individual and corporate formats.
- Describe and evaluate the elements of a conspiracy charge, for both general conspiracies and RICO conspiracies.
- Describe and evaluate the elements necessary to prove a charge of mail, wire or computer fraud.
- Apply theories of liability relevant to false statements, perjury and obstruction of justice.
- Differentiate between bribery and gratuities, and determine when gratuities are permissible.
- Compare and contrast the criminal and civil causes of action under RICO.
- Discuss the elements necessary to prove the money-related crimes of tax fraud, money-laundering and other currency-reporting crimes.
- Use the federal sentencing guidelines to determine possible criminal penalties for white collar criminal activity.
- Apply the Federal Sentencing Guidelines’ requirements for a corporate compliance program.
- Assist in building and maintenance of a corporate compliance oversight process that complies with the requirements of the Federal Sentencing Guidelines.
LGL-552
ADMINISTRATIVE LAW

3 Credits

Prerequisite: LGL-501: Legal Research and Writing

COURSE DESCRIPTION

This course will focus on the interplay between administrative agencies and the executive, judicial and legislative branches of government. A significant amount of time will be spent discussing the key constitutional provisions which allow for the transfer of power from the legislative branch to administrative agencies, as well as the checks and balances required to sustain our way of government. In addition, the course will focus on the significance of the Administrative Procedures Act and what requirements it imposes on all federal agency action. Key concepts to consider are: the Delegation Doctrine, Separation of Powers, the Intelligible Principle Test, Rulemaking, Adjudication, Due Process, Judicial Review, The Seventh Amendment, Chevron "Two-Step" and Citizens’ Access to Governmentally Held Information.

COURSE LEARNING OUTCOMES

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

- Outline specific requirements that must be met for a constitutional delegation of power from Congress to an administrative agency.
- Identify the key elements of the Intelligible Principle Test.
- Describe the three branches of government and how the Constitution requires a system of checks and balances between them and administrative agencies.
- Discuss the history behind the passage of the Administrative Procedures Act.
- Recognize the requirements imposed on administrative agencies by the Administrative Procedures Act.
- Describe the fundamental components of the rulemaking process.
- Describe the fundamental components of the adjudication process.
- Reconcile administrative law with the Seventh Amendment’s right to a jury trial.
- Explain the concept of judicial review and its significance in administrative law.
- Apply the general rule outlined in Chevron that courts must follow when they review a federal agency's construction of a federal statute and
- Outline the key provisions of the Freedom of Information Act and the Privacy Act.
LGL-553
BUSINESS ORGANIZATIONS & CORPORATE COMPLIANCE

3 Credits

Prerequisite: LGL-501: Legal Research and Writing

COURSE DESCRIPTION

This course deals with business organizations; in particular, partnerships, limited liability companies and corporations. We will examine important aspects of business formation, liability, tax consequences, and dissolution. We will look at the various model laws that govern partnerships (Uniform Partnership Act and Revised Uniform Partnership Act) and corporations (Revised Model Business Corporation Act). We will look at how businesses are formed, what happens when a business is improperly formed, how businesses are regulated, how they distribute profits, the difference between owners and managers, and what a business should do to properly cease operations.

The course concludes with a discussion of management practices that are relevant to the compliance professional. We will discuss the application of personal and business ethics in the context of running an organization and the importance of compliance with the legal and ethics responsibilities of a business organization.

COURSE LEARNING OUTCOMES

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

- Identify the primary business organizations currently in use and explain the advantages and disadvantages of each business form.
- Explain how a partnership is formed, including the importance of a properly executed partnership agreement.
- Define a partner’s partnership interest, partnership capital, and partnership property.
- Identify the duties partners owe to each other.
- Explain the effect of the partnership agreement, especially as to the presumptions that arise under the Revised Uniform Partnership Act.
- Describe the process of partner’s dissociation, partnership dissolution and the winding up of partnership business.
- Explain how a limited liability company (LLC) is formed, its members’ rights and liabilities, member dissociation and LLC dissolution.
- Identify the principal characteristics of corporations.
- Explain how corporations are formed and regulated.
- Identify and describe the steps in incorporation, and the potential liability for defective incorporation.
- Discuss corporate liability, including how a corporation’s limited liability may be avoided to hold shareholders liable.
- Describe and apply the Business Judgment Rule.
- Explain how dividends are declared and distributed.
- Explain the process of dissolution and termination of corporations.
- Apply best management practices to ensure that business organizations are in compliance with all applicable laws and regulations.
- Assist in ensuring that the behavior of a business organization meets its legal and ethical responsibilities through the usage of a well-defined and maintained compliance program.
- Promote an organizational culture that encourages ethical conduct and a commitment to compliance with application laws and regulations.
LGL-554
EMPLOYMENT LAW
3 Credits

Prerequisite: LGL-504: Contracts

COURSE DESCRIPTION

This course comprehensively and critically explores the types of employment relationships found in the workplace. The employer’s obligations as well as the employee’s responsibility to the employer are reviewed. We will also discuss the processes of selection and evaluation of employees and their rights. We will also discuss the various types of discrimination that are prohibited and regulated, including discrimination based on race, sexual orientation, pregnancy, religion and national origin, age and disability. Occupational Safety and Health (OSHA) standards, wage and hours standards and worker’s compensation are also studied. The course concludes with lessons on setting up and maintaining corporate compliance programs and how they relate to employee conduct. We will discuss how the organizational structure relates to compliance programs and the roles of training, communication, reporting, policy-making and monitoring in ensuring corporate compliance.

COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Apply legal concepts and policy considerations embedded in the employment relationship.
- Contrast privacy rights of the employee with the employer’s right to ensure security as well as the doctrine of whistle-blowing and the protections of the Sarbanes-Oxley Act.
- Evaluate and assist with the crafting of corporate policies in areas relevant to employee discipline and termination.
- Apply relevant statutory and regulatory rules to avoid illegal discrimination based on race, sex, pregnancy, sexual orientation, religion, national origin, age, disability, immigration and veterans’ status.
- Recognize and enable the employer to avoid incidents involving wage and hour law violations (Fair Labor Standards Act).
- Identify policy issues, federal standards, possible defenses, and the potential for employee injuries surrounding OSHA issues in the workplace.
- Assist in crafting a corporate compliance program that establishes standards and procedures to prevent and detect criminal conduct.
- Assist in providing corporate compliance training and education.
- Administer corporate compliance programs including communication, reporting, auditing and monitoring for compliance.
LGL-555
INFORMATION PRIVACY LAW
3 Credits

Prerequisite: LGL-501: Legal Research and Writing

COURSE DESCRIPTION

This course deals with privacy law in the United States. We will focus most of our attention on commercial compliance issues that come up relative to applicable privacy law (although there will be plenty of discussion regarding government privacy obligations). The following four areas of privacy law will be covered in this course: 1) Philosophical concepts of privacy law; 2) Health and Genetic Privacy; 3) Privacy of Financial and Commercial Data; and 4) Privacy at Work. We will examine all four areas of privacy legislation in the United States and how they have affected the practices of commercial enterprises as well as the government. Students should expect to thoroughly discuss what methods the government uses to protect consumer information and how courts have interpreted the legality of those methods as new technologies have developed.

COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Describe the philosophical concept of privacy and what role it has played in the United States from a historical context.
- Recognize the significance of the Warren and Brandeis article, *The Right to Privacy*, relative to the development of privacy law in the United States.
- Learn about the various privacy protections in tort, contract, evidence, property and criminal law.
- Explain the relationship between the United States Constitution and the right to privacy.
- Discuss the nature of professional ethics and evidentiary privileges.
- Describe the Tarasoff rule and its role in shaping the doctor-patient privilege.
- Describe various statutory reporting requirements relative to medical information.
- Discuss in detail the Health Insurance Portability and Accountability Act and its significance in shaping medical privacy law.
- Identify the difference between an opt-in approach vs. an opt-out approach to consumer consent to disclose personal information.
- Discuss the various administrative agencies that enforce privacy law.
- Recognize the various theories of privacy regulation and be able to discuss the pros and cons of each.
- Discuss the concept of “personally identifiable information”.
- Outline the relationship between the following laws and how they have helped shape privacy law in the United States: The Fair Credit Reporting Act; Gramm-Leach Bliley Act; California SB1; various identity theft statutes; various state security breach notification statutes; Video Privacy Protection Act; Children’s Online Privacy Protection Act; The Cable Communications Policy Act; Electronic Communications Privacy Act; Computer Fraud and Abuse Act; Telephone Consumer Protections Act; CAN-SPAM Act; Bank Secrecy Act; Privacy Protection Act; and the US PATRIOT Act.
- Describe Constitutional limitations on privacy regulation.
- Discuss the various obstacles associated with information gathering without search warrants.
- Discuss the various obstacles associated with workplace searches and surveillance.
- Explain how courts have interpreted what a “reasonable expectation of privacy” is in the workplace.
LGL-556
FINANCIAL BANKING REGULATION 3 Credits

Prerequisite: LGL-501: Legal Research and Writing

COURSE DESCRIPTION

This course studies the U.S. regulation of financial institutions, primarily banks and other depository institutions. The course will examine the history of banking regulation in this country, how much regulation has evolved over time, and, perhaps most significantly, the somewhat fluid nature of regulation today as legislators and regulators are still working to fix the ills of the system that broke down in 2008, while trying to ensure that such a breakdown will not occur again. We will study the different types of institutions and the regulators, whether state, federal or both, that are applicable to each. We will also examine the activities and operations in which the various institutions engage, be they with consumers, counterparties, or on their own, and the regulations that govern those activities.

COURSE LEARNING OUTCOMES

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

- Describe the Early Federal Period and the historic controversies related to having a national or central bank.
- Detail the National Bank Act ("NBA") and the Comptroller of the Currency; the Federal Reserve System; and the Federal Deposit Insurance Corporation ("FDIC").
- Explain national and state charters; deposit insurance; the Federal Reserve System; and charter conversions.
- Identify and explain the Bank Holding Company Act ("BHCA"); the Home Owners’ Loan Act ("HOLA"); the Bank Merger Act ("BMA"); and the Change in Bank Control Act (CBCA).
- Explain the various regulatory issues related to control, including [bank] holding company acquisitions; mergers; and other change-in-control transactions.
- Describe the regulations governing an institution’s operations regarding both its assets (loans) and liabilities (deposits).
- Identify the securities regulations to which depository institutions may be subject. Describe the Glass-Steagall Act; the Gramm-Leach-Bliley Act ("GLBA"); the Dodd-Frank Wall Street Reform and Consumer Protection Act ("Dodd-Frank"); the Securities Act of 1933 ("1933 Act"); the Securities Exchange Act of 1934 ("1934 Act"); and the Sarbanes-Oxley Act ("SOX").
- Explain the concept of capital requirements, the Bank for International Settlements ("BIS"); the International Lending Supervision Act ("ILSA"); the Basel Committee on Bank Supervision ("BCBS"); and the Basel Accords.
- Identify how the regulatory agencies supervise troubled and failing depository institutions, and how the regulators deal with those institutions that have failed or are in default.
- Explain the social policy objectives involved in bank regulation, particularly consumer regulation, such as the Right to Financial Privacy Act ("RFPA") and the GLBA, the Community Reinvestment Act ("CRA"), the Equal Credit Opportunity Act ("ECOA").
COURSE DESCRIPTION

This course is an introduction into the world of securities regulation. We will discuss the regulatory structure, and will focus on a variety of topics that are fundamental to the U.S. securities laws. These topics include the definition of security, the concept of materiality, public companies and their disclosure obligations, raising capital in the securities markets through public offerings of securities and private offerings (which are exempt from registration). We will also cover civil liability for deficiencies and misrepresentations in the registration materials of public offerings. In addition, we will discuss the role and regulation of the securities trading markets and their participants. Finally, we will discuss securities fraud and insider trading, and civil and criminal enforcement by the U.S. Securities and Exchange Commission.

COURSE LEARNING OUTCOMES

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

- Describe the structure of the securities laws and identify the primary components (Securities Act of 1933, Securities Exchange Act of 1934, etc.).
- Describe the role of the SEC, its authority and its divisions.
- Apply the applicable tests to determine whether an investment instrument is a “security”.
- Apply the tests for “materiality” to determine when information is required to be disclosed by a public company.
- Describe the three categories of “public” companies – describe the characteristics or actions that trigger public status, the requirements that are imposed as a result of public status, and the methods by which public status can be terminated.
- Identify the categories of information that a public company is required to disclose, and identify when that information is required to be disclosed and on what form (on an annual report, quarterly report and/or current report).
- Describe the purpose of the antifraud provisions of the securities laws, and identify the elements of a private cause of action in a Rule 10b-5 suit.
- Describe the prohibition on insider trading, identify the types of activities that are considered insider trading, and identify the parties to which these rules apply.
- Describe the Section 16(b) short-swing profit rule, and calculate Section 16(b) damages.
- Describe the registration process for public offerings, including the three phases of registration (pre-filing period, waiting period and post-effective period), and the activities required by and prohibited by the gun-jumping rules.
- Identify the types of registration statements that must be filed with the SEC for public offerings and the information that must be included in these registration statements.
- Identify the information that is required to be included in the prospectus, and describe the prospectus delivery requirement and the acceptable methods of delivery.
- Describe the “plain English” disclosure requirement for prospectuses.
- Describe the elements for civil liability causes of action under the Securities Act, and possible defenses.
- Describe the private placement process and the qualifications for a private placement under Section 4(2) and its safe harbor, Rule 506 of Regulation D (including the aggregate offering price, number of purchasers, general solicitation, disclosure and notice requirements and resale restrictions).
- Describe the qualifications for exempt offerings under Rules 504 and 505 of Regulation D (including the aggregate offering price, number of purchasers, general solicitation, disclosure and notice requirements and resale restrictions);
- Describe the qualifications for an exempt offering under Regulation S.
- Distinguish between primary market transactions and secondary market transactions.
**LGL-558 EMPLOYEE BENEFITS LAW**  

3 Credits

**Prerequisite:** LGL-504: Contracts

**COURSE DESCRIPTION**

This course will survey the main components of employee retirement and benefit planning. By providing an overview of the framework of such plans, students will learn the basic tax, regulatory and business aspects that affect retirement and benefit plans as well as participants’ rights under such plans. We will also review important policy and ethical implications for benefit planning. The course will also discuss other types of employee benefit plans, such as health and welfare plans and executive compensation plans. The largest part of the course is devoted to an examination of the various employee benefits and retirement plans. For each plan or benefit, the course outlines what the benefit is, when and how it should be used, and the advantages and disadvantages of each.

**COURSE LEARNING OUTCOMES**

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

- Discuss the technical aspects of various types of employee benefits, retirement plans, pension plans, life insurance plans, health insurance plans, as well as the general planning process.
- Recognize qualified retirement plans, annuity plans, individual retirement accounts, health insurance and reimbursement plans, fringe benefits, and group life insurance.
- Identify and understand tax and accounting treatment of compensation and benefit plans.
- Develop an understanding of the types of compensation programs, as well as the advantages and disadvantages of each;
- Understand and discuss the purpose and application of key federal legislative programs, including Social Security and ERISA.
- Develop an integrated framework for analyzing benefits in the workplace and the variety of retirement plans available in the marketplace.
- Critically assess the structure of employee benefit plans.
TAX-501
FEDERAL INCOME TAX  3 Credits

COURSE DESCRIPTION

This course features comprehensive coverage of the Internal Revenue Code as it relates to federal taxation of individuals. The course will focus on the structure of the federal tax laws and provide an overall picture of taxation of individuals. We will examine and apply the statutes defining income, exclusions from income and deductions from income, tax credits, characterization of gain and loss, tax credits, tax deferral. We will also examine other sources of tax law to consider when determining the applicability and amount of tax. Finally, we will apply these statutes and laws through practical problems.

COURSE LEARNING OUTCOMES

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

- Identify potential individual audit risks.
- Describe the structure of individual taxation.
- Identify and apply the Internal Revenue Code sections dealing with income, exclusions, and deductions.
- Determine taxation in the disposition of real property by applying calculations involving tax basis and amounts realized.
- Differentiate between recognition and realization.
- Allocate income and assign appropriate deductions.
- Describe tax treatment of families, including application to marriage, divorce, gifts, dependents, etc.
- Explain and discuss ethical obligations of tax professionals.
TAX-502
CORPORATE TAXATION 3 Credits


COURSE DESCRIPTION

This course is intended to introduce the student to the fundamentals of the U.S. taxation of corporations. The course will focus on Subchapter C of the Internal Revenue Code, covering the tax aspects of organizing a C corporation, the taxation of its operations (including the computation of its taxable income), the ramifications of distributing profits from the corporation to its shareholders, the partial and complete liquidation of the corporation, and the taxable and nontaxable forms of corporate reorganization.

COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Determine the tax effect of transferring property to a corporation;
- Compute the corporation’s and shareholders’ respective tax bases in contributed property and corporate stock;
- Determine the tax effect of a corporation’s assumption of a shareholder’s liabilities;
- Distinguish a debt from shareholder equity;
- Compute a corporation’s earnings and profits;
- Determine the extent to which a distribution is a dividend, a tax-free return of capital, and a capital gain;
- Identify constructive and disguised distributions from corporations;
- Compute the dividends received deduction;
- Determine when a distribution is liquidating or non-liquidating;
- Determine the proper tax treatment of stock dividends;
- Compare the relative tax effects of corporate asset acquisitions vs. stock acquisitions;
- Compare the relative tax effects of tax-favored acquisitive as well as non-acquisitive and non-divisive corporate reorganizations;
- Compute the amount of and determine the character of tax attributes carrying over from predecessor corporations.
TAX-503  
STATE AND LOCAL TAXATION  3 Credits

Prerequisite: TAX-501: Federal Income Tax

COURSE DESCRIPTION

This course discusses the taxing and revenue raising authority of state and local governments, as well as the limits on that power. The course will discuss the federal constitutional and statutory limitations on the taxing power of states and local governments, including limits imposed by the Due Process Clause, Equal Protection Clause, Commerce Clause and the Privileges and Immunities Clause. We will also discuss the various types of state and local taxes, including income tax, franchise and corporate tax, property tax, sale tax, use tax, various employment taxes, etc. The course will also survey state taxation issues involving corporate mergers and acquisitions as well as special tax incentives and taxation of business and commerce.

COURSE LEARNING OUTCOMES

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

▪ Identify the reasons for the necessity of state and local tax planning;
▪ Determine the types of state and local tax assessments that are likely to be susceptible to challenge based on the federal Constitution;
▪ Determine the types of state and local tax assessments that are likely to be susceptible to challenge based on federal authority and preemption;
▪ Determine the types of state and local tax assessments that are likely to be susceptible to challenge because they impose undue burdens on interstate commerce;
▪ Explain the basic and most important reasons that it is critical to engage in state and local tax planning;
▪ Identify the methods by which states and localities tax businesses, including franchise tax and business income tax;
▪ Apply the limits established under uniformity principles that limit the ability of states and localities to tax different people with different property tax rates;
▪ Describe the various methods by which property taxes are assessed and methods by which property values are determined for property tax purposes;
▪ Identify and describe various other taxes typically levied by state and local governments, including sales and use tax, excise tax, licensing taxes and fees, etc.
▪ Distinguish between a tax and a fee and identify the reasons why this distinction can be important;
▪ Calculate the extent to which various states would be able to tax interstate businesses under the Uniform Division for Tax Purposes Act (UDITPA);
▪ Determine the extent to which e-commerce businesses are susceptible to taxation in states to which they sell merchandise but from which they do not operate.
▪ Determine whether a person is likely to be subject upon death to an estate or inheritance tax, based on the state’s applicable rules.
TAX-504
PARTNERSHIP TAXATION 3 Credits


COURSE DESCRIPTION

The purpose of this course is to introduce the student to the “mysteries” of Subchapter K of the Internal Revenue Code. The course will cover the federal income tax aspects of the formation of a partnership; the operation of the partnership and the allocation among its members of its income, deductions, etc.; the disposition by partners of interests in the partnership; and the consequences of a partnership’s termination. There will be some emphasis on potential pitfalls for the taxpayer (and the taxpayer’s advisor) in the law of partnership taxation (including Judge Raum’s dreaded Section 736) as well as some debate on the merits and demerits of other provisions of Subchapter K (e.g., Section 754, Section 751(b), the 704(b) regulations).

COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Identify when a partnership is created for federal tax purposes;
- Create the partnership’s initial book and tax balance sheets;
- Compute partnership income and determine the effect of partnership losses;
- Allocate among the partners ordinary partnership tax items;
- Allocate among the partners special items like nonrecourse deductions;
- Determine the partners’ respective “shares” of partnership liabilities;
- Compute the tax effect of “guaranteed payments” to partners;
- Identify (and avoid) “disguised fees” and “disguised sales”;
- Determine the tax consequences of distributions of partnership property;
- Compute the amount and character of gain or loss when a partnership interest is sold;
- Compute and allocate adjustments to inside basis;
- Identify and avoid so-called tax avoidance transactions (“mixing bowls”);
- Compute the amount and character of gain or loss relating to Section 751 property;
- Compute the amount and character of gain or loss on liquidating distributions;
- Compare the liquidation of a partnership interest versus its sale; and
- Terminate (or avoid terminating) a partnership for federal tax purposes.
COURSE DESCRIPTION

This course is designed to teach the student the most efficient and effective means to research binding and nonbinding tax law. The course is meant to be useful to any person for whom taxation is a component of his or her job, whether the person is an attorney, accountant, business person or other corporate professional. The course will familiarize the students with the myriad of binding sources of tax law that are available and make sense of the maze of existing tax law sources. The course will also look at nonbinding sources of law, primarily as a method by which to access primary source of law. We will discuss electronic and non-electronic tools to access these materials. We will also discuss state tax law briefly. Finally, the course will also look at implementation of these tools, including strategies in dealing with the Internal Revenue Service and in conceiving and implementing tax planning strategies for clients.

COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Comply with statutory rules and regulations that govern tax practice as a whole;
- Articulate social, ethical and moral dilemmas that are associated with tax practice;
- Successfully outline tax research processes that will be necessary to solve an individual tax research problem;
- Describe various computerized tax research options that exist;
- Categorize the various sources of binding tax law;
- Research and apply treasury regulations, Revenue Rulings and private letter rulings;
- Determine the extent to which these sources of law are binding on an individual taxpayer;
- Research and apply tax cases from various courts;
- Determine the extent to which tax-related court decisions from a wide writing of courts are binding on individual taxpayers;
- Utilize a variety of commercial tax research services, both online and in paper form;
- Use legal periodicals and other tax news services to assist in educating oneself regarding tax law and in assisting clients;
- Utilize commercial citators in the course of tax research;
- Apply tax research knowledge to researching tax laws in the individual states rather than merely on the federal level;
- Research and apply international tax services when international tax issues are involved;
- Assist in the process of tax planning, so as to minimize the tax that will be payable by individual clients;
- Deal with the Internal Revenue Service and its agents both in making inquiries as part of the tax related project and during audits; and
- Articulate the penalties that are applicable for clients and tax preparers who run afoul of the tax laws.
COURSE DESCRIPTION

This course deals with the administration of our federal tax system. The course will focus on tax practice and procedure. It will help the student understand how the Internal Revenue Service (IRS) works. A review of the structure of the IRS along with a study of what constitutes practice before the IRS will be completed. The course also focuses on IRS audits and the administrative and judicial appeals processes. The web of interest and penalty provisions in the Internal Revenue Code will also be studied.

COURSE LEARNING OUTCOMES

At the completion of this course, the student will be able to:
- Describe the organization of the Internal Revenue Service;
- Describe who can practice before the Internal Revenue Service;
- Describe the ethical issues associated with tax practice;
- Explain the Internal Revenue Service audit procedures;
- Explain what constitutes a Large Case Audit;
- Describe partnership audit procedures;
- Explain the investigative authority of the Internal Revenue Service;
- Describe evidentiary privileges;
- Participate in accessing Internal Revenue Service information;
- Explain assessment procedures and related statutes of limitation;
- Describe mitigation provisions;
- Work within the framework of penalties and interest;
- Explain how the IRS Appeals Office works;
- Describe the collection process; and
- Participate in obtaining private letter rulings.
TAX-507
FEDERAL TRANSFER TAX

3 Credits

Prerequisites: TAX-501: Federal Income Tax

COURSE DESCRIPTION

This course examines in-depth the federal transfer tax and how it is assessed. The three branches of the transfer tax are the gift tax, estate tax and generation skipping transfer tax. Of these, we will spend the most time discussing the enormously complex federal estate tax. We will examine the assets that are included in a person’s gross estate and planning mechanisms by which to avoid unintentionally including assets in a person’s taxable estate. We will also discuss deductions and estate tax credits. Finally regarding estate tax, we will discuss the preparation of federal estate tax returns. We will cover the federal gift tax as well, including a discussion of when a transfer is considered a completed gift. We will also focus on the interplay between the gift and estate taxes. We will spend some time on the generation skipping transfer tax as well. Finally, we will also devote a little time to important ancillary issues such as stepped up cost bases and some income taxation issues relevant to estates and trusts.

COURSE LEARNING OUTCOMES

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

- Define “carry over” and “stepped up” cost bases and assess their importance in estate planning;
- Determine when a transfer is considered a completed gift for federal gift tax purposes;
- Analyze situations to determine whether making a completed gift and paying gift tax may be a good move for a client to avoid estate tax at a later date;
- Calculate gift tax on certain transfers, taking into account the applicable unified credit;
- Determine the annual exclusion and marital deduction as they apply to the gift tax;
- Identify reasons to make incomplete transfers for gift tax purposes rather than completed transfers, and vice versa;
- Detail the categories of assets that are considered part of a decedent’s taxable estate;
- Ascertain whether a retained benefit causes an asset to be considered part of a decedent’s taxable estate under Section 2036 of the Internal Revenue Code;
- Determine whether a retained authority over an asset causes the asset to be considered part of a decedent’s taxable estate under Section 2038 of the Internal Revenue Code;
- Distinguish between a general power of appointment and a limited power of appointment and explain the importance of this distinction;
- Apply the gross estate rules to life insurance death benefits in a variety of contexts;
- Calculate and apply the applicable unified credit amount to an estate for estate tax calculation purposes;
- Detail the various deductions that are available when calculating and filing estate and/or gift tax returns;
- Define the generation skipping transfer tax and apply it to proposed transfers; and
- Assist in the preparation of federal estate tax returns (Form 706).
FIN-501
FINANCIAL ACCOUNTING 3 Credits

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 LEARNING OUTCOMES

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.
The following texts will be used for the review course:

- **CP Review Manual**
  Cengage Learning

- **CP Study Guide and Mock Examination**
  Cengage Learning

**CERTIFIED PARALEGAL EXAM REVIEW**

Established in 1976, the Certified Paralegal program is the nation’s premier certification procedure for paralegals. Today, over 18,000 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 CP Exam review course is offered twice per year, in the late Fall and Spring. Please see the NPC website for specific dates.

The course is taught by a team of NPC faculty members who are have successfully taken this exam and who are experienced not only in the subject matter covered on the exam, but also in general test preparation techniques. This prep course includes a syllabus with a recommended study schedule, recorded lectures, live Q&A sessions, review slides and practice quizzes and assignments.

The review course is available at no additional cost to all NPC graduates and students who are enrolled in an NPC certificate or degree program and who have completed more than half of the academic credits at NPC required to complete such program. Purchase of books is required.
Earn SHRM Certification To Advance Your Career In Human Resources Management

National Paralegal College has partnered with SHRM to offer a SHRM exam preparation course that will enable you to establish yourself as a globally-recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP®) or SHRM Senior Certified Professional (SHRM-SCP®). These professional certifications can open doors for professional advancement, serve to harmonize standards with changing expectations and signal to employers your advanced professional development.

This course combines expert instruction with the 2016 SHRM Learning System® for SHRM-CP/SHRM-SCP, so you will learn faster, retain more knowledge, and stay on track for success on the exam.

Earning your SHRM-CP or SHRM-SCP credential makes you a recognized expert and leader in the HR field and a valuable asset to your organization – keeping you and your organization more competitive in today's economy. This distinction sets you apart from your colleagues, highlighting your high level of knowledge and skills.

The NPC SHRM course will prepare you for either the SHRM-CP exam or the SHRM-SCP exam. The SHRM-CP exam is more basic and requires fewer educational and work experience credentials (see below). The SHRM-SCP exam is more challenging and requires more experience but leads to an even more impressive credential.

While this course and exam are recommended in particular for students who have graduated from NPC with a Bachelor’s in Business Administration degree with a concentration in Human Resources Management, this course is open to all students and HR professionals, whether you have studied at NPC or not.

The NPC SHRM Certified Professional course (HRM-401) is offered twice per year, beginning each September and April. All students who complete the practice tests and earn an 80% or better on the Post-Test will earn a SHRM Certificate of Achievement, regardless of how they ultimately perform on the SHRM-CP or SHRM-SCP exams.

The cost of this course is $1,000, which includes access to the SHRM Learning System®, study materials, flash cards, and hundreds of practice. The SHRM-assessed fee for taking the examination is not included.

NPC students and alumni are eligible for a 50% discount when they register for this course.
“I have been accepted into Taft Law School and I could not have done it without National Paralegal College! Thank you!!”

Mary Lopez,
NPC Graduate

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 30 years of experience in corporate management and software development.

David Cohen, Chief Technology Officer 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, Esq., Chief Academic Officer of National Paralegal College who had served on NPC’s administration since 2003, 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 textbook entitled “Trust Preparation for Paralegals.”
JEREMY ROVINSKY

Jeremy Rovinsky, Esq., SHRM-SCP, Dean of National Paralegal College, graduated with honors from the George Washington University Law School in Washington, DC, where he was a Thurgood Marshall Scholar. Before attending law school, Jeremy was awarded a Dean’s scholarship to study at American University in Washington, DC, graduated magna cum laude with joint degrees in philosophy and political science and was made a member of the Phi Beta Kappa honor society. Jeremy has work experience in both the public and private sectors, including the New York State Assembly, the US Congress, the US Senate, the US Department of Justice and private law offices in New York, Washington, and overseas. His articles have been published in a number of law reviews and journals. He has also taught upper-level legal courses at an ABA-accredited law school, helped update the Rules of Professional Conduct for an American Indian Community Court, and served as a Judge Pro Tem at the Maricopa County Justice Courts.

AMY DUBITSKY

Amy Dubitsky, Director of Compliance of National Paralegal College, 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 joined NPC as part of the financial aid department, but now uses her background and skills to make sure NPC is compliant with all state, federal, and accrediting regulations. In 2019, Amy was appointed to the Standards Committee of the Distance Education Accreditation Committee.

SUSAN ISRAEL

Susan Israel, Esq., earned her JD from St. John’s University School of Law, a Master of Science in Education from Hofstra University and a Bachelor’s degree in Psychology and Communication from Queens College, C.U.N.Y. After working as a special education teacher with mentally challenged adults, Susan transitioned to the corporate world, where she worked for many years as a computer programmer and data analyst. As an attorney, Susan focused her practice in elder law, guardianships and trusts and estates. In her spare time, Susan enjoys reading, classical music and Sudoku puzzles.
ADMINISTRATION

MARK GELLER

Mark Geller, Esq., Co-Founder, Vice President and Dean Emeritus 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
- Fixel & 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 Karedsen & Frank, LLP
- London & Doherty LLP
- Mayer Brown Rowe & Maw, LLP
- McDermott, Will & Emery
- Milbank, Tweed, Hadley & McCloy LLP
- Morrison Cohen Singer & Weinstein, LLP
- Morrison & Foerster LLP
- Naftalis & Frankel LLP
- 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
- Saratovsky Katz Dranoff & Glass, LLP
- Schneider, Kleinick, Weitz, Damashek & Shoot
- Schulte Roth & Zabel LLP
- Seyfarth Shaw
- Skadden, Arps, Slate, Meagher & Flom LLP
- Sullivan & Cromwell
- Thacher Proffitt & Wood
- Thelen Reid & Priest LLP
- Warshaw Burstein Cohen Schlesinger & Kuh, LLP
- Zechner Eilman & 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.
MIKE AGRON

Mike Agron earned his MBA from Rockhurst University in Kansas City and has more than 25 years of college teaching experience. He has taught business-related courses in diverse subjects such as economics, finance, marketing, management and mathematics in more than 10 colleges and universities. In addition to teaching for NPC, Mike is also a full time professor at Gillet College in Gillette, WY.

ERIC BAIME

Eric Baime, Esq., graduated from 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.

BRETT BAUMAN

Brett ranked in the top 3% of his graduating law school class in earning his JD from New England Law School in Boston, MA. He works as a criminal defense attorney for the Committee for Public Counsel Services and had previously clerked for the Honorable Maureen B. Hogan of the Middlesex County (MA) Superior Court. Brett has also published multiple law review articles in the New England Law School Law Review.
FACULTY

JESSICA BORDEN

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.

CYNTHIA BOWKLEY

Cynthia Bowkley, Esq., is a juvenile attorney who graduated from Seton Hall University School of Law. Known for her fierce advocacy, Cynthia has worked tirelessly to help her clients navigate the complex worlds of dependency and delinquency cases, severances and adoptions, and guardianships. She previously served as Dean of Students at Boulder Preparatory Charter High School. For fun, Cynthia enjoys riding her horse, hiking, dancing and sailing. Cynthia loves helping animals in need and volunteers her time with animal welfare organizations. She has also created, and offers, personal and professional development programs through her coaching company, CDB Personal Development, Int’l.

ABRAHAM BRANDER

Abraham Brander holds a master’s degree in accounting from Fairleigh Dickinson 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.
FACULTY

SARAH 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.

LISA BURKHART-CHALMERS

Lisa Burkhart-Chalmers, 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.

VANESSA ANN CLAUS

Vanessa Ann Claus earned her PhD in Human Resource Development (HRD) from Texas A&M University in 2013. Vanessa's dissertation focused on ethics and culture in relationship to the field of HRD. Prior to earning her PhD, Vanessa attended Eastern Michigan University, where she graduated with her MS in Human Resources and Organizational Development. Vanessa became interested in Human Resources while volunteering at a large healthcare system during her undergraduate career at Hope College. Vanessa has taught undergraduate, graduate, and doctoral students in the online and face-to-face classroom since 2011. Vanessa absolutely loves teaching, writing, researching, and learning! Her desire is to ignite a passion for learning in all of her students. Vanessa firmly believes in lifelong personal and professional development and she hopes to encourage continuous development in all those that she comes in contact with.

"Thank you so much for helping me achieve my goals. NPC provided me the tools to learn and the support to succeed. Thank you for being a college that allowed me to work full time, raise my family, and obtain an invaluable education. My life is forever changed for the better."

Melanie Talley,
NPC Graduate and Paralegal
“Thank you so much for an awesome class! You helped make my experience at NPC wonderful during these past 6 months. I am considering going after my Associates in Paralegal Studies next year and will definitely contact NPC regarding my options.”

AuBriana Morency, NPC Student

FACULTY

DARLENE CORTINA

Darlene Cortina, Esq., graduated from Indiana University, McKinney School of Law. Since graduating she has clerked for a superior court judge in Pima County and served as an Assistant Attorney General in Arizona. Prior to law school, Darlene earned a B.A. in English Literature from Arizona State University and a Master of Education from the University of Arizona. Darlene was a middle school teacher in Tucson for several years and enjoys teaching and engaging with students.

DAVID EPSTEIN

David Epstein serves as Director of Domestic Human Resources for the US office of Doctors Without Borders/MSF-USA, an international humanitarian medical organization which works in more than 70 countries. Prior to joining MSF-USA, David was Director of Human Resources at the New York Foundling Hospital Center for Pediatric, Medical and Rehabilitative Care, Inc. (Elizabeth Seton Pediatric Center) where he received the NYAHSA (now LeadingAge New York) Professional of the Year Award for his contributions to pediatric long-term care. David has taught HR courses for eCornell and New England College. He earned a Bachelor of Science in Industrial and Labor Relations from Cornell University and his Masters in Administrative Science and Post Graduate Certificate in Non Profit Management from Fairleigh Dickinson University. As an IPMA-HR Fellow, he earned a Master of Laws from the University of Central Lancashire Law School (UK). He is a SHRM Senior Certified Professional, an IPMA-HR Senior Certified Professional, a Certified Workplace Mediator, and a practitioner member of the Association for Conflict Resolution.

RENANA 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.
SHAQUAN GAITHER

Shaquan Gaither, Esq., a graduate of University of Baltimore School of Law, has extensive experience in teaching law classes at colleges such as Southern New Hampshire University, Walden University and Savannah Technical College. She was tasked with creation and management of the paralegal program at Savannah Technical College where she prepared and taught paralegal classes, managed the administrative aspects of the program and advised students. She also has law practice experience in Savannah, GA, in the areas of personal injury, real estate, probate and domestic relations.

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.

DANIEL GREEN

Daniel Green, Esq., graduated with a B.S. in Information Systems from Ramapo College of New Jersey and went on to earn an M.B.A. from Baruch College’s Zicklin School of Business and a J.D. from Pace University School of Law. He is admitted to the bar in New York, New Jersey and Connecticut. Daniel worked in the Information Technology field for a number of years and now practices in-house in the areas of healthcare and commercial law at a large New York City healthcare provider.
FACULTY

ROBERT L. GREENBERG

Robert L. Greenberg, Esq. received his law degree from the University of Michigan, his Master of Science in Electrical and Computer Engineering from Rutgers University and his Bachelor of Arts Magna Cum Laude with High Honors in Economics from Brandeis University. He now runs his own law firm in New York. In addition to his firm, he serves as a Major / Judge Advocate in the New York Guard where he provides free legal services for soldiers, sailors, airmen, marines, coast guardsmen, and their families. He is admitted to practice law in New York, New Jersey, and Texas, and is also a registered patent attorney.

MICHAEL JONES

Michael C. Jones, Esq., obtained his Bachelor of Science (B.S.) degree, majoring in American Political Studies, and Master of Administration (M. Adm.), with distinction, from Northern Arizona University. Michael earned his JD from Arizona Summit Law School, graduating cum laude. During law school, Michael presented at the 2013 International Academy of Law and Mental Health (IALMH) Conference in Amsterdam, was published in the Arizona Summit Law Review, served as Vice-President of the Public Interest Law Association, and received CALI awards for academic excellence (highest grade awards) for Criminal Procedure and Professional Responsibility.

CHRISTINA KALE

Christina Kale, CP, graduated from Cedarville University with a Bachelor of Arts in Technical Communications and holds a Masters in Information Technology Project Management from AIU, a paralegal certificate from National Paralegal College and her JD from Concord Law School. As a technical editor, she worked as a defense contractor on Minuteman III missile modeling and simulation and as a documentation engineer on complex environmental remediation projects. She currently runs a company providing contract eDiscovery and litigation data management services particularly in the fields of complex financial fraud and receiverships.
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.

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.
I have truly enjoyed your college. I can only say good things about your program, professors, and especially you [Stephen], because you always respond so quickly and are always so helpful. It has been challenging handling school, work and family, but well worth it.”

Kristina Forgrave, NPC Graduate and Legal Assistant, Smith Debnam Narron Drake Saintsing & Myers, LLP, Raleigh, NC

KEN MARVET

Ken Marvet, Esq., received his B.A. in History from Yale University and his J.D. from New York University. He has been practicing law for almost twenty years, most of that time being with major New York law firms where he specialized in insurance and commercial litigation. He currently practices insurance and commercial law for the New York Liquidations Bureau where he serves as section chief for its Bureau of Estates Litigation.

SARA MILLER

Sara Miller graduated with a B.A. in international relations from Agnes Scott College, and went on to earn an M.A. in political science from Georgia State University. She also worked towards her Ph.D. in Political Science with a concentration in Comparative and International Politics, and has achieved “all but dissertation” status. Sara has taught for Georgia State University and Georgia Perimeter College and was a research assistant at Emory University School of Law. Her current focus of research is the role and funding of non-governmental organizations in conflict areas as she works for NGO Monitor, an organization that produces critical analyses of non-government organization networks.

RAYMOND MILLIEN

Ray Millien, Esq., was named one of the “world’s leading intellectual property strategists” by Intellectual Asset Management Magazine in 2009, 2012 and 2013. He serves as senior intellectual property counsel for GE Healthcare and has experience working for many major companies, including Goldman Sachs and American Express. Ray has also worked as a software design engineer for General Electric Aerospace and has lectured for BAR/BRI’s bar review course for the United States Patent and Trademark Office bar exam. Ray has served as an adjunct professor at George Washington University and has a JD from that school and a BS in Computer Science from Columbia University in New York.
ELIE MISHORY

Elie Mishory, Esq., graduated with honors from the George Washington University Law School after spending nearly a decade abroad, first studying and then teaching law. Elie is an attorney with the Office of Chief Counsel for the IRS. Elie has worked on numerous guidance projects, issued rulings and worked on tax litigation in Tax Court, district court and circuit court. Prior to joining the Office of Chief Counsel, Elie worked on the private side with a large law firm. Originally from Colorado, Elie enjoys skiing with his family and youth sports. Elie is thrilled to be teaching again, and, as what he enjoys most about teaching is interacting with students, he hopes you take full advantage of the opportunities to ask questions and discuss!

CARA MUSCIO

Cara Muscio is an educator and aquatic ecologist with 20 years of experience in the environmental field. Though her focus has been watershed management and water quality, she has broadened her interests to encompass overall sustainability. Cara has been lucky enough to work on amazing projects in the science, education, and policy arenas, particularly around coastal water quality, sustainability, and environmental stewardship. She has earned a master’s degree in biology from Old Dominion University, and a B.S. in environmental science from Susquehanna University. She currently teaches biology, environmental and earth sciences at several colleges, is an environmental education consultant, and “moonlights” as a presenter at the Robert J. Novins Planetarium.

JUSTIN S. NOBLES

R Justin S. Nobles is an educator and business owner who has obtained numerous degrees from many different institutions: an Associate in Applied Arts and Science from Blinn College, a Bachelors in Applied Arts and Science from Sam Houston State University, a Masters of Business Administration (emphasis in Finance) from Aspen University, a Masters in Psychology (emphasis in Addiction Counseling) from Aspen University, a Masters in Taxation from National Juris University, a Doctor in Biblical Counseling from Andersonville Theological Seminary, and an Executive Juris Doctor from an online law school based in California. Justin also is a licensed Real Estate Broker in Georgia, Texas, and Pennsylvania along with being a Licensed Professional Counselor, Insurance Agent, Public Adjuster, Mortgage Broker, and Enrolled Agent. Education has always been extremely important for Justin and he enjoys sharing his knowledge with everyone around him. No matter what time of day it is, Justin is always ready to assist his students.

“I have NPC to thank for my job here! I started in January... and will soon be celebrating my 1 year anniversary here... with the experience I gained [at NPC, I] was able to move to my current firm... I am so happy to be graduating from NPC next month!”

Twillia S. Gieschen, NPC Graduate and Paralegal, Nolan, Caddell and Reynolds, Fort Smith, AR
FACULTY

RACHEL NUDELL

Rachel Nudell graduated summa cum laude from National Juris University with a Master of Science Degree in Compliance Law. Rachel has eight years of experience working as a teacher and personal tutor, working with students of all ages, helping them succeed in their studies. Rachel assists in mentoring students in various classes in addition to her role as an instructor. She derives great joy and satisfaction from seeing her students achieve their own success.

SUSAN PIFER

Sue Pifer, Esq., is the Vice President of Compliance for the Retail Industry Leaders Association (RILA), a leading education and network provider in Washington, DC. In her role, Sue leads RILA’s Environmental Compliance, Internal Audit and Financial Leadership Councils. She also recently served as the Chief Compliance Officer for a leading retailer. Her other Fortune 500 experience includes two years with a global chemical company, six years with another national retailer and eight years with Walt Disney World, primarily in financial and compliance roles. She has also served in government as Bureau Director for the Michigan Department of Treasury and the Director of Internal Audit for a municipal utility. Sue has multiple certifications and advanced degrees, including a juris doctorate, LLM and MBA, as well as practicing as a Certified Public Accountant, Attorney at Law and a Certified Compliance and Ethics Professional.

STEVEN ROSENBERG

Steven Rosenberg earned his Master of Science Degree in Financial Engineering from Columbia University in New York. Since then, he has held a variety of positions that involved the use of mathematics and technology. Steve has worked as a data analyst at the New York Stock Exchange Euronext. He also has several years of experience working for energy companies, building mathematical models, valuing assets and evaluating financing strategies. Earlier, Steven had worked as an Information technology consultant for Dynamic Digital Content in New York and performed statistical data analyses for Merck-Medco Health Care. During his spare time, Steven serves the community as a volunteer emergency medical technician.
EVE ROSENBAUM

Eve Rosenbaum holds an M.A. and Ph.D. in English from the University of Iowa, and an M.F.A. in creative writing from American University. Her dissertation focused on writers living and working in Washington, D.C. during the Civil War, and she is the recipient of research fellowships from the Organization of American Historians, the Capitol Historical Society, the Office of the Architect of the Capitol, and the White House Historical Society. Eve has published fiction, nonfiction, and poetry in anthologies and literary journals including Brain Child, the Brooklyn Review, the Potomac Review, and the Cortland Review. She has taught in both traditional and nontraditional classrooms for more than a decade.

EMILY RYAN

Emily Ryan, Esq., earned her JD from Mississippi College School of Law and her BA from Mississippi State University. She has extensive teaching experience at Western Governors University, Kaplan University and Western International University. Emily’s specialty is employment law and employee benefits law, as she has worked in that capacity both in the private sector and in the public sector for the Office of the Mississippi Attorney General.

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.

“I just wanted to let you know I finally got a job in the legal field – right in my first choice area – estate planning, trusts, wills administration, probate... Thank you so much for my education in legal studies. You’re the best!... Thank you so much for being such an awesome teacher! You were so entertaining in your teaching and so understanding with me as a student.”

Gail Keller, NPC Graduate
“Everyone has been amazing to work with at NPC! Someone was always there to walk me through the entire process and to let me know if there was an issue that needed my attention. My professors are wonderful. My mentor has been invaluable. I think every school should be this awesome. I'm already feeling like I will get through this successfully and that I might want to pursue a bachelor's degree.”

Ann-Marie Shaffer, NPC Student

Leonard Saphire-Bernstein, Esq., a 1980 graduate of the Harvard Law School, has conducted and overseen litigation from the private sector and on behalf of the federal government, for hundreds of federal and state civil litigation matters.

Beginning at a major LaSalle Street law firm in Chicago, he has also worked for the U.S. Department of Health and Human Services, where he headed up a team of litigators responding to social security lawsuits; created his own law firm conducting ERISA actions on behalf of major hospitals, and labor law actions on behalf of large regional unions; and most recently, helped the FDIC resolve the bank failure crisis by closing and dismantling more than four hundred banks nationwide. He has successfully conducted contract, labor, banking, foreclosure, and insurance cases in court, in arbitrations, in mediation, and on appeal, overseen outside counsel in offensive and defensive litigation, and directed responses to complex electronic discovery and FOIA requests.

Audra R. Sherwood has a Master’s degree in economics from the University of Wyoming at Laramie and is currently a PhD candidate at Walden University in management with an emphasis in finance. She has 20 years of higher education experience including 13 years of online, blended, and face-to-face teaching at various institutions. She prides herself at being adept at integrating methods of differentiated teaching to accommodate a variety of learning styles and abilities. She has taught more than 2,800 students from different cultural, social, and economic backgrounds while overcoming language and cultural barriers. Her courses taught include: Macroeconomics, Microeconomics, Principles of Economics, Intermediate Economics, Managerial Economics, Human Resources Management, Computers, Communications, Business Management, Math, and Marketing.

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. He also taught classes in statistical research methods and political science classes at University of Michigan.
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, Esq., 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, CA. 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.

SHAWN STONE

Shawn Stone, Esq., owns and manages a law firm in Phoenix that focuses on bankruptcy and debt collection defense. He has a JD from the University of Tulsa and a BS from Arizona State University. Shawn has received numerous recognitions and awards for his practice, including being named a “Super Lawyers’ Rising Star” in 2014 and “Pro Bono Attorney of the Year” by the Arizona Foundation for Legal Services in 2012. Shawn also devotes much of his free time to community outreach and education programs.

“I also wanted to tell you that at a recent interview, they commented on NPC being on my resume. She said they’ve been seeing a lot of graduates from NPC lately, and from what they’ve been able to tell, it’s quite an impressive school.”

Evelyn Stoner,
NPC Student and Paralegal
“I wanted to thank you again for the wonderful experience at NPC. I wanted to let you know that next week, I will be starting my first job as a Paralegal at Clark & Washington bankruptcy law firm! Thank you so much for the wonderful learning experience. I really enjoyed all my professors and learned so much. I will forever be grateful for NPC and all the professors.”

Amanda Flatt, NPC Graduate and Paralegal at Clark & Washington, Nashville, TN

DANA LUKSENBURG

Dana Luksenburg, Director of Admissions, 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.

LAURA LEVIN

Laura Levin graduated from Arizona State University with a bachelor’s of science degree in Nonprofit Leadership and Management. Previously, Laura has worked with many nonprofits and community organizations in roles including program planning, fundraising, event management, and teen educational leadership. Laura’s compassion for individuals lead her to assisting current and potential students at NPC as they advance their education.

CHELSEY FALGE

Chelsey Falge has many years of experience in a variety of areas including child and youth programming, retail, and customer service, as well as extensive knowledge in records management. Most recently, she worked as a legal secretary for a law office specializing in juvenile and social services. Her vast experience in customer service will bring a professional and talented approach to student services. She is excited to bring her expertise to NPC.

RENA GELB

Rena earned her Masters of Science in Education from Long Island University and has experience in both child and adult education. She has been working for online schools for close to 7 years in admissions, student services and academic departments.

JESSICA GIBLY

Jessica Gibly graduated from Arizona State University in 2015 with a Bachelor of Arts in French. She has previous experience in admissions as well as event planning, marketing, and customer service. Jessica enjoys using her skills in creative problem solving and building connections to assist our students throughout their time at NPC.
FINANCE & FINANCIAL AID

AYALA WOHLGELERNTER

Ayala, Finance Director, Bursar 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.

LISA PIMBER

Lisa Pimber began her financial aid career in 1998. As Director of Financial Aid, Lisa utilizes her enthusiasm and over 20 years of experience to assist students with all of their financial aid needs. Student success is Lisa’s foremost priority.

ROSA GARCIA

Rosa Garcia, Assistant Director of Financial Aid, completed her associate degree in administration of justice from Estrella Mountain Community College in 2009. She has 14 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, 4 children and her adorable shitzu, Gizmo.

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.
IVA VRACAR

Iva Vracar graduated summa cum laude from Arizona State University with a B.S. in Psychology and Neuroscience. Prior to coming to NPC, Eva was a financial aid advisor at Carrington College and a lab tech. She also worked for the federal student aid information center, which was what initially sparked her interest in financial aid advising. She currently specializes in financial aid verification at NPC, but enjoys every aspect of the financial aid process.

TESS FETTER

Tess Fetter studied administration of justice at Central Arizona Community College, where she was on the Dean’s List throughout her time with them. Prior to working in financial aid, Tess owned her own photography business. She uses her experience owning and running her own business to effectively assist all our students in the friendliest manner. Her number one priority is guiding and helping all students through the financial aid process.

COURTNEY NOLCHEFF

Courtney studied psychology and human development at California State University East Bay. Before coming to NPC, Courtney worked at a preschool for two years. She utilizes her compassion and customer service skills she acquired in her previous endeavors to assist students in the financial aid process. In her free time, she enjoys spending time with her husband, playing tennis, and traveling.
 Uri Borowski

Uri received his training in programming and software writing from John Bryce Training Center. Before coming to NPC, he worked for Simply-Y Financial Services, where he built web-based front-end and back-end programs and developed mobile banking apps for J2ME. His areas of expertise include Java, JSTL, AJAX, Tiles, HTML, JavaScript, CSS, Spring-WS and Ibatis.

Gil Teitelbaum

Gil Teitelbaum graduated from Queens College, City University of New York with a Bachelor of Arts degree in Computer Science. He has worked as a full stack developer creating mission critical applications for software houses specializing in Banking, Finance, Document Management and ERP. Some of his past accomplishments include developing large-scale trading systems used at trading desks at some of the largest banks in the world, developing algorithmic trading systems, and creating risk management systems.
NPC graduates have been successful in obtaining positions at 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 and advice. Once the student's personal information documents are finalized, they can be sent to prospective employers.

For more information on NPC placement assistance or if you are a student or graduate looking for assistance or an employer looking to recruit from the NPC community without charge, please contact Amy Dubitsky at 800-371-6105 x 122 or careerservices@nationalparalegal.edu.
A personal student mentor is assigned to each student enrolled at NPC. Student mentors are available via email to guide students through their legal assignments and answer questions regarding school work, exams, logistics, etc. We have specialty mentors available for assistance with general education and business courses.

Anne Lewis
Anne Lewis, Director of Student Mentors, 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 NPC in 2004 and was certified by the National Association of Legal Assistants in 2005. Maggie’s complete bio appears above, under NPC Placement Assistance.

Leah Van Divner
Leah VanDivner 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.

Teri Tolon
Teri Tolon earned her Bachelor of Science in Legal Studies from National Paralegal College in 2014, graduating with a 3.95 grade point average. Afterwards, she continued at National Juris University, where she earned a Master’s of Science in Compliance Law in the Employment Law track. Before attending NPC, Teri was active in the business world - owning her own businesses, working in management, and attending to all the different aspects that make a good business run successfully, enjoying every minute. Since graduating from NPC, Teri has once again started her own business offering freelance paralegal, bookkeeping, and tax services. Teri is the mentor for NPC’s business degree and joint degree students, and mentors legal program students who are enrolled in any kind of business courses.

Stephanie Robert
Stephanie graduated Summa Cum Laude from NPC in May 2016 with a 4.0 GPA. She took the NALA CP Exam shortly after graduation and successfully earned the CP designation. Prior to attending NPC, Stephanie worked in customer service for a national lawn care provider for over twelve years; thanks to her skills and experience, she earned a spot in their 2012 President’s Club and a trip to Hawaii. While attending NPC, Stephanie worked full-time at Blais Cunningham & Crowe Chester, LLP, performing receptionist and paralegal duties. She currently works at Revens, Revens & St. Pierre, a premier firm in Rhode Island, supporting two attorneys with concentrations in Civil Litigation, Business Law, Planning and Zoning Law, Real Estate, Criminal Defense, Estate Planning, Probate, Elder Law, Municipal Law, Administrative Law, and Environmental Law. Stephanie is a lifelong Rhode Islander. She loves books and enjoys Bikram yoga, the New England Patriots, folk music, and science fiction.
TUITION & PAYMENT PLANS

PARALEGAL CERTIFICATE PROGRAM

- **Cost Per Credit:** $325
- **Credits Needed:** 24
- **Gross Tuition:** $7,800
- **Resource Fee:** $95
- **Lexis Fee:** $100
- **Total Tuition and Fees:** $7,995

This amount is due over 12 months, regardless of how many courses you take at a time. The payment options are calculated by applying an annual percentage rate of 10%. The prepayment discount is about 47.5% off the present value of the tuition and fees. The Lexis and Enrollment fees are mandatory. The above does not include the cost of the textbooks, the obtaining of which is the responsibility of the student. Textbook costs vary by program and by the student’s choice of elective courses.

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*NOTE: Tuition is reduced proportionately for credits transferred. The above costs are aside from cost of textbooks, which the student is responsible to obtain on his or her own. Textbook costs vary based on courses chosen and number of transfer credits, if any. NPC provides an estimate of total textbook costs in the student’s enrollment agreement.*

ASSOCIATE’S DEGREE PROGRAM

- **Cost Per Credit:** $325
- **Credits Needed:** 60
- **Gross Tuition:** $19,500
- **Resource Fee:** $95
- **Lexis Fee:** $100
- **Total Tuition and Fees:** $19,695

This amount is due over 30 months, regardless of how many courses you take at a time. The payment options are calculated by applying an annual percentage rate of 10%. Payment plans shorter than 30 months are discounted based on the same interest rate. The Lexis and Enrollment fees are mandatory. The above does not include the cost of the textbooks, the obtaining of which is the responsibility of the student. Textbook costs vary by program and by the student’s choice of elective courses.

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*NOTE: Tuition is reduced proportionately for credits transferred. The above costs are aside from cost of textbooks, which the student is responsible to obtain on his or her own. Textbook costs vary based on courses chosen and number of transfer credits, if any. NPC provides an estimate of total textbook costs in the student’s enrollment agreement.*

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 ext. 1 or e-mail aid@nationalparalegal.edu
TUITION & PAYMENT PLANS

BACHELOR’S DEGREE PROGRAMS

Cost Per Credit: $325  
Credits Needed: 120  
Gross Tuition: $39,000  
Resource Fee: $95  
Lexis Fee: $100  
Total Education Cost: $39,195

This amount is due over 60 months, regardless of how many courses you take at a time. The payment options are calculated by applying an annual percentage rate of 10%. Payment plans shorter than 60 months are discounted based on the same interest rate. The Lexis and Enrollment fees are mandatory. The above does not include the cost of the textbooks, the obtaining of which is the responsibility of the student. Textbook costs vary by program and by the student’s choice of elective courses.

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NOTE: Tuition is reduced proportionately for credits transferred.

The above costs are aside from cost of textbooks, which the student is responsible to obtain on his or her own. Textbook costs vary based on courses chosen and number of transfer credits, if any. NPC provides an estimate of total textbook costs in the student’s enrollment agreement.

MASTER’S DEGREE PROGRAMS

Cost Per Credit: $325  
Credits Needed: 36  
Gross Tuition: $11,700  
Resource Fee: $95  
Lexis Fee: $100  
Total Education Cost: $11,895

This amount is due over 18 months, regardless of how many courses you take at a time. The payment options are calculated by applying an annual percentage rate of 10%. Payment plans shorter than 18 months are discounted based on the same interest rate. The Lexis and Enrollment fees are mandatory. The above does not include the cost of the textbooks, the obtaining of which is the responsibility of the student. Textbook costs vary by program and by the student’s choice of elective courses.

<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>N/A Single Payment</td>
<td>N/A</td>
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</tr>
<tr>
<td>PLAN B</td>
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<td>PLAN C</td>
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<td>PLAN D</td>
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<tr>
<td>PLAN E</td>
<td>36 Payment Plan</td>
<td>$355</td>
<td>$12,780</td>
</tr>
</tbody>
</table>

NOTE: Tuition is reduced proportionately for credits transferred.

The above costs are aside from cost of textbooks, which the student is responsible to obtain on his or her own. Textbook costs vary based on courses chosen and number of transfer credits, if any. NPC provides an estimate of total textbook costs in the student’s enrollment agreement.

MILITARY TUITION ASSISTANCE

National Paralegal College may require any individual who is who is entitled to educational assistance under chapter 31, chapter 35, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits to take the following actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by National Paralegal College.
4. Require additional payment or fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

See more information on Page 145: Satisfactory Academic Progress

Per the Title 38 United States Code Section 3696(e), National Paralegal College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

https://nationalparalegal.edu (800) 371-6105
WHAT OTHERS ARE SAYING

“I really had a wonderful experience with the school... I appreciate your time and careful consideration to the organization of this program. I have endeavored a few different post-high-school / community college schools but this was by far the most competent, accessible, flexible, and attentive experience I have had. I want to personally thank Professor Haas, Professor Rovinsky, and Professor Sandler particularly for being such brilliant leaders and educators.”

*Marisa Janke,*
*NPC Graduate*

“I was called back into my boss’s office and I was told that I wasn’t an office assistant but a paralegal. My boss’s exact words were “you are a paralegal.” Professor Haas, I finally felt validated for all the hard work I put into my degree from NPC... I am gaining confidence every day and loving my job. (I’ve never loved my job before.) Again, I just wanted to thank you and NPC. Without the education I received, there is no way I would have been offered this opportunity nor would I have had the confidence to even jump into this situation... I even recommend NPC to anyone who mentions to me that they are thinking of becoming a paralegal!

*Malinda Scott,*
*NPC Graduate and Paralegal*

“I am proud to say that my dedication and studies at NPC/ NJU have helped me accomplish my goals in education. I am currently a student at Northcentral University in the doctoral program in Criminal Justice, specializing in Homeland Security. If it would not have been for my professors, mentors and staff at NPC and NJU (especially Stephen Haas, Esq.), I definitely would have not gotten this far. Thank you all from the bottom of my heart.

*Nirian Rivera,*
*NPC & NJU Graduate*

“I am learning so much... I have also become the closing paralegal for the Department of Transportation for a very large project for them in which our firm is their attorney... I look forward to going to work every morning... If I can ever do anything for NPC, please let me know. NPC provided me with an amazing education and an excitement for law. (DeDe Sandler had a lot to do with that too.) Please share my thanks to all.”

*Cathy Thrift,*
*NPC Graduate and Paralegal*

“Hi Stephen; I wanted to update you with the good news...

I passed the PACE Exam!... Just wanted to say that even though I took an 8-week review course and purchased a huge textbook to prepare me for my exam, nothing prepared me for the exam like my education at NPC... The rest was garnered from years of experience and my legal education. In fact, I referenced my former class materials from NPC in order to prepare for the test and get me through the coursework. I am now onte of 4 federally Registered Paralegals® in Northeast Ohio!”

*Teresa Negron,*
*NPC Graduate and NFPA Registered Paralegal®*
“Attending NJU was a Godsend. It gave me the legal knowledge, analytical skills and writing skills that will be invaluable in my next few years of law school. I am very blessed to have had this opportunity. I thank you for your expeditious responses. Much success to you and NJU!

The professors are amazing. They are very knowledgeable and willing to help the students. Dean Jeremy, Professor Emily, Professor Glazer, Professor Daniel and Professor Ellis are worth their weight in gold. What a well versed group of instructors. Each of them not only motivated me to learn the subject matter, but through their knowledge, I gained a passion for the subject matter. They all made learning worthwhile. I even started dreaming about cases from Con Law. LOL. Also, your book on Wills and Estates is such an easy read. What an outstanding job an invaluable book to add to that class. It made learning fun.

NJU was truly an invaluable learning and life experience for me. Finishing up is bitter sweet for me. It feels great to finish up. However, I am sad to leave such a positive and rewarding learning environment. I will always cherish this opportunity.”

Gwendolyn Payton,  
NJU Graduate and First Year Law Student

“I just wanted to let you know I finally got a job in the legal field–right in my first choice area–estate planning, trusts, wills administration, probate... Thank you so much for my education in legal studies. You’re the best! Thank you so much for being such an awesome teacher! You were so entertaining in your teaching and so understanding with me as a student.”

Gail Keller,  
NPC Graduate

“I absolutely love NPC! I love that the classes are interactive with very knowledgeable professors. I have to write letters to prosecutors asking for reduction in sentences or dismissals, while the thought of that scared me, I reviewed several of their letters written by paralegals that had many years experience, I immediately recognized that it was IRAC! I knew I could breathe, as I had plenty of knowledge writing IRAC style due to our assignments at NPC.

The other thing that I am completely confident in is searching case law. I never thought that I could be where I am today, being in an industry that I truly love and that keeps me captivated, but all thanks to NPC! I can honestly say that I love my job and I highly recommend National Paralegal College to anyone wanting to enter the legal field.”

Sharon Rhea,  
NPC Graduate

“This class (Legal Document Preparation) helped us understand how to draft documents in variety of fields. I was so apprehensive at the beginning as I was completely new to this field. However, our professors put us at ease and helped us gain confidence in drafting the documents so professionally. I am forever indebted to you all.

My mentor Connie has also been a strong pillar of support, helping me understand the nuances of this field, since I was a novice... Thank you all at NPC!! You totally rock!! I am looking forward to more studies at NPC!”

Radha Patturajan,  
NPC Student

https://nationalparalegal.edu (800) 371-6105 137
“You should be very proud of the college that you run, because it is amazing. My mother-in-law was a dean at Nevada State College here in Las Vegas and she even has a PhD in education, and I was telling her about this school and the things I described in my last e-mail and she was impressed, and she really knows about education all levels. (I let her pick what schools were the best for my kids.) So take that as a huge compliment.

Again, I want to thank you for taking the time out of your busy day to help me with all of my problems. When anyone asks me about my college and my experience, I have a couple things to say:

• I was completely shocked; when I was dealing with everything, the college took the time to reach out to see why I was MIA. Most colleges don't do that.

• Everyone whom I have dealt with in the last 6 months or so has been amazing.

• That my mentor is my rock; she puts up with me and I love her to death.

That the dean/director of the college is so approachable and will answer the students and help with issues. Just to give you a little idea of my experience with this school, I have gone to a community college and a regular brick-and-mortar 4-year university and I have also done some of the other cheap online schools, and none of my experiences hold a match to this experience.

You are amazing and you have amazing people under you!”

Christine Berman, NPC Student

“After attending [another school], I still felt there was no way I was qualified to work for anyone. I was so surprised to get an A in your class because it was so much more detailed and intense. I felt really out of my league. The opportunities to have not one but 2 awesome instructors, an unbelievable mentor, and the different ways the information is presented made it all possible. I now know when I graduate from NPC with my B.S. I will be an asset to whomever I work for. Thank you for giving me my confidence back. I have learned more in the couple of months here at NPC than in 2 years at [another school]. I am grateful to be part of the experience of NPC.”

Cheryl McCall, NPC Student

“I wanted to tell you that this has been one of great experience in life and the school is fantastic. I definitely feel like I have learned a lot over the past 20 plus months. You [Dean Stephen Haas] personally have been very helpful as well with any issues that I have had and I want to thank you as well... Thanks again.”

Daniel Flores, NPC Student

Visit our website to read more student testimonials.
http://nationalparalegal.edu
“Thank you for your assistance and support during my courses at NPC. As I am completing my last class this evening in Trust Drafting with you, I wanted to send a note of gratitude...

I have called myself a nontraditional student but after completing the program, I have decided a “nontraditional” descriptive no longer exists in education. Regardless of age and career, we should always be learning and expanding our knowledge. As life gives us changes in our journey, knowledge and enlightenment allow for challenges to be met in a positive environment through education.

Because of the training and education I have received, today I worked on an estate plan for one of our firm’s clients and took notes during the voir dire of an upcoming trial of a client. NPC prepared me to assist my attorney with these very different legal areas. As a paralegal, our tasks and responsibilities vary and we must be prepared to assist as needed.”

Myra Glover, NPC Student and Paralegal

“I wanted to thank you for the wonderful experience at NPC. I wanted to let you know that next week, I will be starting my first job as a Paralegal at Clark & Washington bankruptcy law firm! Thank you so much for the wonderful learning experience. I really enjoyed all my professors and learned so much. I will forever be grateful for NPC and all the professors.”

Amanda Flatt, NPC Graduate & Paralegal

“The undergraduate and graduate programs have given me essential skill sets to work in the legal field.”

Timothy Wilday, NPC Graduate and current Master’s student at NJU, graduate division of NPC

“I enjoyed my experience here at NPC. I loved doing my school work any time I like and I liked the feedback I got for my assignments and exams.”

Kelly Kaminski, NPC Graduate

“I’m currently employed with the Housing Authority. My degree has given me a great deal of “kudos,” so to speak, with my boss... If it weren’t for my degree from NPC, I don’t think I’d get as much respect as I do from my boss. I’m glad I get to utilize the legal aspect of life with this job. If it weren’t for those contract classes, CFR regulations and real estate law, I don’t think I would’ve been able to catch on to my job the way I have in less than a year.”

Quetada Kehrhahn, NPC Graduate and Paralegal

“NPC exceeded my expectations. Everyone goes out of their way on a daily basis to ensure that the students receive the best education possible. The professors are overflowing with knowledge and eager to share it with their students. They are easily accessible and answer questions in such a way that enable students to gain a greater level of understanding. The support staff are equally impressive, available for questions most hours of the day and eager to assist in any way possible.”

Becky Kozak, NPC Graduate
“ABOUT THE MENTOR PROGRAM: I think it is one of the best things about the school. It is so overwhelming as a new student coming in, having to learn IRAC and how to write legal memos. It’s a different style of writing than most of us were used to. My mentor was a godsend... At times I called her my guardian angel. She was almost always very prompt in responding to emails, and when she couldn’t be I was usually warned ahead of time and she had an automatic reply set up for emails sent during the times she was away. She’s a wonderful, caring, understanding person. I don’t think I would have done as well at this school had I not had her as a mentor. I could not be more grateful. I could spend paragraphs explaining how wonderful she and the mentor program are, but I digress.”

Evelyn Ludington, NPC Graduate

“I have had a great experience at NPC. Wish I would have done this sooner. The flow and content of the classes were very good. I liked that I could pick the courses that pertained to my everyday job. NPC made it easy to get back into studying since being away from school for 20 years. Was able to work around my busy schedule at work and my family.”

Michele McRoy, NPC Graduate, Legal Assistant, International Paper Company

“My experience at NPC was amazing!!! I fell into some rough spots along the way but the Professors were awesome and very understanding. They were always willing to help me out on so many occasions. Especially Professor Haas! Every time I ran into a hiccup he was the first person I thought to email and he always responded pretty quickly (even on the weekends).”

Toccara Miles, NPC Graduate, Support Specialist III, AAA Insurance

“I feel that NPC has prepared me to take on a job in the legal field. The way of instruction is fantastic, and the ability to do your assignments and tests-in your own time frame-made this a great experience. I am looking forward to returning for my BA.”

Terrie Prutsman, NPC Graduate, Account Clerk, Addison Central School

“I am seriously going to miss everything about NPC. It’s been a long 3 1/2 years, and I really don’t know what I am going to do without stalking my grades, doing assignments and exams, or attending classes. The classes I will miss the most are the ones with Stephen, DeDe, and Ellis. I learned an extreme amount of information from all of you, and I am really sad that it’s over.

A few people signed up in my company due to my recommendation, so I will continue to recommend the school to others. Thank you so much for your continued help.”

Colleen Fluker, NPC graduate and paralegal / litigation assistant, Realogy Holdings Corp., Parsippany, NJ

“I found it fun and I loved attending lectures. The chat classroom setting made interactions with the teacher and other students easy and enjoyable. The website was easy to navigate for all features. All-in-all a wonderful experience. I will miss all my teachers and my fellow students.”

Kira Corteville, NPC Graduate
NPC SCHOOL GOALS

The goals of National Paralegal College are:

- To create a collaborative online learning environment by delivering dynamic lessons and encouraging student participation and collaboration between students and faculty and between students and other students.
- To use technology to bring the interactivity of the brick-and-mortar school experience to the student’s home or office.
- To provide individual attention and instruction to each NPC student through the diligent efforts of involved and interested faculty and student mentors.
- To train students to appropriately apply precedent and rule to facts of hypothetical situations as they are likely to arise during the student’s work as a professional.
- To teach NPC students to effectively conduct legal and academic research and to communicate the results of their research through well-written essays and memoranda.
- To ensure that NPC students are acutely aware of their ethical responsibilities as professionals.
- To provide degree students with well-rounded general educations by supplementing their program-related education with courses in other general education fields such as writing, mathematics and natural and social sciences.
- To provide students with a rigorous academic foundation as well as the career-oriented skills necessary to succeed in the workplace.
- To provide effective placement assistance services so that students can secure satisfying jobs in which they can make use of their NPC educations.

ADMISSIONS PROCEDURES

https://nationalparalegal.edu/Application.aspx

To apply for admission to an undergraduate program, please complete and submit our online application form at https://nationalparalegal.edu/Application.aspx. To apply for admission to a graduate program, please complete and submit our online application form at https://jurs.nationalparalegal.edu/Application.aspx.

Please provide all requested information. If there is information that you are not comfortable providing online, please call NPC’s admissions office at 800-371-6105, ext. 0 to discuss your options.

Based on your application and the information contained therein, the NPC admissions office will make a preliminary determination as to whether you qualify to be admitted to your chosen program. If NPC determines that you are qualified, you will receive a “welcome” email with a password that will give you access to most features of the NPC student system for up to two weeks - free of charge. The email will guide you on how to formally enroll at NPC. If you require any assistance with the enrollment process or have any questions, please call NPC’s admissions office at 800-371-6105 x 0.

In the event that you are denied admission, you will be so notified, with the reasons for any such denial. Denials of admission may be appealed to the Dean or Chief Academic Officer of the school, whose determination on any such matter shall be final.

Please note, however, that this acceptance letter and NPC’s granting you access to the NPC student site as a trial enrollee is based on our preliminary determination that, based on the information provided in your application, you meet the minimum qualifications necessary for admission to NPC. Your enrollment and your status as an enrolled NPC student is not complete until you have submitted your enrollment agreement to NPC and the agreement has been accepted and countersigned by NPC.

If, between the time you are admitted as a trial student and the time that your enrollment agreement is accepted by NPC, new facts come to light that call into substantial question information provided in your application or that give NPC reason to believe that enrollment in NPC may not be appropriate or beneficial to you, NPC reserves the right to decline to enroll you and to cancel your acceptance. If NPC does so, no costs or fees will be assessed to you.

Undergraduate Admission Rules

Only individuals who have earned a high school diploma or GED or equivalent will be considered for admission to an undergraduate program. Applicants are required to provide information regarding their high school completion on their application and an attestation to their fulfillment of this requirement on their enrollment agreement. It is at the discretion of NPC to request a diploma, proof of graduation, high school transcript or other information or documentation regarding high school completion for any reason. No other formal training or education is required. However, individuals should only apply to NPC if they are capable of reading at a college level and if they are committed to investing a significant amount of work and effort into their education.

Graduate Admission Rules

To gain admission to any graduate program, the student must have graduated from a college or university that is accredited by an accrediting agency recognized by the United States Department of Education or a foreign equivalent. In addition, the student must have achieved a minimum undergraduate Grade Point Average of 3.0 or higher (on a 4.0 scale) and provide an official transcript. Students with an undergraduate Grade Point Average below 3.0 may be considered for admission if they can demonstrate, to the satisfaction of the Dean, that they are likely to succeed at NJU. Students may demonstrate an ability to succeed with work experience, graduate-level education, achievement of a superior score on a recognized graduate school admissions test or other outstanding achievement(s). In limited circumstances, students may be admitted on a provisional basis for one course. If that course is completed successfully in accordance with the requirements outlined to the student, the student may be admitted to NJU. In all determinations under this paragraph, the decision of the Dean or Chief Academic Officer is final.

There are also the following program prerequisites:

Master of Science in Legal Studies and Master of Science in Compliance Law

In addition to having a Bachelor’s degree from an accredited college or university, each incoming student must have completed at least one advanced writing course (example: English Composition II) or legal writing course (graduate or undergraduate level) prior to taking his or her first “LGL” course at NJU.

Master of Science in Taxation

In addition to having a Bachelor’s degree from an accredited college or university, each incoming student must have completed at least three credits in mathematics or another quantitative area such as finance or statistics and at least three credits in accounting prior to taking his or her first “TAX” course at NJU.

Students admitted to NJU must provide an official undergraduate transcript to NPC within 30 days of starting classes or they may be dismissed from the University for non-compliance with admission requirements.
English Language Proficiency Assessment

A. Prospective students whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

1. Undergraduate Degree: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or 44 on the Pearson Test of English Academic Score Report.

A high school diploma completed at an accredited/recognition school (where the medium of instruction is English).

2. Master’s Degree: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 71 on the Internet Based Test (iBT), a 6.5 on the International English Language Test (IELTS), or 50 on the Pearson Test of English Academic Score Report.

3. A minimum grade of Level 3 on the ACT COMPASS’s English as a Second Language Placement Test;

4. A minimum grade of Pre-1 on the Eiken English Proficiency Exam;

5. A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge;

6. A transcript indicating completion of at least 30 semester credit hours with an average grade of “C” or higher at an institution accredited by an agency recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A “B” or higher is required for master’s degree, first professional degree, or professional doctoral degree.

B. Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

NPC TECHNOLOGY POLICY

NPC students must have regular access to a computer, tablet or smartphone. While almost all NPC systems should be accessible on most smart phones and tablets, a personal computer may be necessary for certain tasks, including providing an initial voice print for use with Voice ProctorTM, NPC’s exam proctoring system. Students must have consistent access to the Internet and may be prompted to download certain software to access the NPC classroom. There is no other software you will need to download to access NPC materials. Students who have technical questions or issues are welcome to contact our tech support office at 800-371-6105 x 2 or support@nationalparalegal.edu.

It is highly recommended that students have access to a printer and scanner, as certain documents may need to be printed, filled out by hand and scanned in to be submitted. Students are expected to be familiar with basic computer skills such as scanning documents and using basic software applications such as Microsoft Word and Excel or their equivalents. Please note that most libraries offer the public access to printers and scanners and so it is not necessary that you own these tools; only that you have access to them when needed.

GETTING STARTED AT NPC

NPC strongly recommends that all students, especially those without prior exposure to or experience in the legal field, begin their course of study with the “Introduction to Law” course, which is offered to all incoming students at no additional charge. This course can also be completed contemporaneously with the student’s initial courses. This course contains information and instruction on assignment completion and legal research methods that all students are expected to understand and follow.

NPC takes reasonable measures to identify students with physical limitations and to ensure that these limitations will not interfere with the student’s success at NPC. Such measures may include asking an appropriate question or set of questions on the admission application which will alert the school to a potential problem and would thereby trigger further action by the school. Students are under no obligation to disclose disabilities to the school. However, students who desire accommodations due to disabilities are asked to contact NPC as early as possible so that accommodations can be arranged in a timely fashion. Please complete the “Disability Accommodation Request Form” located under the “Forms” tab when you are logged into your account.

In order to receive an NPC certificate or degree, the student must successfully complete the required coursework with a grade point average (GPA) of 2.0 or higher (3.0 for graduate programs). If a student has completed the requisite credits but has a GPA under 2.0 (or 3.0 for graduate programs), the student may be offered an opportunity to complete extra credit assignments to raise his or her average to the required level. This opportunity is not guaranteed and may depend on the student’s circumstances and on how close the student is to the required GPA.

TUITION REFUND POLICY

Denial: An applicant denied admission by the school is entitled to a refund of any and all monies paid.

Five-Day Cancellation Policy: Five-Day Cancellation: A student may provide notice to cancel an enrollment agreement in any manner that effectively and unambiguously communicates the student’s intention to withdraw, although a written notification is requested and preferred. The notice of cancellation must be within 5 days (excluding Saturday, Sunday, and state and federal holidays) of the program start date. The school shall provide a refund of 100% of all student fees and tuition paid for the students within 30 days of notification. A student may in a similar manner provide notice of withdrawal from a particular course, within 5 days of its start date, and receive a refund of 100% of tuition paid for that particular course.

Refund after the commencement of classes:
1. Procedure for withdrawal/withdrawal date:
A. A student choosing to withdraw from NPC after the commencement of classes may withdraw by notification to NPC in any manner that effectively and unambiguously communicates the student’s intention to withdraw, although a written notification is requested and preferred. The notice should indicate the expected last date of attendance and should be signed and dated by the student (electronic signatures are acceptable). The withdrawal date contained in this notification or the date that NPC receives the notice of withdrawal (whichever is later) shall be the effective date of the withdrawal.

B. A student who is on authorized leave of absence (LOA) and fails to return to school as scheduled will be considered to have withdrawn from NPC. The withdrawal will be effective as of the date the student was scheduled to return from the leave of absence and failed to do so.

C. For a student who is dismissed from the college, the withdrawal date will be considered the date that the student is first notified that he or she has been dismissed. The withdrawal process for students using financial aid, will be completed according to federal financial aid regulations.

D. In the event that, while on academic probation (see the NPC Academic Probation policy, below), the student’s over-all grade point average remains below 2.0 for two additional consecutive course periods, the student may be dismissed from NPC for poor academic performance. In such event, VA students receiving GI Bill benefits will have their benefits interrupted. If the student has shown substantial improvement in his or her work or if the student has shown that his or her poor work was a product of an event or circumstance that is likely to end, the Dean may, at his or her discretion, allow the student to remain in the school even after the passage of two additional consecutive course periods. However, any VA Benefits or Title IV financial aid cannot be reinstated by the Dean.

E. Course specific tuition charges/ refunds:

1. If the student withdraws before the beginning of classes or within the first five days of the course, the student is entitled to a refund of 100% of the tuition of that course.

2. If the student withdraws after the five-day cancellation period, a tuition refund will be calculated on a per-course basis. The student will be entitled to a refund of the course tuition as follows:

<table>
<thead>
<tr>
<th>If student withdraws...</th>
<th>Student’s refund is (undergraduate courses)</th>
<th>Student’s refund is (graduate courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the 1st week of the course</td>
<td>$975</td>
<td>$975</td>
</tr>
<tr>
<td>During the 2nd week of the course</td>
<td>$894</td>
<td>$894</td>
</tr>
<tr>
<td>During the 3rd week of the course</td>
<td>$772</td>
<td>$823</td>
</tr>
<tr>
<td>During the 4th week of the course</td>
<td>$610</td>
<td>$732</td>
</tr>
<tr>
<td>During the 5th week of the course</td>
<td>$488</td>
<td>$650</td>
</tr>
<tr>
<td>During the 6th week of the course</td>
<td>$0</td>
<td>$669</td>
</tr>
<tr>
<td>During the 7th week of the course</td>
<td>$0</td>
<td>$488</td>
</tr>
<tr>
<td>During the 8th week of the course</td>
<td>$0</td>
<td>$407</td>
</tr>
<tr>
<td>During the 9th week of the course</td>
<td>$0</td>
<td>$325</td>
</tr>
<tr>
<td>After the 9th week of the course or after its completion</td>
<td>N/A</td>
<td>$0</td>
</tr>
</tbody>
</table>

**FOR EXAMPLE**

**Example 1:** An undergraduate NPC student has been enrolled in two courses for their entire duration and elects to withdraw from the program during the 4th week of his or her third eight-week course. The student will only be responsible for payment of the following:

- Tuition for 2 courses at $975 each: $1,950
- Tuition for 3 weeks of a third course (in accordance with the above chart): $365
- School resource fee: $95
- Lexis Advance account fee: $100
- Student’s total financial responsibility: $2,510

Any money that NPC has collected from the student in the above example in excess of $2,210 will be refunded to the student.

**Example 2:** A graduate NJU student has completed one course and elects to withdraw from the program during the 5th week of his or her second twelve-week course. The student will only be responsible for payment of the following:

- Tuition for 1 courses at $975 each: $975
- Tuition for 4 weeks of a second course (in accordance with the above chart): $325
- School resource fee: $95
- LexisNexis account fee: $100
- Student’s total financial responsibility: $1,495

Any money that NPC has collected from the student in the above example in excess of $1,495 will be refunded to the student.

All refunds will be issued within 30 days of the withdrawal or dismissal date. Students may voluntarily withdraw from NPC at any time by notifying NPC in any manner that effectively and unambiguously communicates the student’s intention to withdraw. Upon withdrawal, students who have paid in full for any course are entitled to complete such course, and retain access to all course materials according to the terms set forth in the course syllabus.

After the Five-Day Cancellation period has elapsed, if a student withdraws from the program by notifying NPC by e-mail or in writing, the student will be responsible for payment of tuition for courses already taken, at the rate of $975 per course, in addition to the non-refundable resource fee of $95 and Lexis Advance account fee of $100. If a student withdraws during a course, the student is responsible for tuition or entitled to a refund in accordance with the above chart. In case of evidenced circumstance beyond the control of the student (i.e. illness, accident of the student, death in family, etc.), special consideration may be granted, though this is at the complete discretion of NPC.

**SATISFACTORY ACADEMIC PROGRESS**

All students are required to maintain satisfactory academic progress at NPC. For details in the NPC Satisfactory Academic Progress requirement, please see the NPC Consumer Guide or [http://nationalparalegal.edu/SAP.pdf](http://nationalparalegal.edu/SAP.pdf).

**VA STUDENTS:**

Students Receiving GI Bill® Funding - Standards of Progress and Academic Probation:

National Paralegal College (NPC) uses an 8-week course length format for undergraduate courses and a 12-week course length for graduate courses.

During each course period, a student may take up to three courses totaling 9 credit hours.

If a student’s grade point average falls below 2.0 (or under 3.0 for graduate students) and remains there for two consecutive course periods, the student will be placed on academic probation unless unique circumstances warrant an exception from the Dean. Students shall be notified by email if and when they are placed on academic probation.

A student who is on probation and raises his or her GPA to 2.0 or higher is removed from academic probation. In the event that, while...
on academic probation, the student’s over-all grade point average remains below 2.0 for two additional consecutive course periods, the student will be dismissed from NPC for poor academic performance. In such event, students who are dismissed from NPC may apply for readmission under the NPC readmission policy, below.

A student’s GI BILL® funding is not affected while on academic probation.

**COURSE WITHDRAWAL – ACADEMIC CONSEQUENCES**

If a student withdraws from a course voluntarily prior to the course start date or during its first week, the course will not appear on his or her transcript or academic records at all.

If a student withdraws from a course voluntarily after the first week of the course but prior to the end of the fourth week of the course for undergraduate courses, or the end of the 6th week for graduate courses, he or she shall receive a grade of “W” for the course. This will not impact his or her grade point average (GPA).

If a student withdraws from a course voluntarily after the end of the fourth week of the course for undergraduate courses, or the end of the 6th week for graduate courses (without having completed sufficient work to pass the course), he or she shall receive a grade of “F” for the course unless the Dean or program director determines that extreme and unforeseen circumstances warrant allowing the student to receive a “W” for the course instead of an “F.”

If a student is involuntarily withdrawn from a course (without having completed sufficient work to pass the course) due to being dismissed from the school or similar reason prior to the end date of the course (generally the date of the last lecture), the student shall receive a grade of “W” for the course.

If a student withdraws from the course (without having completed sufficient work to pass the course) after the course end date (generally the date of the last lecture), whether voluntarily or involuntarily, the student shall receive a grade of “F” for the course unless the Dean or program director determines that extreme and unforeseen circumstances warrant allowing the student to receive a “W” for the course instead of an “F.”

If a student comes close to passing a course, the Dean or program director may, at his or her discretion, allow the student to complete prescribed extra credit assignment(s) to raise the grade to the passing level.

If a student re-takes and passes a course that he or she previously failed, the first (failed) course will not appear on the student’s official transcript.

**ASSESSMENT AND PROCTORING**

NPC and NJU courses are assessed primarily on the basis of assignments and exams. While the numbers of assessments vary, most courses have between 2 and 4 exams and between 3 and 8 assignments. Please see the course syllabus for a precise breakdown of assignments and exams that are assigned for each individual course.

Factors such as extra credit work and participation can increase a student’s grade while factors such as deadline extension penalties and missed weekly interactions can reduce a student’s grade. Please see the course syllabus and the course message boards for details that apply to each individual course.

Assignments, exams and courses are graded in accordance with the NPC grading policy, as appears below.

**IDENTITY VERIFICATION/EXAM PROCTORING**

All NPC courses require the completion of one or more proctored examinations that cumulatively test all materials taught during the course. Each exam is proctored through the Voice Proctor™ examination management and proctoring system. Exam questions are selected at random from a question pool for each topic area covered in an exam. The procedure by which the Voice Proctor™ system protects the integrity of the exam process is described below. Exams are taken, corrected and viewed through the Voice Proctor system. After an instructor grades an exam, the questions, student’s answers and instructor feedback are made available to the student.

**Voice Proctor Overview:**

Voice Proctor™ uses a system of automated phone calls before and during the exam during which the student’s voice is recorded. If the voice on the phone matches that student’s voice print on file, Voice Proctor can confirm that the correct student is present and taking the exam.

The student must register her “voice print” prior to taking her very first exam at NPC. The procedure for registering the student’s voice print is as follows:

The system takes a webcam video recording of
a. the student displaying a valid ID; and
b. a system-initiated phone call that will record the student reading a paragraph presented on her computer screen (video-taping the process ensures the correct student is recording her initial voice print).

After this registration is reviewed and approved, the student can take proctored exams. The student’s voice print is kept on file indefinitely. Voice Proctor has a two-step process to ensure that the correct student is taking the exam:

a. When the student begins taking the exam, he receives a phone call from the Voice Proctor system and is asked to read a paragraph that is displayed on the screen. If the student’s voice matches the voiceprint on file, we know that the correct student is present.

b. During the exam, the student can be called by phone at a random point and asked to orally answer a “challenge” question about the exam that is similar to a written question that has been answered previously. The student is not able to view the previously submitted answer at this point. After the exam is over, an NPC staff member compares the oral answer given to the challenge question to the written answer given to the similar question earlier on the exam. If these answers are inconsistent with each other, this can give rise to a suspicion of cheating which can then be more fully investigated. If the answers to the challenge question and the comparable written question are consistent, it can be concluded that the exam taker is doing his or her own work.
GRADING POLICY

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) do not have this requirement.

Assignments that call for essay responses should be no shorter than 500 words. It is uncommon for more than 1,000 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 exceeding 1,000 words, being unnecessarily repetitive or discussing tangential or irrelevant issues are legitimate grounds for grade reduction.

Assignments that do not conform to the minimum guidelines will receive an appropriate grade reduction. Assignment grades are administered on a 0-4 scale on the following basis:

4 = excellent
3 = good
2 = satisfactory
1 = poor
0 = fail

Partial assignment points may also be awarded (e.g., 3.5)

Examinations
Examinations 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.

Partial credit for incorrect or incomplete answers is awarded at the discretion of the grader.

Final Course Grades
Students who have completed their assignments and exams will be issued a final grade shortly after their last assignment or exam is graded. Course grades are assigned based on a raw point scale. The maximum number of raw points that can be earned in a course is 500 (exclusive of any extra credit offered and earned). This is divided proportionally among assignments and exams in accordance with the course syllabus. Raw scores may be increased through extra credit or decreased through extension penalties or missed weekly interactions. Students who fail their first course at NPC may be withdrawn from their program.

Once the student’s raw score is determined, a letter grade is assigned based on the following scale:

<table>
<thead>
<tr>
<th>Raw Points</th>
<th>Letter Grade</th>
<th>Quality (grade) Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;474</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>445-474</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>420-444</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>395-429</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>365-394</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>340-364</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>315-339</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>285-314</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>260-284</td>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>230-259</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>&lt;230</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Instructors do have the discretion to assign grades outside of these ranges if the circumstances warrant.

Students who do not complete their coursework within one week of the end of a course will automatically receive a temporary 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 the 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 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 (or 6 weeks in the case of a graduate course), 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.

Transcripts
Students and alumni in good standing can request an official transcript or have an official transcript mailed to an educational institution or employer.

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 each 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.

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 (10 raw points).

**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.

**STUDENT MENTOR PROGRAM**

Upon enrollment in any undergraduate program, each student is assigned a student mentor from NPC’s student mentor staff. The student mentor program director shall assign each student to his or her student mentor. The student mentor shall promptly send a welcome e-mail to the student, advising a student of the availability of student mentor services.

The student mentor’s role is to facilitate the ability of the student to adjust to the expectations of NPC, specifically with regard to research assignments. The student mentor shall direct students to applicable training resources that are relevant to the research and writing of assignments. The student mentor shall also volunteer to review potential assignment submissions from the student and provide detailed feedback to the student that the student may use before submitting the assignment.

Please also note that, in addition to the student mentor program, NPC maintains an academic student services office that can be reached by phone at 800-371-6105 x 5 or by emailing Susan Israel at susan@nationalparalegal.edu. Academic assistance is available for any NPC course and students should not hesitate to reach out if they are having academic difficulties of any nature.

NPC offers its students access to the following databases that are not publicly available:

**Lexis Advance**

NPC is happy to afford to all of our enrolled students access to Lexis Advance®, a comprehensive research database that affords students access to cases, statutes, treatises, law review articles, forms, regulations, etc. This database should provide students with substantially all of the materials necessary to complete research for legal studies courses and projects.

Only enrolled students receive Lexis accounts. Your initial user name and password combination will be provided to you by email upon enrollment. Once you login, you will be prompted to change your own password. If you have any questions about your Lexis account, please contact Lexis customer support at 1-800-543-6862. If they tell you that something needs to be done on our end or if you are enrolled and have never received an initial login and password, please contact NPC Student Services at info@nationalparalegal.edu or 800-371-6105 x 128.

Please note that in addition to legal databases, Lexis has databases that are relevant to other areas of study. For example, Lexis Advance® gives you access to myriads of publications that are relevant to natural sciences.

**IMPORTANT: Under our subscription agreement with Lexis, student Lexis accounts may only be used for schoolwork related activities.**

**LexisNexis accounts may NOT be used for other purposes, such as work-related legal research and to run searches on individuals and/or companies.**

*It is important to note that Lexis keeps tabs on all searches that are run through the Lexis system and suspicious searches are flagged.*

Any student found to have used his or her student Lexis password for inappropriate purposes (i.e., any purposes unrelated to NPC schoolwork) may have his or her Lexis account terminated with or without prior warning.
PLAGIARISM POLICY

Background and Definition
All work done by NPC students on assignments, examinations and research projects is expected to be their own work. Quoting other sources as part of analyzing a subject is desirable and necessary in many cases. However, when other sources are quoted or used, they must be properly attributed to the original sources. This applies to direct quotes of sources and to paraphrasing other sources or using ideas obtained from other sources even if the exact text is not used. Plagiarism means using the materials of others without appropriately citing the source and is an academic offence.

Under the NPC plagiarism policy, a student may not as part of any assignment or exam submission:
1) Quote any text from any other source without:
   a) Putting quotation marks around the quoted material;
   AND
   b) Appropriately citing the source of the quote.
2) Pass off the work of another as his or her own, even if the student does not directly quote from the other source.

Please note that the NPC plagiarism policy does not mean that you cannot quote language from the courseware, textbook or slides as part of an answer to a question on an exam. These are resources that are meant to be used on an exam when applied in an appropriate manner. However, you must cite whatever source you quote. Quoting any source without attribution is plagiarism.

Procedures and Penalties
All NPC faculty members are under continuing instructions to notify the education director when plagiarism is suspected. NPC has and uses software that is designed to detect plagiarism and any suspected instance of plagiarism is run through this software. If the Dean or Assistant Education Director believes that there is probable cause to believe that a student has committed plagiarism, the student is notified of the charge and is given the opportunity to respond (usually via email). The evidence of plagiarism, along with the student’s response (if any) are then sent to the school’s Dean and Assistant Education Director, who then make a determination as to whether the student’s guilt has been established by clear and convincing evidence.

If the student admits to committing plagiarism in writing (including email) or if the Dean and Assistant Education Director find that the student did plagiarize work, the student may be disciplined.

Absent mitigating circumstances, the penalty for plagiarism will be no less than receiving a “zero” for the assignment or exam answer that was plagiarized. More severe penalties, including failure of the course and up to and including expulsion from the school may be applied in egregious cases or in the case of a repeat offender. The penalty is at the discretion of the Dean.

If a student wishes to appeal a finding or penalty, he or she may do so by submitting a statement, in writing (including email), to the school President, Dean and Assistant Education Director within thirty (30) days of the student being notified of the sanction imposed. This panel may reduce or eliminate an imposed penalty in its discretion, based on a finding of innocence or mitigating circumstances.

Prohibition against sharing assignment and exam answers

Library Information Resources Network

National Paralegal College is proud to partner with the Library Information Resources Network (LI RN) to allow our students access to tens of thousands of research sources, including books, journals, magazines, newspapers, periodicals, etc. Our students have access to many databases not available on the open web, including:

- Academic OneFile
- Business and Company Resource Center with PROMT and Newsletters
- Business Insights Global
- Expanded Academic ASAP
- Expanded Gale Virtual Reference Library (over 900 titles)
- Health Reference Center Academic
- Health and Wellness Resource Center
- InfoTrac Criminal Justice Collection
- The ABI/INFORM Academic collection, which features over 3,000 full-text journals, 25,000 Dissertations, 14,000 SSRN working papers, key publications such as Barron’s, Business Week, The Wall Street Journal Magazine and The Financial Times, as well as country-and industry-focused reports and data.

Computer-Assisted Legal Instruction

NPC students have access to thousands of law-based lessons and presentations relating to law, legal studies and taxation through The Center for Computer-Assisted Legal Instruction (CALI). To set up a CALI account, please use NPC’s authorization code, which is provided to enrolled NPC students.

While CALI lessons may be assigned by professors, they are also available to any student who would like extra help with a particular area of law or taxation.

CALI also provides access to a variety of E-books that include books on law and legal studies as well as literature by authors such as Shakespeare, Melville and Dickens. CALI includes in its E-book collection titles that are often assigned as reading for legal courses.

In addition, NPC students are encouraged to use publicly available databases and tools, which are more likely to lead to information and sources usable in an academic paper than generic search engine searches:

Important Note on Plagiarism:
When researching and using outside resources, it is of paramount importance to keep the NPC Plagiarism Policy in mind. The two central points you need to know are:
1. Whenever you use ideas, language or content from another source, you must appropriately cite that source.
2. Whenever you use language that appears in another source, you must put quotation marks around the quoted language in addition to citing the source of the language (you can also use block quotes, as is appropriate when citing longer passages).

For more information, please see the NPC Plagiarism Policy below.
In addition to the prohibition against plagiarizing answers, NPC students may not share their completed work or any answer keys or sample answers they have obtained by any method with any other student or students. In addition, NPC students agree NOT to upload any sample answer (whether written by themselves or any other person) to any NPC assignment or exam question to any publicly available website or database. Any student who uploads a sample assignment or exam answer to a publicly available website or database shall be disciplined in a manner to be determined by the school Dean, up to and including expulsion from the college. Any student who relies on any sample answer obtained from any source other than an NPC faculty member including from another student and/or a website or database to which the answer has been uploaded shall be disciplined for plagiarism, as discussed above.

GRADE CHALLENGES AND REVIEWS

If any student has a question, concern or dispute regarding assignment or exam grades, the student should first contact the course grader. Contact information for the course grader appears in the course syllabus. Since the course grader actually graded the paper, he or she is in the best initial position to determine and explain why a grade was given and whether it should be changed. Instructors will generally not review a disputed paper or grade unless the student has first made a reasonable attempt to settle the issue with the course grader.

If a student has made a reasonable attempt to settle the issue with the course grader but has been unable to get a satisfactory resolution or explanation, a student may appeal to the course instructor (if that person is not the same as the course grader) and/or to the Dean.

The name of the relevant course and exam or assignment number
A copy and paste of the applicable question, the student’s answer, any relevant instructor feedback and the grade that the student received.
A statement explaining, in as much detail as possible, why the grade assigned should be changed. Please note that comparisons to sample answers on assignments are not sufficient grounds on which to appeal assignment grades of 3 or better. This is because the sample answers are meant to be examples of good answers, not model or perfect answers.

The education director or instructor reviewing an assigned grade will review such under the abuse of discretion standard. This means that a grader’s determination will be overturned only if the grader is found to have made a plain error or abused his or her discretion in assigning a grade. In matters of grade appeals, the decision of the education director is final.

Blanket requests that the Dean review or re-grade an entire exam on the grounds that the student believes that the exam was graded too harshly will be denied. Grade reviews require specific arguments to be presented in their support to be considered.

ACADEMIC PROBATION

National Paralegal College (NPC) uses an 8-week course length format for undergraduate courses and a 12-week course length for graduate courses. During each course period, a student may take up to three courses totaling 9 credit hours.

A student who experiences difficulty with his or her coursework is encouraged to communicate with his or her advisor and/or student mentor.

If a student’s grade point average falls below 2.0 (or under 3.0 for graduate students) and remains there for two consecutive course periods, the student shall be placed on academic probation unless unique circumstances warrant an exception from the Dean. Students shall be notified by email if and when they are placed on academic probation.

A student who is on probation and raises his or her GPA to 2.0 or higher is removed from academic probation. In the event that, while on academic probation, the student’s over-all grade point average remains below 2.0 for two additional consecutive course periods, the student may be dismissed from NPC for poor academic performance. In such event, VA students receiving GI Bill® benefits will have their benefits interrupted. If the student has shown substantial improvement in his or her work or if the student has shown that his or her poor work was a product of an event or circumstance that is likely to end, the Dean may, at his or her discretion, allow the student to remain in the school even after the passage of two additional consecutive course periods. However, the Dean cannot reinstate VA Benefits or Title IV financial aid benefits on his or her own accord. Students who are dismissed from NPC may apply for readmission under the NPC readmission policy, below. A student’s status while on academic probation is not affected in any way except for the provisions stated in this policy.

Students that are receiving financial aid are subject to specifically timed, mandated progress checks. The timing and outcome of these evaluations may differ from the timing allowed for general academic probation. Please see the NPC Satisfactory Academic Progress policy for additional details.

DISMISSAL

Dismissal due to inappropriate conduct— in general
Students are expected to adhere to a standard of behavior that is appropriate and conducive to the furtherance of the academic standards and professional goals that National Paralegal College (NPC) has established for its programs. Prohibited conduct is set forth in the NPC Code of Conduct that appears below.

NPC administration may, at its discretion, dismiss a student due to behavior that violates the NPC Code of Conduct.

Inappropriate conduct – cheating on exams or assignments
No student may wrongfully benefit from information provided by another individual when taking an examination. Students who are caught cheating on examinations may be dismissed from the College.
or subjected to a disciplinary measures to be determined by NPC. While collaboration and discussion of assignments and assignment research among students is allowed, no student shall pass off the work of another as his or her own. Submitting the work of another person as one’s own on an assignment is considered cheating and will subject the student to discipline up to and including expulsion from the college.

No student shall be dismissed for cheating without:
1. A written (including emailed) confession from the student, or
2. A finding of fact by the school Dean that the student is guilty of cheating based on clear and convincing evidence that the student cheated on an exam or assignment.

Any student accused of cheating shall have the opportunity to be heard (which may be satisfied by an exchange of emails) before an adjudication is made as to his or her guilt. A student dismissed for cheating may appeal. If the student does appeal, the student may present argument and/or evidence in writing (such as by email) in his or her defense. A committee comprising at least three full time NPC faculty shall be appointed by the Dean and convened to decide any student appeal of dismissal for cheating. A decision shall be rendered by such committee by majority vote.

Dismissal due to poor academic performance
A student may be dismissed for poor academic performance in accordance with NPC’s academic probation policy, above. Additionally, a student in any NPC program may be dismissed if they receive a failing grade in their first course.

Dismissal due to poor academic performance for chronic incomPLETES
A student who receives grades of “Incomplete” for all courses taken in two consecutive or overlapping course periods (i.e., two course periods which have start and end dates that are at least three weeks apart) may be dismissed from NPC due to poor academic performance unless NPC determines that there is sufficient cause to allow the student to remain in the school. Sufficient cause in this case means a truly unique circumstance that could not have been anticipated by the student before enrollment at NPC.

NPC students are reminded that they may be able to take a leave of absence if they see that they will be unable to complete coursework in advance of the course.

A student who has been dismissed from National Paralegal College may apply for readmission under the college’s readmission policy (below).

RE-ADMISSION
A student who has been dismissed from National Paralegal College may apply for readmission under any one of the following circumstances:
1. 12 months have passed from the time of the student’s dismissal. If the student was dismissed due to inappropriate conduct or cheating, NPC may also require a phone interview and/or additional steps to determine whether the student will be allowed readmission. Readmission under this paragraph is under NPC’s sole and absolute discretion.
2. 6 months have passed from the time of the student’s dismissal, and the Dean recommends readmitting the student following a telephone interview. Readmission under this paragraph is under NPC’s sole and absolute discretion.
3. The student has submitted 2 writing assignments provided by NPC based on previous courses that the student has taken, which have been graded by the Dean or Assistant Education Director and have been found to merit a grade of “B” or higher. This option is only available to students who have been dismissed for chronic incomPLETES or poor academic performance. The student must then show satisfactory progress in his or her next courses and raise his or her GPA to 2.0 within a reasonable period of time or the student may be dismissed again.
4. The student has completed a remedial course at NPC or another school, which, in the opinion of the Dean will enable the student to return to NPC and remain in good academic standing. This option is only available to students who have been dismissed for chronic incomPLETES or poor academic performance. The student must then show satisfactory progress in his or her next courses and raise his or her GPA to 2.0 within a reasonable period of time or the student may be dismissed again.

Readmission under any of the above paragraphs is subject to the absolute discretion of NPC.

LEAVE OF ABSENCE

Who needs a leave of absence
A student who plans to skip a sufficient number of sessions to make him or her unable to complete his or her academic program in the maximum allowed time, or a student who is receiving financial aid who wishes to go through a period without taking any courses while not having his or her financial aid eligibility terminated, must request a leave of absence.

How to Request a leave of absence
If a student wishes to take a break from his or her studies at NPC for any reason, the student should request a leave of absence.

A leave of absence should be requested by submission of a request for leave of absence form (which can be downloaded from the student website or requested from the student services office) which shall state the reason for the requested leave of absence, the anticipated return date and the reason the student believes she will be able to return to school by the return date. The decision to grant a leave of absence is at NPC’s discretion, which may request supporting documentation if it deems such request advisable to ensure that the student is likely to return to NPC after the leave of absence is over. By way of example, an application for a leave of absence may be denied if the student’s academic records indicate that the student is unlikely to succeed at NPC upon return or if the student is eligible or soon to be eligible to be dismissed for poor academic performance.

A leave of absence may not be granted while a student is enrolled in any courses. A student who applies for a leave of absence while
enrolled in one or more courses must complete or withdraw from all ongoing courses before a leave of absence can be granted. Any course that a student withdraws from is treated in accordance with NPC’s course withdrawal policy. The NPC student services office will be happy to discuss the student’s leave of absence options and ramifications upon request.

Effect of a Leave of Absence
A leave of absence, if granted, is valid only for the period for which it is granted. The amount of time allowed for a leave of absence is at the sole discretion of NPC.

During the time that a student is on leave of absence, the student’s NPC account will be inactive and he or she will not be able to submit assignments or take exams.

Return from Leave of Absence
A student on leave of absence must return to the school at the time that the leave of absence ends. If the student does not complete an academic interaction with the school during the week he or she was supposed to return, or another date as determined by NPC, the student will be considered to have withdrawn from the school. The withdrawal will be effective as of the date the student was scheduled to return from the leave of absence and failed to do so.

If the student failed to complete a course before going on a leave of absence and consequently received a low or failing grade for that course, the Dean or program director may, at his or her sole discretion, allow the student to complete the course after returning from leave of absence.

C. Scope
1. The adoption of the Student Code of Conduct does not prohibit the college from adopting or maintaining additional rules to govern the conduct of students such as those outlined in the syllabus in a class. Allegations of misconduct brought under the Student Code of Conduct may be combined with allegations arising under other directives and rules.

2. The Student Code of Conduct applies to individual students of NPC and all of its divisions and subsidiary schools.

D. Prohibited Conduct
The following behaviors are prohibited:

1. All forms of student academic dishonesty, including but not limited to: cheating, fabrication, facilitating academic dishonesty, and plagiarism. This also includes assisting or enabling other students in the commission of any form of academic dishonesty. By way of illustration but not limitation, the sharing of completed assignments with students who have not yet submitted those assignments or posting them to the internet where they can be accessed by students who have not yet submitted those assignments is enabling cheating and is prohibited. Circumventing or attempting to circumvent NPC’s exam proctoring system is also specifically referenced as an instance of dishonest and prohibited conduct.

2. Endangering, threatening, or causing physical harm to any member of the NPC community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.

3. Violating the terms of any disciplinary sanction imposed for an earlier violation of the Student Code of Conduct or any other NPC rules.

4. Violation of, or attempt to violate, other rules that may be adopted by NPC.

5. Impersonation of another, using another person’s identity, or furnishing materially false information, including use of false identification.

6. Failure to comply with the directions of NPC officials or agents acting in the good faith performance of their duties.

7. Forgery, falsification, fabrication, unauthorized alteration, or misuse of NPC documents, records, or identification, including, but not limited to, electronic software and records.

8. Unauthorized access to, disclosure of, or use of any college document, record, or identification, including, but not limited to, electronic software, data, and records.

9. Interfering with or disrupting college or NPC-sponsored activities, including but not limited to online classroom related activities, online studying, online teaching, online research, intellectual or creative endeavors, administration, service or the provision of communication or computing services.

10. Misrepresenting oneself or an organization as an agent of NPC.

11. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to NPC or belonging to another person or entity.
12. Engaging in repeated or significant unwanted behavior toward another individual, whether in person, by phone, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.

13. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or NPC policy.

14. Interfering with any college disciplinary process, including but not limited to tampering with physical or electronic evidence or inducing a witness to provide false information or to withhold information.

15. Harassing or behaving in an excessively mean or nasty manner towards another student or any NPC staff member or behaving in such manner after being asked to desist from doing so.

16. Engaging in any conduct that interferes with the education or educational delivery for any other student.

17. Intentionally making false and defamatory statements about any other NPC student, any NPC staff member or the college in any forum.

E. Sanctions

NPC (through any of its designated officials) may impose one or more of the following sanctions for any violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.

1. Expulsion: Permanent separation of the student from NPC.

2. Suspension: Temporary separation of the student from NPC for a specified period of time, or until specific conditions, if imposed, have been met.

3. Degree Revocation: NPC may revoke a degree, certificate or other academic recognition previously awarded by NPC to a student.

4. Probation: Removal of the student from good disciplinary standing. Additional restrictions or conditions may also be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation, or other college rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.

5. Warning: A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.

6. Administrative Hold: A status documented in the registrar’s official file which may preclude the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Dean in accordance with college rules.

7. Restricted Access to College websites: A student’s access to NPC websites, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.

8. Interim Action: NPC may impose restrictions on a student or suspend a student for an interim period prior to resolution of the disciplinary proceeding.

F. Determining What Sanctions to Impose

1. Mitigating and aggravating factors may be considered. Factors to be considered in mitigation or aggravation include the individual’s prior disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting from the violation, the payment of restitution to the college or to any victims, or any other factors deemed appropriate under the circumstances.

2. Repeated violations of the Student Code of Conduct may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.

G. Enforcement

1. Student sanctions shall be enforced through use of disciplinary procedures adopted by the college.

GRIEVANCE PROCEDURE

NPC encourages students to contact staff and/or faculty directly with questions or concerns. A student with a grievance should first attempt to resolve it directly with NPC. Students are encouraged to use the NPC internal grievance procedure (outlined below) or discuss the problem with an instructor. A student who has a complaint that cannot be worked out with his or her instructor, mentor, or the applicable NPC staff or faculty member, should contact the following NPC Supervisory Staff Members:

- Amy Dubitsky, NPC Director of Compliance (amy@nationalparalegal.edu or 800-371-6105 x 122), for administrative matters, including those involving enrollment, course enrollment or financial aid
- Stephen Haas, NPC Chief Academic Officer (shaas@nationalparalegal.edu or 800-371-6105 x 104), for academic matters

NPC Supervisory Staff Members will review all forwarded student issues and provide concrete response to the student within fifteen (15) business days. If the student grievance is not resolved after the above steps, the student may appeal via a formal written grievance letter. Formal grievances should be filed in a timely manner. The student must clearly state the nature of the grievance, attach copies of any supporting materials (e.g. enrollment agreement, transcript, e-mails, etc.), evidence of prior attempted resolution, and the specific relief sought. The student should retain original copies of supporting materials. The formal grievance must be dated and signed by the student filing the grievance. Grievance letters should be mailed by certified mail, return receipt requested, to:

  Director of Student Services  
  National Paralegal College  
  717 E. Maryland Ave  
  Phoenix, AZ 85014

Within three business days of receipt of the letter, the student services director will forward a copy to the school president. The school president and student services director or education director will discuss the allegations within three business days of the president’s receipt of the letter. The matter will be referred to a panel of three members drawn from NPC’s faculty and management. If the complaint concerns an NPC staff or faculty member, the NPC member will be granted five (5) business days to provide a response. The panel will, by majority vote, decide to what remedy, if any, the student is entitled. The student services director will mail a response to all formal grievance letters to the student within thirty (30) business days of receipt of the formal written grievance. Only the school President shall have the authority to override the determination of this panel.

If the complaint cannot be resolved through the NPC grievance procedure, the student may file a complaint with the Distance Education Accrediting Commission or the Arizona State Board for Private Postsecondary Education.

https://nationalparalegal.edu  (800) 371-6105
National Paralegal College participates 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

FINANCIAL AID DISCLOSURES

NPC financial aid disclosures appear in the NPC Consumer Guide, which can be accessed from the “Financial Aid” page of the public NPC site (http://nationalparalegal.edu/FinancialAid.aspx) or through this direct link: https://nationalparalegal.edu/ConsumerGuide.pdf

NON-DISCRIMINATION

NPC is committed to equal opportunity in its education and admission policies. It is our desire to provide equal opportunity to all. NPC does not discriminate or differentiate based on race, color, creed, age, gender, national origin, religion, sexual orientation or disability. Amy Dubitsky is designated under 34 C.F.R. 104.7(a).

The United States Department of Education’s Title IX regulations require Institutions that receive federal financial aid under Title IV must not discriminate on the basis of sex in the education programs or activities it operates. NPC aligns our policies with the principles on which these regulations are based. Questions or complaints regarding Title IX issues should be directed to NPC’s Title IX coordinator, Ayala Wohlgelernter. Ayala can be reached via: Email: ayala@nationalparalegal.edu; Phone: 800-371-6105, ext. 106; Fax: 866-347-2744; Mail: 717 East Maryland Ave, Suite 115; Phoenix, AZ 85014.

DISABILITY ACCOMMODATION

It is the policy of National Paralegal College (NPC) to comply with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Pursuant to these laws, no qualified individual with a disability, or those regarded as having a disability, shall unlawfully be denied admission or access to NPC.

NPC will make admission decisions using criteria which do not consider an individual’s disability, but rather, the student’s individual qualifications to meet the essential elements of the selected program, assuming incorporation or use of the proper academic adjustment and/or auxiliary aids, if necessary. Students with disabilities desiring to enroll in any program must be able to meet the minimal standards of the program to which admission is sought. NPC does not discriminate against an individual on the basis of his or her disability. NPC will provide reasonable required accommodations to a student with a documented disability in order to afford the student an equal opportunity to participate in its programs, activities, and facilities.

Students with disabilities are responsible for requesting any needed accommodation. NPC will provide reasonable accommodations for students who have met the eligibility and verification requirements. However, NPC must have time to review and approve the request before making accommodations. Therefore, students are encouraged to contact NPC as soon as possible after they have submitted their Enrollment Agreement. More information can be found in the NPC Disability Accommodations Policy Manual, which is available upon request.

If you are a student seeking an accommodation for a disability, please go to the “Forms” section and complete the Disability Accommodation request form (https://nationalparalegal.edu/Students/EnrollmentForms.aspx ) and submit it along with the required documentation to amy@nationalparalegal.edu or shaas@nationalparalegal.edu.

NPC maintains confidentiality regarding a student’s disability. Any information collected is utilized strictly for the benefit of the student. Disability-related information is maintained separately from the student’s academic record. NPC applicants/students are not required to report disabilities; this is strictly voluntary.

A full copy of the NPC Policy on Disability Accommodation is available upon request.

PRIVACY

The Federal Family Educational Rights And Privacy Act of 1974 (Public Law 93-380) gives each student the right to know the following: what type of student records are maintained; who has access to these records and for what purpose; what are the procedures to access and review one’s own records; how to amend any record which is inaccurate or misleading; and the cost of reproducing copies of records from one’s own file.

At NPC, your academic records, including your course grades and assignment and exam results, are maintained indefinitely. The assignments and exams themselves may be maintained in our database and available to active students and alumni, but NPC makes no warranty as to their maintenance or the student’s ability to retrieve them. Students wishing to save their own assignments or exams are strongly encouraged to save them on their own computers and to please not rely on the NPC servers to maintain original copies of their assignment and exam submissions.

NPC staff (including student mentors) and NPC faculty have access to your academic records for any school-related purpose. Any student may access his or her academic records at any time by logging in to his or her NPC student account. Students who were once enrolled but are now de-activated will still maintain access to

Distance Education Accrediting Commission
1101 17th Street NW, Suite 808
Washington, DC 20036
Telephone Number: (202) 234-5100
Website address: http://www.deac.org

Arizona State Board for Private Postsecondary Education
1740 West Adams, Suite 3008
Phoenix, AZ 85007
Telephone Number: (602) 542-5709
Website address: https://ppse.az.gov/
their own academic records (i.e., courses taken and course grades) and their tuition and payment ledger.

If you notice anything about your records that you believe is inaccurate or misleading, please contact Amy Dubitsky at amy@nationalparalegal.edu or 800-371-6105 x 122 with as much detail and specificity as possible and we will investigate the matter as expeditiously as possible.

Students may access and print their own academic records through NPC’s website at no cost. You may also ask to be emailed an unofficial copy of your transcript at no cost.

A student also has the right to control the distribution of information to others with the following exceptions: faculty and administrative staff of the school; local, state, and federal regulatory authorities: accrediting agencies; parent of dependent student; and release of information pertaining to health emergencies. A student who has questions or concerns regarding compliance with the Privacy Act is encouraged to contact the president of the school at (800) 371-6105. NPC reserves the right to release certain directory information. Former students of NPC have the opportunity to limit the release of directory information by notifying the office of student services in writing. Students are eligible under the act to file a complaint with the address below if they believe that the institution did not comply with the requirements of the Act:

U.S. Department of Education Family Policy and Regulations Office
Federal Office Building, Number 6
400 Maryland Avenue, S.W.
Washington, D.C. 20202

National Paralegal College maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in June 1976). FERPA defines requirements designed to protect students’ privacy concerning their educational records. The disclosure includes students’ rights and the procedure to review their records and correct inaccuracies. Generally, student records will not be released to a third party without written authorization from the student, a lawfully issued subpoena or by judicial order.

Educational records pertain to all records an institution maintains about a student. A student who has questions or concerns regarding compliance with the Privacy Act is encouraged to contact the president of the school at (800) 371-6105 x 101. NPC reserves the right to release certain directory information. Former students of NPC have the opportunity to limit the release of directory information by notifying the student services director in writing.

**GRADUATION REQUIREMENTS**

To graduate from an NPC program, a student must complete the program requirements, which can be found earlier in this catalog.

All undergraduate programs require a grade point average of 2.0 or better to graduate, while graduate programs require a grade point average of 3.0 or better to graduate. A student who finishes his or her course of study with a grade point average of less than 2.0 (or 3.0, for graduate students) may request extra credit assignments and/or re-take classes in order to raise his or her grade point average to the level necessary to qualify for graduation. The Dean has final discretion to assign students to an academic plan and/or allow students to (re)submit prior assessments.

**PLACEMENT ASSISTANCE**

Although NPC offers students placement assistance and may assist students in preparing job application materials, obtaining internships, etc., NPC does not guarantee any student a job or internship.

**STUDENT ACCESS TO ACADEMIC RECORDS**

Assignments and exams, along with their grades and feedback, remain in our system even after they have been “returned” to the student. Progress reports for each course for each student also remain in our system. The progress reports include the date on which each weekly interaction was fulfilled and the dates on which all assignments and exam were submitted. The progress reports also include grades given on each assignment and exam as well as grades issued for the course. However, NPC does not guarantee perpetual access to the student’s assignments and exams in NPC’s system.

Students always have access to a list of their courses and course grades on their “my courses” screen. Please see the section below regarding Transcript Requests for more information on requesting an official transcript.

All active students and alumni have access to their course records, including their grades for all assignments and exams, progress reports, etc., 24/7/365.

Inactive students maintain access to their ledgers and to their course schedule and grades, 24/7/365. They cannot, however, access their individual assignments and exams in the NPC system.

**STUDENT SERVICES**

Students may change their contact information and other information in the NPC system by clicking “Edit your personal profile” on the NPC student menu. New students are encouraged to watch the NPC orientation video at [http://nationalparalegal.edu/virtual-tour/default.html](http://nationalparalegal.edu/virtual-tour/default.html). New students are also encouraged to schedule a personal tour of the NPC website, as prompted when they are first accepted to NPC. If students have any questions regarding their enrollment, obtaining a student ID card, scheduling courses or any other matter, they are encouraged to contact the NPC student services office at 800-371-6105 x 0.

**TRANSCRIPT REQUESTS**

Students and alumni in good standing can receive an official transcript, or have an official transcript mailed to an educational institution or employer by submitting a transcript request through the Parchment transcript service. A link is available on each student’s “My Courses” page or students can visit www.parchment.com to place a transcript request. A nominal $5 fee (subject to change) is charged for the generation of digital transcripts. NPC/Parchment may request information to verify the identity of the person requesting the transcript. If a student or former student has not complied with an administrative request, has an outstanding balance, or has been delinquent in their scheduled payments, NPC may deny the request for issuance of an official transcript. As a transcript is a complete record of a student’s courses and grades.
while attending NPC, we cannot issue a partial transcript. A student with a delinquent account may request an unofficial transcript and should contact the bursar’s office to discuss a payment arrangement. Please note that the extent to which a school accepts transfer credits is always at the discretion of the receiving institution.

**NPC ADMINISTRATION AND CONTROL**

National Paralegal College, Inc. is a corporation duly organized and existing under the law of the State of Arizona.

Avi Katz, President, CEO and shareholder  
Mark Geller, Vice President, Dean Emeritus and shareholder  
Stephen Haas, Chief Academic Officer  
David Cohen, Chief Technology Officer

**ADVISORY COMMITTEE**

The Advisory Committee is chosen by NPC Management and consists of no fewer than five (5) members who serve for two-year terms. Represented on the Committee are practicing attorney(s) and/or paralegal(s), business administration professionals and academics in general education fields. Advisory committee activities are supervised by the Director of Education. The Advisory Committee can be consulted on a periodic basis regarding the NPC mission, school objectives, program learning outcomes and course learning outcomes.

**ACADEMIC CALENDAR**

The NPC Academic Calendar and course schedule can be accessed on the NPC website. The undergraduate calendar can be accessed here: [http://nationalparalegal.edu/Schedule.aspx](http://nationalparalegal.edu/Schedule.aspx). The graduate academic calendar can be accessed here: [http://juris.nationalparalegal.edu/Schedule.aspx](http://juris.nationalparalegal.edu/Schedule.aspx).

For all purposes of this catalog, fulfilling a prerequisite requirement, means having been enrolled in a course regardless of grade earned or passing status. A prerequisite requirement may be waived at the discretion of an NPC staff member.

Students who wish to take more than one course in a single module, they can continue to do so. Scheduling courses in this manner may affect a student’s financial aid and students should consult with the financial aid department before requesting this type of schedule change.

**HOURS OF OPERATION**

NPC’s hours of operation at NPC are 8:00 AM–5:00 PM, Monday through Thursday, and from 8:00 AM–2:30 PM on Friday, Mountain Standard Time. NPC adjunct faculty are available by email. Emails for faculty members assigned to a given course appear on the course syllabus.

**RULES AND REGULATIONS**

1. Students are expected to adhere to a standard of behavior that is appropriate and conducive to the furtherance of the academic standards and professional goals NPC has established for its programs and are expected to comply with the NPC Student Code of Conduct, set forth above.

2. NPC’s administration at its discretion may, without cause and/or prior notice to the student, deny a student access to live classrooms and/or chat-rooms, due to exhibited behavior or statements it deems inappropriate.

3. NPC’s administration at its discretion may deny a student a certificate or degree due to behavior it deems inappropriate.

4. Students who are in default of their tuition payments may be denied access to their program until payments are made current.

5. All materials and policies within this Catalog are subject to change at any time. Please visit our website for the most recent materials and policies offered by the school. This Catalog is for informational purposes only and does not constitute an offer.

**USE OF MATERIALS**

The student acknowledges that all study materials provided are created by NPC and is subject to copyright. The student agrees to refrain from copying, using or otherwise distributing NPC material(s) for any purpose than the student’s personal education. Students may not distribute materials prepared or provided by NPC to third persons without the prior written consent of NPC.

**PROFESSIONAL ETHICS AND INTEGRITY**

All information provided by the student to NPC must be accurate and as complete as possible. A student may not permit another individual to use his/her password. The student agrees that all exams, and quizzes and written assignments submitted by the student will be in accordance to the terms and conditions promulgated by NPC. No student may benefit from information provided by another individual while taking an exam.

**MARKET RESEARCH AND CAREER OPPORTUNITIES**

National Utilization/Compensation Survey conducted by the National Association of Legal Assistants

Approximately every 2 years since 1986, NALA has conducted a national survey of paralegals. Paralegals invited to participate include members of NALA, non-members, and members of NALA affiliated associations. With over 20 years of reports, this regular “look” at the paralegal profession has produced some interesting and valuable data.

The survey can be viewed and downloaded in PDF format at: [https://www.nala.org/paralegals/research-and-survey-findings](https://www.nala.org/paralegals/research-and-survey-findings)
Connect…and learn!

Achieving your dream career has never been easier—or more interactive.

“I am proud to say that my dedication and studies at NPC/NJU have helped me accomplish my goals in education. I am currently a student at Northcentral University in the doctoral program in Criminal Justice, specializing in Homeland Security. Thank you all from the bottom of my heart.”

Nirian Rivera,
NPC & NJU Graduate
Complete an application at [https://nationalparalegal.edu](https://nationalparalegal.edu). Once you’re admitted, you’ll enjoy a two-week, no obligation, free trial with full access to NPC. Find out if NPC is right for you!

See why in an independent survey of our students conducted by the Distance Education Accrediting Commission, nearly 100% of the respondents stated they were completely satisfied with their studies and would gladly recommend NATIONAL PARALEGAL COLLEGE to a friend.