

ARIZONA WESTERN COLLEGE  
SYLLABUS

LAS 219 BANKRUPTCY

Credit Hours: 3 Lec 3

PREREQUISITE: None

COURSE DESCRIPTION

Bankruptcy laws, procedures, and the role of paralegals in bankruptcy practice.

1. COURSE GOAL

Develop a basic knowledge of Federal and Arizona bankruptcy laws.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 describe the history and structure of the Bankruptcy Code.
- 2.2 compare and contrast the chapters of the Bankruptcy Code under which bankruptcy can be filed.
- 2.3 explain the significance and assess the jurisdiction and venue of the Bankruptcy Court as applied to specific case scenarios.
- 2.4 analyze and explain the applicability of the Federal Bankruptcy Rules, including the Arizona Local Rules, as applied to specific case scenarios.
- 2.5 explain the purpose and operation of the United States Trustee System as it relates to Chapter 11 bankruptcy proceedings.
- 2.6 summarize the considerations in representing a Chapter 7 or Chapter 13 trustee.
- 2.7 explain the purpose and significance of the Creditors' Meeting.
- 2.8 prepare a written memorandum summarizing the facts and rules pertinent to representing a debtor or creditor in a selected bankruptcy case scenario.
- 2.9 describe the initial steps a paralegal should follow when working on a bankruptcy case.
- 2.10 explain the steps in filing a bankruptcy case electronically using the Case Management/Electronic Case Filing System.
- 2.11 prepare the forms commonly used in bankruptcy practice.
- 2.12 describe the steps necessary to prepare an Adversary Proceeding in a bankruptcy case.
- 2.13 prepare and present an analysis of a selected ethical issue.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations
- 3.3 Group Discussions

4. LEARNING ACTIVITIES

- 4.1 Group Discussions
- 4.2 Oral Presentations
- 4.3 Classroom Demonstrations

5. EVALUATION

- 5.1 Quizzes/Exams
- 5.2 Assignments
- 5.3 Participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.

- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.  
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.  
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course