Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
PLAW 355
BANKRUPTCY AND SECURED TRANSACTIONS

COURSE DESCRIPTION
Covers the bankruptcy code and rules of procedure. Emphasis will be placed on the legal assistant’s role in Bankruptcy practice including interviewing, preparing documents including Schedules for Chapter 7, 11, and 13, legal proceedings including filing, meeting of creditors, adversarial proceedings, and the final discharge. Also included are secured and unsecured creditor priorities, preferences, and fraudulent transfers.

RATIONALE
Debt plays an important role in the United States’ economy, the world economy, and the lives of many, if not most, Americans. Further, the Bible has much to say about debt and debt relief. Therefore, an understanding of debt and debt relief through bankruptcy is critical to an aspiring Christian legal professional. This course endeavors to expose the student to the law governing the formation, collection, and discharge of debts, and challenges the student to consider all of these topics from a distinctly evangelical Christian worldview.

I. PREREQUISITES
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASES
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Office
D. Best Case Bankruptcy Software (Available free at http://www.bestcase.com/EDU/students.htm)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Explain the relationship of the bankruptcy court and debt.
B. Explain the differences in the chapters of bankruptcy relief.
C. Describe the legal concepts of secured transactions, exemptions, debt collection, and debt relief.
D. Synthesize all of the preceding in light of the Christian worldview.

V. COURSE REQUIREMENTS AND ASSIGNMENTS
A. Textbook readings and lecture presentations
B. Course Requirements Checklist
   After reading the Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.
C. Discussion Board Forums (3)
   Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for each forum. Each thread must be 250 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates’ threads. Each reply must be 150 words.
D. Demand Letter Assignment
   The student will draft a demand letter, which is a part of the collection of debt process.
E. Collections Forms Assignment
   The student will draft forms for reducing a debt to judgment, such as a complaint and order.
F. Bankruptcy Forms Assignment
   The student will use Best Case Software to prepare real bankruptcy forms.
G. Tests (4)
   Each test will cover the Reading & Study material for 2 modules/weeks. Each test will be open-book/open-notes, contain 22 multiple-choice and true/false questions, 3 short-answer questions, and have a 1-hour time limit.

VI. COURSE GRADING AND POLICIES
A. Points
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (3 at 100 pts ea)</td>
<td>300</td>
</tr>
<tr>
<td>Demand Letter Assignment</td>
<td>50</td>
</tr>
<tr>
<td>Collections Forms Assignment</td>
<td>100</td>
</tr>
<tr>
<td>Bankruptcy Forms Assignment</td>
<td>150</td>
</tr>
<tr>
<td>Test 1 (Modules 1–2)</td>
<td>100</td>
</tr>
<tr>
<td>Test 2 (Modules 3–4)</td>
<td>100</td>
</tr>
<tr>
<td>Test 3 (Modules 5–6)</td>
<td>100</td>
</tr>
<tr>
<td>Test 4 (Modules 7–8)</td>
<td>100</td>
</tr>
</tbody>
</table>
B. Scale

A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.

2. Assignments submitted more than one week late will receive a 20% deduction.

3. Assignments submitted two weeks late or after the final date of the course will not be accepted.

4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
# COURSE SCHEDULE

## PLAW 355

Textbooks:  

<table>
<thead>
<tr>
<th>Module/Week</th>
<th>Reading &amp; Study</th>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
</table>
| 1           | Chrisman: ch. 1  
Parsons: chs. 1–3  
1 presentation | Course Requirements Checklist  
Class Introductions  
DB Forum 1 Thread | 10  
0  
* |
| 2           | Chrisman: ch. 2  
Parsons: chs. 4–6  
1 presentation | DB Forum 1 Replies  
Test 1 | 100  
100 |
| 3           | Chrisman: ch. 3  
Parsons: chs. 7–9  
1 presentation | Demand Letter Assignment | 50 |
| 4           | Chrisman: ch. 4  
Parsons: chs. 10–12  
1 presentation | Collections Forms Assignment  
Test 2 | 100  
100 |
| 5           | Chrisman: ch. 5  
Parsons: chs. 13–15  
1 presentation | DB Forum 2 Thread | * |
| 6           | Chrisman: ch. 6  
Parsons: chs. 16–18  
1 presentation | DB Forum 2 Replies  
Test 3 | 100  
100 |
| 7           | Chrisman: ch. 7  
Parsons: chs. 19–21  
1 presentation | DB Forum 3 Thread  
Bankruptcy Forms Assignment | *  
150 |
| 8           | Chrisman: ch. 8  
Parsons: chs. 22–24  
1 presentation | DB Forum 3 Replies  
Test 4 | 100  
100 |
| **Total**   |                 |             | **1010** |

DB = Discussion Board  
*Grades will not be entered until the completion of each Discussion Board Forum.

**NOTE:** Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.