

## IPP101 Course Syllabus IP Paralegal Ethics, Billing & Administration Fundamentals

### Course Overview

IPP101 is a self-paced introductory overview of the characteristics, processes, procedures and responsibilities of the intellectual property prosecution paralegal. Upon successful completion, students will have been taught the basics of what a career as an intellectual property prosecution paralegal entails.

Provided is a core overview of what patents, trademarks and copyrights are, an introduction to "IPspeak", ethics and privilege, billing and docketing best practices, as well as exposure to the discipline's expectations for accuracy, accountability and attention to detail.

### IPP101MSP- \$80.00

- IP Paralegal Ethics, Billing & Administration Fundamentals Course
- Approximate Total Duration: 2 hours

### IPP101MSX- \$120.00

- IP Paralegal Ethics, Billing & Administration Fundamentals Course + Final Exam
- Approximate Total Duration: 3-4 Hours (2 hour class + assessment test)

### **Class Topics**

- What is Intellectual Property?
  - The language of IP
  - US Laws, Regulations & Procedures
  - International Treaties
- Definition of a Paralegal Model Guidelines
- What is an IP Paralegal?
  - Job Description & Expectations
- Introduction to Docket Fundamentals
- Billing
- Paralegal Ethics
- Unauthorized Practice of Law (UPL)
- Privilege
- On-line Resources
- Summary
- Homework (optional)

### Cancellations & Refunds

Course tuition, less a \$25.00 handling charge per registration, will be refunded upon WRITTEN CANCELLATION received prior to the "sent" timestamp of the Institute's initial email containing the first session's playback link; or in the case of live classes, within 7 days of the first live session. Cancellations received after this time will not be considered, and no refunds will be given. Attendee substitution for the course is permitted, though the new student will be required to register in full themselves and must meet all prerequisites within 30 days of cancellation.

### The IPParalegal Institute

75-5660 Kopiko St. Ste. C7-163  
Kailua-Kona, HI 96740  
www.ipparalegal.institute

Tele: 808.953.7371  
Facsimile: 808.498.4570  
IPeducation@ipparalegals.com

