

**PARALEGAL STUDIES  
CERTIFICATE PROGRAM  
Student Record**

*For Office Use Only*

**PLEASE NOTE:** Students working on two or more certificate programs may not apply the same courses to more than one program. Substitutions must be made in order to meet minimum classroom contact hours. Students are under the certificate curriculum in effect at the time of their application into the program until they finish the program. Course changes made after the application DO NOT affect your curriculum requirements.

**ATTENDANCE POLICY:** Maximum of two excused absences per class.

<u>REQUIRED COURSES (9)</u>	<u>DATE</u>	<u>GRADE</u>
•Introduction to Paralegal Studies/American Legal System _____	_____	_____
•Legal Research _____	_____	_____
•Legal Writing _____	_____	_____
•Evidence _____	_____	_____
•Law Practice Management _____	_____	_____
•Civil Procedure _____	_____	_____
•Criminal Law & Procedures _____	_____	_____
•Paralegal Discovery & Analysis _____	_____	_____
•Ethics and Professional Responsibility _____	_____	_____
 <u>ELECTIVES (SELECT 7)</u>	 <u>DATE</u>	 <u>GRADE</u>
•Contracts Law _____	_____	_____
•Uniform Commercial Code _____	_____	_____
•Legal Aspects of Business Organizations _____	_____	_____
•Torts/Personal Injury Litigation _____	_____	_____
•Family Law _____	_____	_____
•Environmental Law _____	_____	_____
•Medical Records Review & Management _____	_____	_____
•Wills, Estates & Trusts: Probate Law _____	_____	_____
•Bankruptcy Law for Paralegals _____	_____	_____
•Law of Real Property _____	_____	_____
•Word - Basic _____	_____	_____
•Paralegal Internship _____	_____	_____
 <b>CERTIFICATE ISSUED:</b> _____		



**CENTER for  
CONTINUING  
EDUCATION**  
*and Conference Services*

**UNIVERSITY OF SOUTH ALABAMA**

1504 Springhill Avenue, Suite 2515

Mobile, Alabama 36604

TEL: (251)405-9928

FAX: (251)405-9931

[www.usacontinuinged.com](http://www.usacontinuinged.com)

# Paralegal Studies Certificate




**CENTER for  
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**UNIVERSITY OF SOUTH ALABAMA**

**SPECIAL COURSES**

# PARALEGAL STUDIES CERTIFICATE PROGRAM

## About the Program

This intensive certificate program is designed for the beginner as well as advanced legal worker. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law and assist in the preparation of cases for courtroom litigation. They will be able to increase their office's efficiency, productivity and billable hours, while learning new marketable job skills.

The instruction is practice-oriented and related to those areas of the law in which paralegals are most in demand. Students are expected to complete a significant amount of homework and research for each weekly session. The program's primary objective is to develop occupational competence.

### Benefits to the firm:

- Increase employee productivity
- Bill paralegal hours to clients
- Increase firm workload
- Improve office morale and employee loyalty
- Gain a competent paralegal
- Help increase your office efficiency, productivity, and billable hours
- Classes conducted in the evenings and on weekends for working adults



### What you will learn:

- Legal analysis: critical thinking approach to problem solving
- Legal terminology
- Legal ethics
- Interviewing and investigating techniques
- Proper drafting of pleadings, discovery and other legal documents
- Elementary and advanced legal research and writing
- Preparation of cases for courtroom litigation
- Marketable job skills for new career opportunities
- Job search techniques

## Program Requirements

To earn a certificate, you must successfully complete nine required courses and any seven electives. Course work must be completed within five years. Admission to the University is not required for this program.

### Required Courses (9)

- Introduction to Paralegal Studies/  
American Legal System
- Evidence
- Civil Procedure
- Ethics and Professional Responsibility
- Legal Research
- Legal Writing
- Law Practice Management
- Paralegal Discovery & Analysis
- Criminal Law & Procedures

### Electives (7)\*

- Contract Law
- Word - Basic
- Wills, Estates & Trusts: Probate Law
- Torts/Personal Injury Litigation
- Legal Aspects of Business Organizations
- Medical Records Review & Management
- Uniform Commercial Code
- Family Law
- Bankruptcy Law for Paralegals
- Law of Real Property
- Environmental Law
- Paralegal Internship

\* New courses may occasionally be added to electives being offered and satisfy elective requirements.



## Application Information

A high school diploma, GED certificate or college grade report is required for admission. To apply, send completed application form, copy of diploma, and a **\$25 non-refundable application fee** to:

University of South Alabama  
Center for Continuing Education and Conference Services  
1504 Springhill Avenue, Suite 2515  
Mobile, Alabama 36604  
TEL: 251-405-9928  
FAX: 251-405-9931  
e-mail: [sastephens@usouthal.edu](mailto:sastephens@usouthal.edu)  
[www.usacontinuinged.com](http://www.usacontinuinged.com)

### Attendance Policy:

Students **MUST** attend 80% of all class meetings within a course unless prior arrangements are made with the instructor. (Maximum of 2 excused absences.) Computer courses: maximum of 1 excused absence.

### Cancellations/ Refunds:

The University of South Alabama reserves the right to cancel any courses that do not have sufficient enrollment. A full refund will be given to the registrants. Failure to attend classes does not constitute withdrawal. USA Special Courses must be notified of intent to withdraw either by telephone (251) 431-6405 or in writing. If withdrawal is made by 5:00 pm, one working day prior to the first class meeting, a full refund will be given. No refunds are given for withdrawals on the day the class begins.

## Professional Certification

**A vision of professionalism.** Certification, in general, provides a consistent and fair standard against which businesses and employees are judged. Certification serves to quickly determine who has the necessary skills for the job.

The University of South Alabama has created the Paralegal Studies Certificate Program which closely mirrors the skills required for an individual with little or no paralegal experience to become a confident and competent legal professional.

Certification is awarded to an individual, not an organization, ensuring that personal expertise is both demonstrated and current. The Paralegal Studies Certificate establishes instant recognition that an individual has achieved the competencies required to perform tasks at the legal level.

The acquisition of paralegal professionalism is the driving force behind the program design. Mere training is not enough. Professionals need extensive knowledge in their field, so they may draw upon it for situation adaptation and outcome predictability.

Professionals feel the need to further the development of their profession's body of knowledge. The Paralegal Studies Certificate is the tool that facilitates this process.

*This non-credit program will award graduates a Certificate of Paralegal Studies. All courses award CEUs toward your professional development.  
Member of Alabama Association of Paralegals, Inc. (AAPi)*



# PARALEGAL STUDIES CERTIFICATE PROGRAM APPLICATION

## Personal Information

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

(cell) \_\_\_\_\_

Email: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

## Employment Information

Number of years of law-related work: (if applicable): \_\_\_\_\_

Briefly describe experience in the paralegal field: \_\_\_\_\_

## Educational Background

Highest degree attained:

High School Diploma Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Degree Institution: \_\_\_\_\_ Date: \_\_\_\_\_

BA or BS Degree Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Masters Degree Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Other: \_\_\_\_\_

List any course(s) you have taken and passed within the last three years which you think might apply toward the Paralegal Studies Certificate Program (include transcript/verification letter).

Course: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Course: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Course: \_\_\_\_\_ Institution: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Information (\$25 non-refundable application fee)

Check enclosed Bank name: \_\_\_\_\_ Check # \_\_\_\_\_

VISA  MasterCard  American Express  Discover

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

**Remember to include: copy of diploma or GED and \$25 non-refundable application fee.**

**Mail to: USA Center for Continuing Education  
1504 Springhill Avenue, Suite 2515  
Mobile, AL 36604**

**FAX: (251)405-9931 (for credit card charge only)**

The University of South Alabama does not discriminate in its student and employment practices in violation of any applicable laws. The University of South Alabama is an Equal Opportunity/Equal Access educational institution.