

Non-Profit Management Certification Program

Be the one to lead your non-profit to success!

An Overview of the Non-Profit Management Certification Program

Patricia M Scanland and Martin E O'Malley

New and experienced managers in the non-profit sector, as well as candidates identified for future leadership must have a clear understanding of what it takes to be successful. The Non-Profit Management certificate program has been designed to help existing non-profit leaders hone their skills and introduce new leaders to the skills critical to making their non-profit effective at its mission. This introductory course will serve as an overview to the Nonprofit Management Certification Program and there will be no certification for completing it. It is the first of a series of courses and, upon completion of the series, you will earn a certification. This is an intensive curriculum which will give you a strong, solid foundation in nonprofit management.

Areas covered through the program include:

- An Overview to Non-Profit Organization Management
- Organization Development
- Strategic Organizational Management
- Boards and Governance
- Effective Financial Management in Non-Profit Organizations
- Resource Development
- Evaluation
- Marketing

09FBU387AG, 9/22/2009 - 11/10/2009

8 Sessions, Tu from 6:00 PM to 8:30 PM

2.0 CEU, \$199

Effective Financial Management in Non-Profit Organizations

Patricia M Scanland and Martin E O'Malley



Non-profits must maintain a financially stable organization and live within their means. This is one of management's and the Board's key responsibilities. Expand your knowledge of budgeting and maintaining a non-profit organization financially as a manager or board member for a non-profit organization. This course will guide you through the objectives of how to generate revenue to support operations and administration, develop accounting skills in order to work closely with the accountant, and to understand the financial aspects of the non-profit organization. There is no textbook needed for this 4-week course. Students will receive handouts and information regarding printed resources for non-profit organization development.

- Mission and vision statements
- Board of Directors
- Evaluation Plan and Reports
- Fund Development Planning, Financial and Other Resources
- Strategic Plans
- Financial Plan and Reporting Tools
- Marketing Plans and Evaluation Reports

09FBU398AG, 11/17/2009-12/08/2009

4 Sessions, Tu from 6:00 PM to 8:30 PM

1.0 CEU, \$99

Led by:



Martin (Marty) E. O'Malley has worked in non-profit organizations for over 32 years. He has led groups in organizational change, directed a non-profit Christian organization that serves adults with disabilities for 18 years, gained vast knowledge of financial management which includes raising money from donations, grants and special events. These events have involved corporate sponsorships, raised over \$1.5 million, introduced over 12,000 people to a local organization and required the recruitment and training of over 3,500 volunteers. Marty promotes team building, provides executive coaching, trains boards in management and development and develops public relations and marketing strategies. He has served on many local and national non-profit boards. He founded O'Malley HealthCare Technology, LLC, which helps bring innovative products to the healthcare environment.



A native of Mobile, **Pat Scanland, M.S., M.M.T.** graduated from Bishop Toolen High School and went on to earn degrees from Northeast Louisiana, Loyola/New Orleans and the University of South Alabama where she has 60 hours toward her doctorate in Instructional Design. For more than 30 years, Pat has worked in non-profit organizations in the areas of planning, organization and program management, grant writing and fund development. In 1999, Pat founded a consulting firm to help non-profits, ministries and small businesses fulfill their missions and achieve their full potential.

Professional Development

ACCOUNTING ASSISTANT CERTIFICATE PROGRAM

USA's Accounting Assistant Certificate Program teaches the essential skills needed to implement accounting systems in order to assist accountants. To earn a certificate in the Accounting Assistant Program, students must successfully complete ten required courses, with no more than two excused absences per class, and three elective courses in the accounting curriculum. **Course work must be completed within five years.**

For admission to the Accounting Assistant Certificate Program, complete the application form and return it to USA Special Courses with a \$25 nonrefundable application fee and a copy of your high school diploma, GED or college grade report.

Required: (Ten)

- Accounting
- Payroll Accounting: Parts I & II
- Introduction to Tax Preparation
- Business Law
- Microsoft Excel
- Organizational Behavior
- Understanding the Auditing Process: How & Why
- Quickbooks Pro: Parts I & II
- Basic Math for Work & Home
- Effective Interpersonal Communication Skills
- Business Writing

Elective: (Select Three)

- Microsoft Access
- Advanced Excel
- Problem Solving: The Logic and the Methods
- Attitude and Self Assertiveness
- Supervisory Skills
- Practical Record Keeping and Bookkeeping for the Office
- Effective Management Skills

Supervisory Skills

Debra L Clolinger, M.A.

Learn the elements and dynamics of supervision and office management. Emphasis will be on creating an effective working climate through communication techniques and positive human relations. Effective supervisors know that transitions come with the new title and are able to give orders and instructions that are easily understood and readily accepted. You will be introduced to the principles of establishing compatibility between personal goals, the employee's goals, and company goals.

09FBU550AG, 09/21/2009 - 10/19/2009
5 Sessions, M from 5:30 PM to 8:30 PM
1.5 CEU, \$99



“Charles Kondis is very communicative and made the course material easy to understand.”

- Lina Whillock

Accounting

Charles L Kondis

Individuals in accounting operations, as well as those wanting to acquire basic accounting principles, will benefit from this course. The course goal is for you to learn basic accounting theory and implementation--in particular, generally accepted accounting practices. The instructor will introduce the basic accounting cycle, including practices such as journal entries, adjusting and closing entries, and creating financial statements. Students will learn how these principles are applied to a merchandising operation. Additionally, the instructor will cover more advanced accounting principles including accounting for receivables, inventory valuation and depreciation methods.

09FAC100AG, 9/21/2009 - 12/14/2009
13 Sessions, M from 6:30 PM - 8:30 PM
2.6 CEU, \$89

Payroll Accounting: Part I

Robin H Lankford

If you're looking to begin a career in payroll accounting or just need to gain a better understanding of payroll deductions, this course will deliver. No previous knowledge or experience is necessary for this beginning class. You will learn the proper methods of computing wages and salaries, various types of record keeping, and how to properly submit government payroll reports such as 941s and others. You will complete this course with a solid knowledge of earnings and payroll deductions, state and federal withholding taxes, miscellaneous deductions, advances, filing payroll tax returns and paying payroll taxes.

TEXTBOOK: Payroll Accounting 2009 by Bernard J. Bieg.

09FAC205AG, 9/21/2009 - 11/09/2009
8 Sessions, M from 6:00 PM - 8:00 PM
1.6 CEU, \$89

Professional Development

Technical Writing Online Certificate Program

The Technical Writing online program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You will learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more. A variety of media and formats will be studied, including websites, emails, proposals, memos, and instructions. Surveys of employers have shown that people with well-developed writing skills are consistently hired and promoted over those without.

PREREQUISITE: Good grasp of English language grammar and punctuation.

NOTE: Adobe Flash Player and Acrobat Reader are required for this course.

NOTE: Textbooks provided with course fee.

09FRW040AG, 8.0 CEU, \$1595

Practical Record Keeping and Bookkeeping

Linda Steele

This eight-week course has been designed to address the challenges and solutions many small to mid-sized businesses face today. If you are an owner, bookkeeper or wanting to start your own business, this course will cover basic and intermediate record and bookkeeping functions including filing, accounts receivable and payable, petty cash, inventory, purchase orders, financial statements, credit card and checking account statements. Material covered in this course is also beneficial to organizing your personal records, too!

Textbook: Keeping Financial Records for Business by Kaliski text (required) and Working Papers (optional)

09FFI102AG, 9/24/2009 - 11/12/2009

8 Sessions, Th from 6:00 PM to 8:00 PM

1.6 CEU, \$89

Certified Bookkeeper Program: Online

Increase your earning potential, enhance your professional status, put "CB" after your name, to show that you are a certified professional, and gain a decisive edge in any job market by becoming a Certified Bookkeeper (CB). Certified Bookkeepers are to bookkeeping what CPA's are to the field of accounting--the most respected level of the profession. This online course for professional bookkeepers offers a web-based format that allows students to learn at their own pace from any web-enabled computer. The course leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard and the only national standard for bookkeepers. This course was designed by AIPB to prepare bookkeepers for the certification exam at any Prometric Center.

PREREQUISITE: For experienced bookkeepers.

NOTE: Course fee includes workbooks and the 3-part national AIPB Certified Bookkeeper (CB) exam fee.

09FFI115AG, 8.0 EDU, \$1795

Want to be proficient in Bookkeeping?

Through online lessons you will gain an understanding of bookkeeping procedures vital to developing and controlling a business' financial activities.

See page 44 for our online class

See the Online Learning section on page 44 for the following medical courses:

- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing & Coding
- Advanced Hospital Coding & CCS Prep
- ICD-10 Medical Coding
- Legal Nurse Consulting Certificate
- Medical Transcription Certificate
- Pharmacy Technician
- Veterinary Assistant
- Medical Billing and Coding



Professional Development

How to Start and Run a Small Business

Thomas P Tucker, Director USA
Small Business Development Center

Have you ever wanted to start your own small business, but didn't know where to begin? There are certain essential points a potential small business owner needs to consider in order to start up, successfully operate and ensure continuation of a small business. The instructor covers these key topics: selecting a form of legal ownership, record keeping, developing a business plan, marketing, advertising and promotion, financing, and sources of funds.

NOTE: All Course materials and handouts included.

09FBU570AG, 9/23/2009 - 11/04/2009
7 Sessions, W from 6:00 PM to 8:00 PM
1.4 CEU, \$89



See page 45 for our
online
Administrative
Professional
with Microsoft Office
Specialist
certificate program.

Grant Writing: The Step-by-Step Process

Patricia M Scanland

If you work or volunteer in the non-profit sector, chances are your funding sources could be diminishing, thereby forcing you to pursue other funding sources. With this course you gain an understanding of the process of grant funding and the steps necessary to increasing your chances of award. Through the course of this eight-week class you will learn key concepts of the grant proposal process including pre-proposal work, planning and program development, proposal writing and development, and grant management; then apply them in between class sessions to your particular organization. The final session will detail how to efficiently manage your funding once you have successfully been awarded the grant.

TEXTBOOK: Grant Proposal Writing: A Step-by-Step Guide by Patricia M. Scanland.

09FBU388AG, 9/24/2009 - 11/12/2009
8 Sessions, Th from 6:00 PM to 8:30 PM
2.0 CEU, \$139

"[Pat Scanland] took time to review the parts of the grant, week by week and gave recommendations how to improve the grant writing."

- Iris Smith

FEATURED INSTRUCTOR

Thomas Tucker has been with the University of South Alabama for over 20 years and has taught "How to Start and Run Your Own Business" for USA Special Courses for over 10 years. Tucker serves as the director of the USA Small Business Development Consortium (USA SBDC), which is part of a state-wide network designed to offer entrepreneurial assistance to small businesses. In addition to offering the class on starting and running your business, the USA SBDC also offers workshops on specific business aspects, including small business loans, marketing, and procurement.



Records Management: Online

Learn how to successfully develop and maintain a records management system in your office. This online course provides an overview of records management terminology, key concepts and procedures. Investigate the legal issues and administrative policies to conduct a records inventory, determine vitality of records and develop a retention schedule through various filing methods, coding systems, media storage equipment, and disaster recovery methods.

#09FBU585AG, \$1,395

Professional Development

QuickBooks Pro: Part I

William H Ishee, CPA

Learn the number one small business accounting software through hands-on training and take your new skills back to your home or office through this two-part course taught by a seasoned pro! You can integrate QuickBooks in your day-to-day business operations with helpful accounting and office management skills. The instructor will cover topics such as setting up a new company and modifying QuickBooks preferences to meet your needs. In addition, you will learn to manage the revenues and expenses in your business, to reconcile bank statements, and to work with reports and graphs. This most recent revision of QuickBooks integrates Excel spreadsheet functions and enhances the flexibility of the software's powerful reporting features.

PREREQUISITE: Working knowledge of Windows required.

NOTE: Course fee includes textbook. Refund period only valid up to three business days prior to course start date. Approved by the State Board of Public Accountancy for 16 hours CPE credit.

09FCP604AG, 9/24/2009 - 9/25/2009
2 Sessions, Th & F from 8:30 AM - 5:00 PM

09FCP604BG, 12/03/2009 - 12/04/2009
2 Sessions Th & F from 8:30 AM - 5:00 PM

1.6 CEU, \$219

QuickBooks Pro: Part II

William H Ishee, CPA

This second half of the QuickBooks Pro course for the number one small business accounting software builds on the terminology and skills introduced in Part I. The instructor, who offers an exceptional working knowledge of the software, discusses the following topics in Part II: handling pass-through expenses, setting up payroll, payroll processing, using a payroll service inventory, sales tax, estimates, time tracking, period end adjustments and closing procedures. Additional time is devoted in Part II to working with reports and graphs. Both Parts I and II will help you integrate QuickBooks in your day-to-day business operations with helpful accounting and office management skills. And, as noted in the Part I course description, QuickBooks integrates Excel spreadsheet functions and enhances the flexibility of the software's powerful reporting features.

PREREQUISITE: You must have completed QuickBooks Pro: Part I.

NOTE: Course fee includes textbook. Approved by the State Board of Public Accountancy for 16 hours CPE credit. Refund period only valid up to three business days prior to course start date.

10ICP602AG, 01/14/2010 - 01/15/2010
2 Sessions, Th & F from 8:30 AM - 5:00 PM
1.6 CEU, \$219

SAVE \$38
when you register
for Parts I & II at
once!

How many attorneys need legal nurse consultants?

According to the *Houston Chronicle*, of the 1,116,967 attorneys in U.S. practice, approximately 25% deal with medical-related cases. Anywhere there are attorneys, there is a thriving market for the services of a Certified Legal Nurse Consultant.

Legal Nurse Consulting Certificate Program

This online course is a preparatory course for clinical practice as a Legal Nurse Consultant and for preparation for national certification examinations offered by various associations. The only requirement for enrolling in this program is state registration as a Registered Nurse. It also provides an excellent means to obtain an education credential in legal nurse consulting and meet continuing education requirements for re-certification as a legal nurse consultant.

09FSAL2850, 9.0 CEU \$1,200

Overview of Legal Nurse Consulting

In this introductory course you will examine the necessary skills and knowledge, review various jobs and services and find internet resources for learning and practicing Legal Nurse Consulting.

09FSAL2849, \$139

**"Bill Ishee related our course work to our needs."
- Lindsey Tanner**

Professional Development

MEDICAL OFFICE MANAGER PROGRAM

USA's Medical Office Manager Program teaches the essential management and technical skills needed to perform the daily tasks required for efficient operation of a medical office. To earn a certificate in the Medical Office Manager Program, students must successfully complete twelve required courses, with no more than two excused absences per class, and four elective courses in the medical office manager curriculum. **Course work must be completed within five years.**

For admission to the Medical Office Manager Certificate Program, complete the application form and return it to USA Special Courses with a \$25 nonrefundable application fee and a copy of your high school diploma, GED or college grade report.

Required (Thirteen)

- Effective Interpersonal Communication Skills
- Medical Terminology
- Chart Reviewing for Physician Office Coders
- Intermediate Coding for Physician Office Coders
- Practical Record Keeping and Bookkeeping
- Supervisory Skills
- Legal Aspects of Medical Office Management
- Anatomy and Physiology for Managers & Coders
- ICD-9-CM Coding for Physician Office Coders
- CPT/HCPCS Procedural Coding
- Advanced Physician Office Coding and CPC Exam Preparation
- Organizational Behavior
- Business Writing

Electives (Select two)

- Accounting
- Attitude and Self-Assertiveness
- Problem Solving: The Logic and Methods
- Microsoft Word
- Microsoft Access
- Business Law
- ICD-9-CM Hospital Coding
- Payroll Accounting I & II
- Practicum
- Leadership
- Management Skills for the Medical Office



Register for certificate or online programs with the application on page 51 or online at: www.usacontinuinged.com

Medical Terminology: A Programmed Systems Approach

Barbara G Cochrane, CPNP

Mobile's medical community is the most rapidly growing area in the state. All employees in the medical field will appreciate this timely and much needed course. This study of basic medical terminology includes prefixes, suffixes, word roots, combining forms, abbreviations and symbols. A programmed learning, word building system will be used to learn word parts used to construct or analyze new terms. This provides you the opportunity to decipher unfamiliar terms and check their spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.

TEXTBOOK: Medical Terminology, A Word Building Approach by Jane Rice (required)

09FMD148AG, 9/23/2009 - 11/11/2009
8 Sessions, W from 6:00 PM to 8:30 PM
2.0 CEU, \$139

Beginning CPT /HCPCS Procedural Coding for the Medical Practice


Rita G Mantell-Clanahan, C.P.C.

Designed for either the beginner or inexperienced coder, this course will provide a nine-week overview of the correct use of the CPT/HCPCS Procedural Manual. Procedure codes are assigned to each service provided to the patient. This illustrates the medical necessity of the patient's care. This course will offer an historical perspective of the CPT and its usage, as well as going through each section of the manual. Rita Mantell's is an interactive course and will prepare you for the next step in the coding curriculum, CPT Coding for the Intermediate.

PREREQUISITES: Beginning ICD-9-CM Diagnosis Coding for the Medical Practice and Medical Terminology

Textbooks: 1.) Step-by-Step Medical Coding by Carol J. Buck, 2.) Workbook to Accompany Step-by-Step Medical Coding (Textbook and Workbook Both Required), 3.) CPT 2009 Professional edition by Ingenix, and 4.) Medical Dictionary.

09FMD310AG, 9/24/2009 - 11/19/2009
9 Sessions, Th from 6:00 PM to 8:00 PM
1.8 CEU, \$139



The Center for Continuing Education follows official University of South Alabama decisions regarding class closings. Information about class closings due to inclement weather or other emergencies can be obtained by calling the USA Emergency/Weather Hotline at **460-6999** or online at www.southalabama.edu

Professional Development

Beginning ICD-9-CM Diagnosis Coding for the Medical Practice

Rita G Mantell-Clanahan, C.P.C.

Designed for either the beginner or inexperienced coder, this course will provide a seven-week overview of the correct use of the ICD-9-CM diagnosis manual. Diagnosis codes are assigned to each service provided to the patient. This course will offer a historical perspective of the ICD-9-CM and its usage, as well as going through each section of the manual. This introductory course will prepare you for the next step in the coding curriculum, Beginning CPT/HCPCS Procedural Coding. Be prepared for a highly interactive course.

PREREQUISITES: 1) Medical Terminology (Required) and 2) Anatomy and Physiology for Medical Managers and Coders (Suggested)

NOTE: Refund period valid only up until one business day prior to course start date.

TEXTBOOKS: 1.) Step-by-Step Medical Coding by Carol J. Buck, 2.) Workbook to Accompany Step-by-Step Medical Coding (Textbook and Workbook both Required), 3.) ICD-9-CM Professional Edition Volumes I and II by Medical Management Institute/Contexo Media Co.

09FMD321AG, 9/22/2009 - 11/03/2009
7 Sessions, Tu from 6:00 PM to 8:00 PM
1.4 CEU, \$139

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology: Online

The Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology Program will give students both the complete online AMS/MBC Program plus the 60-hour online Medical Terminology course.

09FMD341AG, 36.0 CEU, \$2295

ICD-10 Medical Coding: Preparation and Instruction for Implementation: Online

This online course and training program covers the diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement and statistical data gathering. This online program will show you how to prepare for and implement the massive changes to the existing coding system. You will gain a comprehensive overview of the changes in store for both diagnostic and procedural medical coding along with detailed information on the impacts of the medical coding changes to coders, healthcare staff, physicians, software systems, documentation and information technology. Structural changes to coding, terminology and functionality between ICD-10 and ICD-9 will be compared along with the identification of strategies for training personnel on the delivered changes.

09FMD329AG, 20.0 CEU, \$1595

Medical Billing and Coding + Medical Terminology: Online

The Medical Billing and Coding + Medical Terminology Program will give students both the complete online MBC Program plus the 60-hour online Medical Terminology course..

09FMD342AG, 3.0 CEU, \$1895

Medical Transcription + Medical Terminology : Online

The Medical Transcription + Medical Terminology Program will give students both the complete online Medical Transcription Program plus the 60-hour online Medical Terminology course.

09FMD340AG, 30.0 CEU, \$1895

Intermediate Coding for Physician Office Coders: Specialty Specific

Jeremy B Kohn, C.P.C.

This intermediate-level course takes you to the next level of coding: specialty specific. Emphasis will be on more in-depth coding by medical specialty. Various coding scenarios and case studies will be discussed and worked. All the variables that impact those scenarios will be analyzed.

PREREQUISITES: Beginning ICD-9-CM, Beginning CPT/HCPCS, Medical Terminology or basic coding knowledge and experience.

NOTE: Please bring medical dictionary to class.

REQUIRED TEXTBOOKS: (1) ICD-9-CM Professional Edition Volumes I and II by Medical Management Institute/Contexo Media Co. (2) CPT-4 Professional Edition (3) HCPCS National Level II Codes (4) Book of Medical Acronyms and Abbreviations, and **RECOMMENDED:** (5) Step-by-Step Medical Coding by Carol J. Buck, (6) Workbook to Accompany Step-by-Step Medical Coding .

09FMD317AG, 9/21/2009 - 11/23/2009
9 Sessions, M from 6:00 PM to 8:00 PM
1.7 CEU, \$139



REGISTER ON-LINE

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24-hours a day, 7 days a week!

Professional Development

PARALEGAL STUDIES CERTIFICATE PROGRAM

USA's Paralegal Studies Certificate Program teaches the essential skills needed to manage law office operations, assume certain duties routinely performed by attorneys, and assist attorneys in the handling of legal problems. To earn a certificate in the **Paralegal Studies Certificate Program**, students must successfully complete 14 required courses, with no more than two excused absences per class, and two elective courses in the paralegal curriculum. *Course work must be completed in five years.*

For admission to the Paralegal Studies Certificate Program, complete the application form on page 43 and return it to USA Special Courses with a \$65 non-refundable application fee and a copy of your high school diploma, GED or college grade report.†

REQUIRED COURSES (14)

- **Introduction to Paralegal Studies/American Legal System**
- Contracts Law
- Uniform Commercial Code
- Law of Real Property
- Legal Aspects of Business Organizations
- **Torts/Personal Injury Litigation**
- Legal Research
- Legal Writing
- Law Practice Management
- **Civil Procedure**
- **Paralegal Discovery & Analysis**
- Environmental Law
- Ethics and Professional Responsibility
- Medical Records Review & Management

ELECTIVES (SELECT 2)

- Litigation Investigative & Interviewing Techniques Seminar
- **Word - Basic**
- Family Law
- Criminal Law & Procedures
- Wills, Estates & Trusts: Probate Law
- Insurance Defense Litigation Seminar
- Bankruptcy Law for Paralegals
- Evidence
- Paralegal Internship

** These courses are also available online, see page 48 for details.

† Certificate registration fee includes reading and writing assessment required prior to starting certificate classes.

Introduction to Paralegal Studies: American Legal System

Melinda Maddox

This general introductory class will familiarize you with the overall role and responsibilities of the paralegal and history of the American legal profession. Topics include the paralegal profession, the American legal system, professional ethics and paralegal skills. The tasks that paralegals perform generally fall within one of the following categories: communications with clients, research, drafting, and case management. This course will focus on a critical thinking approach to the paralegal as a professional.

TEXTBOOK: Introduction to Paralegal Studies by Cooper and Gibson (required)

09FLA001AG, 9/22/2009 - 11/24/2009
10 Sessions, Tu from 6:00 PM to 9:00 PM
3.0 CEU, \$159



Begin to recognize the overall roles and responsibilities of the American legal profession in this introductory class of paralegal studies. Join Melinda Maddox in this 10-session course.

Civil Procedure

Helen Floyd- Jones Joyce

This course will familiarize students with the basic laws and principles of civil procedure. All pleading stages of a lawsuit will be covered, including motions and discovery procedures. Jurisdiction, venue, service on defendants, and other matters related to filing a lawsuit will be highlighted.

TEXTBOOK: (1) Alabama Rules of Court (Federal & State) (2) The Litigation Paralegal: A Systems Approach by James McCord, West Legal Studies

09FLA310AG, 9/23/2009 - 12/16/2009
12 Sessions, W from 6:00 PM to 9:00 PM
3.6 CEU, \$159

Paralegal Discovery and Analysis

Helen Floyd-Jones Joyce

Discovery: the determination of the facts of a situation through the gathering of information. Discovery begins with the formation of the lawyer-client relationship on a specific matter and ends with the resolution of that matter. This course examines and presents clearly all considerations of the discovery process as relates to the paralegal's role. Topics covered include: the nature of evidence, legal theories and fact analysis, communication techniques, sources of information and investigating the case. Further, students will master specific techniques of interviewing and factual research.

TEXTBOOKS: Evidence Management for the Paralegal by Stacey Hunt and Ellen Sheffer / West Legal (required). Student should also have access to the Alabama Rules of Court

09FLA450AG, 9/24/2009 - 12/17/2009
12 Sessions, Th from 6:00 - 9:00 PM
2.4 CEU, \$159

Professional Development

Torts: Personal Injury Litigation for Paralegals

Helen Floyd-Jones Joyce

This introductory civil litigation course focuses on torts, specifically in the area of personal injury. During this course you will become familiar with the different torts, including but not limited to negligence, intentional torts, product liability, medical malpractice and related torts. You will also follow the litigation process from the initial stage of the tort occurrence through the appellate process. Classroom discussion will cover the role of the paralegal in this process and their role in discovery and pre-trial. Additional discussion topics include tort reform, insurance and bad faith.

TEXTBOOK: Tort Law for Legal Assistants (required)

Refund period valid up to one business day prior to course start date.

09FLA601AG, 9/21/2009 - 11/23/2009
10 Sessions, M from 6:00 PM to 9:00 PM
3.6 CEU, \$159



REGISTER ON-LINE

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24-hours a day, 7 days a week!



The University of South Alabama
is proud to be a member of



THE ALABAMA ASSOCIATION
OF PARALEGALS, INC.

Contract Law: Online

By creating rules about what constitutes contracts (basic contract law), society describes those agreements that help a society to conduct business. Specialized rules apply to sales and lease contracts.

SAL2802-B, \$159

Property Regulation and Commercial Paper: Online

To allow for the more orderly transfer of legal interests, societies have created laws that describe the different types of interests and how to transfer such interests. This course focuses on property interests, the impact of government regulations and how to create and use negotiable instruments.

SAL2802-D, \$159

Paralegal Certificate students may take the following **online paralegal courses** through our partner JER Online to meet the USA Paralegal Studies Certificate Program requirements.

- Contract Law
- Business Organizations & the Law
- Property, Regulation & Commercial Paper
- Ethics & the Law

These courses are available at
www.usacontinuinged.com

Business Organizations and the Law: Online

By allowing for the creation of different kinds of business organizations, society ensures that different kinds of businesses can exist to meet the different demands of the marketplace. These business organizations may appoint individuals to act on their behalf. They also must abide by certain minimal standards regarding working conditions.

SAL2802-C, \$159

Ethics and the Law: Online

Attorneys and paralegals need to engage in ethical behavior, because of the duties they owe to their clients and to the legal system. They have access to clients' information or property or to information disclosed with an expectation of confidentiality. Therefore, attorneys and paralegals need to appreciate the degree to which they have a duty to act so as best to serve a client's interests and to advance the interests of justice.

SAL2802-E, \$159

Professional Development



The University of South Alabama's Center for Continuing Education is now your headquarters for Emergency Response and Refresher Training!

We are still the emergency response training program you are familiar with, just located in a new department.

Look for our new Web site coming soon at www.usacontinuinged.com

You can still call us at 431-6527

HAZARDOUS MATERIALS TECHNICIAN

40 hours, \$795 per student

Designed for individuals responding to releases of hazardous substances and actively stopping the release.

Aug 17-21 • Sep 28-Oct 2 • Oct 19-23
Nov 9-13 • Nov 30-Dec 4

HAZWOPER ANNUAL REFRESHERS

8 hours, \$175 per student

Designed as an annual refresher for those who have completed Hazardous Materials Technician training. Refreshers are available with either a classroom or a drill option.

Aug 27 • Sep 17 • Oct 14
Nov 19 • Dec 10

INCIDENT COMMAND

8 hours, \$175 per student

Prepares those who are responsible for implementing an employer's incident command system and emergency response plan. Course also covers working with chemical protective clothing and importance of decontamination procedures.

Sep 14 • Oct 14 • Dec 16

