

Professional Development

EXECUTIVE SECRETARY CERTIFICATE PROGRAM

The Executive Secretary Certificate Program is designed to provide the novice or aspiring secretary with the necessary skills and knowledge to meet the demands of today's new office. Through the courses in this program, you will acquire an understanding of office procedures, organization and business terminology, and record keeping, as well as attain skills in typewriting, business writing, word processing, and problem solving.

To earn a certificate in the Executive Secretary Certificate Program, students must successfully complete nine required courses and any three electives. **Course work must be completed within five years.**

For admission to the Executive Secretary 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: (Nine)

- Basic Math for Work & Home
- Business Writing
- Microsoft Word
- Computer & Internet Fundamentals
- Attitude and Self Assertiveness
- Microsoft Access
- Practical Record Keeping and Bookkeeping for the Office
- Supervisory Skills
- Teamworks

Electives: (Select three)

- Microsoft Excel (Basic, Intermediate or Advanced)
- Effective Interpersonal Communication Skills
- Microsoft PowerPoint
- Microsoft Access (Intermediate or Advanced)
- Organizational Behavior
- Payroll Accounting: Parts I & II

The following courses for these certificates are being offered this term:

Adobe Photoshop & Elements.....	34
Computer & Internet Fundamentals.....	35
Microsoft Access.....	36
Microsoft Excel.....	36
Microsoft Outlook.....	35
Microsoft PowerPoint.....	36
Microsoft Word.....	35
Payroll Accounting, Part I & II.....	24
Quickbooks Part I & II.....	34
Speed Reading.....	33
Interpersonal Communication.....	23



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

ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

USA's Administrative Assistant Certificate Program teaches the essential skills needed to assist executives in achieving an organization's objectives and to fulfill management functions in the executive's absence. The program consists of several areas of management including: accounting, supervisory skills, communication skills, microcomputer skills, and creative thinking and decision making.

To earn a certificate in the Administrative Assistant Program, students must successfully complete twelve required courses, with no more than two excused absences per course, and two elective courses. If you are already proficient in accounting or computers, you may elect to take the more advanced offerings in those areas or the course may be waived by special examination. **Course work must be completed within five years.**

For admission to the Administrative 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: (Twelve)

- Accounting
- Payroll Accounting: Parts I & II
- Business Writing
- Supervisory Skills
- Effective Interpersonal Communication Skills
- Business Law
- Organizational Behavior
- Proofreading: Grammar, Punctuation, and Editing
- Teamworks
- Attitude and Self Assertiveness
- Microsoft Word

Electives: (select two)

- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Outlook
- Microsoft Access
- Speak Up: Voice and Diction
- Computer & Internet Fundamentals
- Practical Record Keeping and Bookkeeping
- Speed Reading
- Leadership: Get Ready, Set...Lead
- Quickbooks Pro: Parts I & II
- Adobe Photoshop/Adobe Photoshop Elements
- Basic Math for Work & Home

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

The following courses for the Accounting Assistant Certificate Program are being offered this term:

Microsoft Access.....	36
Microsoft Excel.....	36
Microsoft Word.....	35
Payroll Accounting Part I & II.....	24
QuickBooks I & II.....	34
Interpersonal Communication.....	23



*You have the skills,
now get the “look” you need
to get ahead!*

*Check out our NEW
“What TO Wear”
class on page 13!*

Payroll Accounting: Part II Robin H Lankford

Payroll Accounting: Part II starts where Part I ends and is the concluding segment of the course. You will cover topics including unemployment compensation taxes and credits, reports required of the employer, unemployment compensation benefits, analyzing and journalizing payroll transactions, recording payroll taxes, summary of accounts used in recording payroll transactions, payroll register and employees' earning records.

PREREQUISITE: Payroll Accounting: Part I
TEXTBOOK: Payroll Accounting 2009 (required)

09SAC210AG, 5/4/2009 - 5/21/2009
6 Sessions, M & Th from 6:00 - 8:00 PM
1.2 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.

09SAC205AG, 4/6/2009 - 4/30/2009
8 Sessions, M & Th from 6:00 - 8:00 PM
1.6 CEU, \$89



*Learn the in's and out's of
payroll accounting with
Robin Lankford's course!
No experience required
for this basic course.*

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.

09SBU570AG, 4/8/2009 - 5/20/2009
7 Sessions, W from 6:00 PM to 8:00 PM
1.4 CEU, \$89

Business Writing Basics - ONLINE

Writing is a part of everyday life, particularly in the work setting. This course will help you avoid common grammar and spelling blunders and outline ways you can make your writing more persuasive and professional. **IMPORTANT NOTE:** INTERNET EXPLORER (IE) BROWSER REQUIRED Netscape or other browsers unacceptable for this training.

#SAL3411, \$27



REGISTER ON-LINE

www.usacontinuinged.com

or via FAX (251)431-6408

24-hours a day, 7 days a week!

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

**Entrepreneurship:
Start-Up & Business Owner
Management Program**

•

Certified Bookkeeper Program

•

**Non-Profit Management
Certificate Program**

•

**Payroll Practice &
Management**

•

**Bookkeeping the Easy Way
with QuickBooks**

•

Fitness Business Management



*Also available...NEW
online Technical Writing,
see pg. 47 for details.*

Effective Interpersonal Communications Skills

Debra L Clolinger, M.A.

How many times have you heard that actions speak louder than words? What does your body language tell others in your personal and professional life? This course is designed to teach you how to make your first impression on someone the best impression they could have of you. Learn how to effectively communicate through your body and non-verbal language and how to listen powerfully to others when understanding and responding. Also learn how you can assert yourself through the use of self-confidence and powerful language when asking for something as well as managing conflict.

09SCM398AG, 4/6/2009 - 5/4/2009
5 Sessions, M from 5:30 PM to 8:30 PM
1.5 CEU, \$99

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. "Many times throughout our nation's history, economic times like this create the perfect opportunity for people to start their own business and be their own boss," he says. 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.

Professional Development

Grant Writing: The Step-by-Step

Process - Patricia M Scanland, M.S., M.M.T.

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.

09SBU388AG, 4/9/2009 - 5/28/2009
8 Sessions, Th from 6:00 PM to 8:30 PM
2.0 CEU, \$139

Records Management: Online Course

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. #09SBU585AG, \$1,395

Non-Profit Management Certification Program

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

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. Courses are designed to complete the 40-week Certificate Program, however, you have the option of only taking the individual courses that best suit your schedule or needs.

Areas covered through the program include:

- Boards and Governance
- Organizational Management
- Fiscal Responsibility and Management
- Marketing
- Organization Development
- Resource Development
- Evaluation

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.

NEXT COURSE IN SERIES OFFERED:

Strategic Organizational Management

Patricia M Scanland, M.S., M.M.T. and Martin E O'Malley



Strategically managing a non-profit organization is an on-going process that includes implementing and assessing goals. However, non-profits, like their for-profit counterparts, must also continuously reassess their strategies to determine if they are successful or should be altered to address a new technology, competition, a new economic environment, or new social, financial or political environments. This course will teach you how to successfully use the following tools to strategically manage your non-profit for long-term sustainability and success:

- 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

NOTE: Student handouts included.

09SBU497AG, 4/7/2009 - 4/28/2009
4 Sessions, Tu from 6:00 PM to 8:30 PM
1.0 CEU, \$99

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.

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

09SMD148AG, 4/8/2009 - 6/3/2009
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.

09SMD310AG, 4/9/2009 - 6/4/2009
9 Sessions, Th from 6:00 PM to 8:00 PM
1.8 CEU, \$139

Online Medical Billing and Coding

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam. This course will provide you with the skill set and expertise that will make you irresistible to prospective health care employers. 09SMD926AG, - 24.0 CEU, \$1595

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. *No class February 24, 2009.*

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.

09SMD321AG, 4/7/2009 - 5/19/2009
7 Sessions, Tu from 6:00 PM to 8:00 PM
1.4 CEU, \$139

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. #09SSAL2850, \$1,200

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 .

09SMD317AG, 4/6/2009 - 6/8/2009
9 Sessions, M from 6:00 PM to 8:00 PM
1.7 CEU, \$139

Advanced Physician Office Coding and Certified Coder Exam Prep

Jeremy B Kohn, C.P.C.

Are you preparing to take the Certified Coders exam? This course in advanced coding combines hands-on coding experience with lectures and class discussions of case scenarios to assist in preparing for this exam. Through reviewing medical coding and compliance; anatomy and medical terminology; evaluation and management; ICD-9-CM; CPT-4 and HCPCS Coding Conventions, you will gain the knowledge required to perform successfully on the Certified Coders exam. Upon completion of this course, you will have the knowledge necessary to code for specialties including: surgery, anesthesia, radiology, pathology and laboratory, and medicine.

PREREQUISITE: Intermediate Coding for Physician Office Coding: Specialty Specific

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) Medical Dictionary

09SMD309AG, 4/8/2009 - 5/27/2009
8 Sessions, W from 6:00 PM to 8:00 PM
1.6 CEU, \$139

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

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. Spring/Summer '09 assessment - Jun. 9th, Fall '09 Assessment - Sept. 15, and Winter '10 Assessment - Jan. 12

Law of Real Property

Joseph P Givhan, Jr., Attorney-at-Law

The course focuses on the various classifications of property and how the law treats each classification for purposes of acquisition, title, financing and transferring ownership. It also includes a discussion of property that passes through the estates of deceased, incompetents and bankrupts.

TEXTBOOK: The Law of Real Property by Michael P. Kerns

09SLA070AG, 4/9/2009 - 5/28/2009
8 Sessions, Th from 6:00 PM to 9:00 PM
2.4 CEU, \$159

*Is English your
second language and could use
a little assistance with
mastering it?*

*See our
online Global English course
& classroom-based ESL
courses on page 21.*



TEXTBOOKS

Textbooks for all instructor-led courses in this publication are available at the USA Bookstore in the Student Center on main campus in the Continuing Education Noncredit Section. To contact the bookstore, call (251)460-7011.

Bookstore Hours:

Monday & Tuesday
8 am - 6 pm
Wednesday, Thursday, Friday
8 am - 5 pm

Law Practice Management

Micky McDonnell, Jr., Legal Administrator

This course focuses on various aspects of managing a law office practice and the relationship of the paralegal to management. Financial management, personnel management, and law office systems such as timekeeping, billing and collection, calendaring and docketing, risk management, and file maintenance will be covered. Basic bookkeeping principles will also be highlighted.

TEXTBOOK: Fundamentals of Law Office Management Systems, Procedures, and Ethics by Everett.

09SLA250AG, 4/8/2009 - 5/27/2009
8 Sessions, W from 6:00 PM to 9:00 PM
2.4 CEU, \$159

Technical Writing Certificate

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. Textbooks provided with course fee.

PREREQUISITE: Good grasp of English language grammar and punctuation. Adobe Flash Player and Acrobat Reader are required for this course.

09SRW040AG, 8.0 CEU, \$1595

Professional Development



Ethics and Human Relations in the Legal Field

Joseph P Givhan, Jr., Attorney-at-Law

This course introduces students to ethics and professional responsibility in the legal field and concentrates on the ethical canons and disciplinary rules applicable to attorneys and their paralegals. Paralegals hold positions of responsibility and trust. Their actions directly and indirectly affect the well-being of the firm's clients. This course will give you an overview of the existing law regulating paralegal behavior. There are three main ethical areas about which paralegals must be particularly knowledgeable: unauthorized practice of law, client confidentiality, and conflict of interest. In addition, we will be discussing two other topics: proper procedures for handling client funds and the limits to zealous representation. Also, the grievance procedure utilized by the Disciplinary Committee of the Mobile Bar Association is reviewed.

TEXTBOOK: Paralegal Ethics by Angela Schneeman

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

09SLA850AG, 4/7/2009 - 5/12/2009
6 Sessions, Tu from 6:00 PM to 9:00 PM
1.8 CEU, \$129

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



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



THE ALABAMA ASSOCIATION OF PARALEGALS, INC.

Environmental Law for Paralegals

Melinda L Maddox, Attorney-at-Law

Expand your legal knowledge with this environmental law class as you focus on sources and applications of this legal area. You will review specific, relevant statutes and your role as a paralegal in the process. This course has a strong focus on the ethical considerations unique to environmental law issues. Topics covered include administrative agencies, environmental courts, environmental protection at the local and international levels, and due diligence in transactional law. Specific statutes covered include NEPA, Water, CERCLA, SARA, EPCRA and TSCA.

09SLA460AG, 4/10/2009 - 5/29/2009
8 Sessions, F from 6:00 PM to 8:00 PM
1.6 CEU, \$159

Interested in online legal courses?

See our Legal Transcription course on page 48.

Bruce McCall Endowed Memorial Scholarship for Paralegal Studies



Above 2008 McCall Scholarship winners, Justin Moseley and Timothy Pittenger shown with Debra McCall.

The Bruce McCall Endowed Memorial Scholarship Fund for Paralegal Studies is an opportunity for students enrolled in the USA Special Courses Paralegal Studies Certificate Program. The scholarship was established to assist a student at the University of South Alabama who demonstrates high academic achievement. This year's scholarships will be awarded for use beginning Fall Term 2009.

Eligible students *must have completed a minimum of three courses* from the University of South Alabama's Special Courses Paralegal Certificate Program curriculum with a GPA of 3.5 or higher. **Deadline to apply is May 15, 2009.**

For application & required documentation call (251)431-6405 or online at www.usacontinuinged.com.

Professional Development



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

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

Look for our new website 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.

Mar 2-6 • Apr 20-24 • May 4-8
Jun 15-19 • Jul 6-10 • Aug 17-21
Sep 28-Oct 2 • Oct 19-23
Nov 9-13 • Nov 30-Dec 4

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.

Mar 23 • Jun 4 • Sep 14 • Oct 14 • Dec 16

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.

Mar 18 • Apr 29 • May 14 • Jun 22 • Jul 16
Aug 27 • Sep 17 • Oct 14 • Nov 19 • Dec 10

