

enmu.edu/NonCreditCourses

2021 FALL NONCREDIT BULLETIN

Current through December 2021



EASTERN[®]
NEW MEXICO
UNIVERSITY

Explore. Experience. Excel.


ENMU
Distance Learning

TABLE OF CONTENTS

Exercise and Fitness

Morning Aqua Fitness.....	4
Simplified Tai Chi and Qigong	4

Dance Classes

Tiny Dancers Ballet and Tap	5
Ballet	5
Contemporary Dance	6

Certification Courses

Open Water Scuba Course	6
-------------------------------	---

CLS by BARBRI Courses

Advanced Legal Research and Writing	7
Advanced Paralegal Certificate Course	8
Alternative Dispute Resolution Certificate Course	9
Employment Law Certificate Course	10
Intellectual Property Law for Engineers	11
Legal Investigation Certificate Course	12
Legal Nurse Consultant Training Course	13
Legal Secretary Certificate Course	16
Medical Professional Legal Consultant	17
Paralegal Certificate Course©	17
Personal Injury for Paralegals	18
Software Essentials for the Law Office	19
Victim Advocacy Certificate Course	20

Policies and Form

Distance Learning Policies	22
Registration Form	23

EXERCISE AND FITNESS

Morning Aqua Fitness

(Subject to lifeguard availability at ENMU Natatorium)

WHEN	Mondays, Wednesdays, Fridays; Aug. 17–Dec. 8, 7–8 a.m.
WHERE	ENMU Natatorium (NAT)
FEE	\$60
MATERIALS	Swimsuit and towel
AGE	16 and up (minors need signed parental consent)
ENROLLMENT	Minimum 4

After a long year of sitting at home, jump into the pool for a morning aqua fitness course with Elizabeth Kirkwood. The water is an excellent alternative for those who suffer from back pain or other ailments, since it provides resistance and helps you improve cardiovascular endurance and increase muscle tone and flexibility. This class will keep you active throughout the fall. We have fun, laugh and get fit. Come dive in and enjoy the wonderful benefits of aqua fitness!

Simplified Tai Chi and Qigong

WHEN	Tuesdays and Thursdays; Sept. 7–30, 6–7 p.m.
WHERE	Greyhound Arena (GA), Room 11
FEE	\$44
MATERIALS	A yoga mat, large towel or pillow are recommended if you cannot stand for long periods or prefer to practice seated. Bring a notebook and pen.
AGE	18 and up
ENROLLMENT	Minimum 3, maximum 30
OPTIONAL READING	“The Healer Within” by Roger Jahnke, O.M.D.

This course introduces the practice and philosophy of Tai Chi and Qigong. Students use breathing, alignment, body mechanics and soft, graceful movements to better understand the practice. Lessons in Qigong are paired with elements of simplified Tai Chi to emphasize health and stress relief. Over eight individual sessions, students

will explore techniques for triggering physiological mechanisms which speed up natural self-healing and self-regulative responses to promote positive health.

Things to note:

- Wear comfortable, modest clothing and comfortable shoes.
- Socks should be worn if you choose to remove your shoes.
- In cooler weather, bring an additional sweatshirt or sweater.
- Bring drinking water for hydration.

DANCE CLASSES

Tiny Dancers Ballet and Tap

WHEN	Wednesdays; Aug. 18–Dec. 8, 6–6:45 p.m.
WHERE	Greyhound Arena (GA), Room 11
FEE	\$100 (\$25 for each additional dance class)
AGE	3–5 (signed parental consent required)
ENROLLMENT	Minimum 2 per class
SIBLING DISCOUNT	If a parent enrolls a sibling in the course, they will receive a half-price discount for the sibling with no extra charge for including them in a second class.

Join Heidi Crates for Tiny Dancers! This program will explore movement and dance in a fun, playful manner. The class incorporates the basics of ballet and tap.

Ballet

WHEN	Wednesdays; Aug. 18–Dec. 8, 7–8 p.m.
WHERE	Greyhound Arena (GA), Room 11
FEE	\$100 (\$25 for each additional dance class)
AGE	6 and up (signed parental consent required)
ENROLLMENT	Minimum 2 per class
SIBLING DISCOUNT	If a parent enrolls a sibling in the course, they will receive a half-price discount for the sibling with no extra charge for including them in a second class.

Learn ballet with Heidi Crates! Ballet is a beautiful and incredibly athletic art form exuding elegance, grace and control. Ballet is the study of body positions, awareness and alignment. This dance style is poised and incorporates the foundational techniques for many other dance forms. Dancers will work to improve posture and flexibility while mastering the full technique ballet has to offer. Pointe is an extension of ballet that has the dancer using pointe shoes. Only students approved by the instructor will be able to dance on pointe.

Contemporary Dance

WHEN	Wednesdays; Aug. 18–Dec. 8, 8–9 p.m.
WHERE	Greyhound Arena (GA), Room 11
FEE	\$100 (\$25 for each additional dance class)
AGE	10 and up (signed parental consent required)
ENROLLMENT	Minimum 2 per class
SIBLING DISCOUNT	If a parent enrolls a sibling in the course, they will receive a half-price discount for the sibling with no extra charge for including them in a second class.

Join Heidi Crates for instruction in contemporary dance! Contemporary is a highly artistic style of dance. Contemporary dance is a fusion of ballet, jazz and modern dance and usually contains an emotional journey or story.

CERTIFICATION COURSES

Open Water Scuba Course

WHEN	Oct. 22–24	Portales classroom and pool portion ENMU Natatorium (NAT) Art and Anthropology (AA), Room 159
	Oct. 22	5:30–10 p.m.
	Oct. 23	8 a.m.–5 p.m.
	Oct. 24	8 a.m.–1 p.m.
	Nov. 6–7	Open water portion Santa Rosa, New Mexico
	Nov. 6	noon–5 p.m.
	Nov. 7	8 a.m.–noon
FEE	\$100 due are registration \$400 open water fee, plus \$75 book fee (only one book required per family) due to instructor at the first class	

MATERIALS Mask, fins and snorkel

AGE 10 and up (signed parental consent required)

ENROLLMENT Minimum 5 (by Oct. 20), maximum 12

Scuba diving is arguably one of the most fun and safest recreational sports available. Mike Hale will be offering an open water class, which will earn students a lifetime certification as a scuba diver through the largest certifying agency there is – the Professional Association of Dive Instructors (PADI). The class will consist of a weekend of pool and classroom instruction followed later by a weekend of open water training. Equipment for the classroom and pool sessions are provided.

CLS BY BARBRI COURSES

Advanced Legal Research and Writing

WHEN Aug. 23–Dec. 8; Oct. 18–Dec. 3 (7-week course)

WHERE Online format

FEE \$995, plus textbooks

REGISTER legalstudies.com/vendor/enmu or 800.522.PREP(7737)

This exciting course is designed to teach advanced and specialized approaches to utilize the legal resources available in a law library and elsewhere. The conceptual differences between computer-assisted legal research and hard copy research will be taught. You will also learn how to formulate Westlaw search queries and effectively and efficiently use Westlaw and other online legal research methods as time-saving devices in legal research and legal writing.

This course is designed to examine more thoroughly advanced and specialized approaches to utilizing the legal sources available in the law library and online. Successful graduates of this non-credit course will be awarded a Certificate of Completion from ENMU Office of Distance Learning.

Participants will be expected to complete reading and homework assignments and will be assigned an advanced legal research project and legal writing assignment. Final research and writing projects will be presented for grading to the instructor or CLS by BARBRI as a prerequisite of course completion.

Prerequisite: Students must have completed the core Paralegal Certificate Course or have one year of paralegal experience prior to enrolling in this course.

Advanced Paralegal Certificate Course

WHEN Aug. 23–Oct. 8; Oct. 18–Dec. 3
(7-week course per session, six topics must be completed within a year to obtain a certificate)

WHERE Online format

FEE \$400 per topic (limit of three topics per session), plus textbooks

REGISTER legalstudies.com/vendor/enmu or 800.522.PREP(7737)

These advanced topics build upon the nationally acclaimed Paralegal Certificate Course® offered by over 100 colleges and universities nationwide. These classes are available to students who wish to extensively build upon their knowledge of law and paralegal studies with classes in specialized facets of contemporary law. Your study and concentration on substantively specific materials will enable you to gain a strong competitive edge over other paralegals. The additional training gained through participation in these advanced classes will embellish your legal knowledge and skills, which in turn should increase your salary and marketability.

Those who successfully complete at least six advanced topics will be awarded a Certificate of Completion.

Completing both the core requirements and the advanced requirements of the Paralegal Certificate Program provides comprehensive training and skills that should enable graduates to work in the quickly-growing paralegal profession. The two parts, in combination, have been designed to meet the requirements of the California Business and Professional Code §6450, legislation that took effect in California on January 1, 2001.

Students are required to complete six Advanced Paralegal Course topics to receive a certificate. Each topic is offered in a seven-week online session. All six topics must be completed within one year. Students must successfully complete the core requirements before they take the Advanced Paralegal Course. Up to three Advanced Paralegal Course topics may be taken during a seven-week online session, and Advanced Paralegal Course topics do not have to be taken in any particular order.

They are as follows:

- Advanced Legal Research
- Alternative Dispute Resolution (Mediation)
- Bankruptcy Law
- Business Law
- Constitutional Law
- Criminal Law
- Criminal Procedure
- e-Discovery
- Education Law
- Estate Planning
- Family Law
- Immigration Law
- Intellectual Property
- Real Property Law
- Victim Advocacy
- Water Law

Online participants should expect to spend at least 8–12 hours per week reading and preparing assignments and tests for each course. Participants who successfully complete six of the topics required of the Advanced Paralegal Course will earn up to 27 CEUs and will receive a certificate of completion from the college or university with which they have registered.

Required book purchases for the Advanced Paralegal Course will vary by topic. Please select an advanced topic and session at the link above to see a list of required materials.

Prerequisite: Students must have completed the Paralegal Certificate Course (core requirements).

Alternative Dispute Resolution Certificate Course

WHEN	Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session, six topics must be completed within a year to obtain a certificate)
-------------	---

WHERE	Online format
--------------	---------------

FEE	\$400 per topic (limit of three topics per session), plus textbooks
------------	---

REGISTER	legalstudies.com/vendor/enmu or 800.522.PREP(7737)
-----------------	--

This intensive course is designed to train and qualify students to develop or participate in conflict mediation processes. Participants will review the growth and application of settlement options in

the United States. The course focuses on both traditional and non-traditional dispute resolution options. Participants will learn negotiation skills and how to select the most cost-effective and least intrusive ADR method to achieve the most positive result for both parties. This course takes the mystery out of settlement processes and focuses on reaching reasonable solutions. Successful graduates of this non-credit course will be awarded a Certificate of Completion from the ENMU Office of Distance Learning.

Topics include: why conflicts escalate, why alternative dispute resolution works, the mediation process and role of the mediator, the arbitration process and role of the arbitrator, coming to an agreement, problems encountered in alternative dispute resolution, developing ADR programs for government, business and personal disputes, employment disputes and employer/employee relationships and divorce settlement.

- Lesson 1:** ADR – History, Growth and Origins
- Lesson 2:** The Art of Negotiation
- Lesson 3:** The Mediation Process
- Lesson 4:** Arbitration
- Lesson 5:** Other forms of ADR
- Lesson 6:** Labor Relations and Collective Bargaining

Participants will be expected to complete reading and homework assignments and will be assigned writing assignments that deal with ADR topics.

Employment Law Certificate Course

WHEN	Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session, six topics must be completed within a year to obtain a certificate)
-------------	---

WHERE	Online format
--------------	---------------

FEE	\$995 (limit of three topics per session), plus textbook(s)
------------	---

REGISTER	legalstudies.com/vendor/enmu or 800.522.PREP(7737)
-----------------	--

Employment law is a branch of contract law that deals with relationships between employers and employees. This course will cover statutes such as the National Labor Relations Act, the Railway Labor Act and other various statutes dealing with public employees. Topics to be included are master and servant, wages and hours, anti-discrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions.

Successful graduates of this course will be awarded a Certificate of Completion from the ENMU Office of Distance Learning.

Course Objectives:

- Distinguish employment from independent contracting
- Distinguish employment at will from wrongful discharge
- Identify torts that can be brought against employers
- Examine discrimination in hiring
- Discuss accommodation in working conditions
- Identify labor organizations
- Discuss unfair labor practices
- Examine the structure of the National Labor Relations Act and the Railway Labor Act
- Identify constitutional protections against discrimination
- Discuss disability discrimination and accommodations
- Examine age discrimination in hiring and in retirement

Intellectual Property Law for Engineers

WHEN	Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session)
-------------	--

WHERE	Online format
--------------	---------------

FEE	\$995 (limit of three topics per session), plus textbooks
------------	---

REGISTER	legalstudies.com/vendor/enmu or 800.522.PREP(7737)
-----------------	--

All engineers should be particularly concerned with patent law. This constitutionally-based discipline has to do with the process by which an invention, and its creator, are protected by the law from infringement and unfair competition. The class will deal with patent applications, research and prosecution; the law of infringement, and computer applications of software (protected by copyright) and hardware (by patents). We will also state what other concepts are patented, as well as machines, processes, mixtures, manufacturing, compositions of materials and methods of doing business and research. Not only do we deal with utility patents, but with design and plant patents as well.

Although we are mostly concerned with patent law, we also deal with copyright, trademark, trade dress, trade secrets and business methods. The engineer must be at least conversant with the other forms of intellectual property. In a relatively short time, we will give you a survey of the rights of creative and ingenious people and provide you with the information to protect yourself and your ideas in intellectual property matters.

Lesson 1:	Introduction to Intellectual Property Law
Lesson 2:	The Business of IP
Lesson 3:	Utility, Design and Plant Patents
Lesson 4:	Conducting a Patent Search
Lesson 5:	The Patent Application
Lesson 6:	Protecting Yourself in IP Matters

Course Objectives:

At the end of this program, the participant will be able to

- Implement the initial necessary steps to protect their invention/idea
- Understand and differentiate the various types of intellectual property rights (IPR) including patents (utility, plant, and design), copyrights, trade marks, trade dress and trade secrets
- Explain the business value and importance of relationship between innovation, intellectual property and business development
- Determine what is and is not patentable and when a patent is not the best IP protection
- Locate and apply IP information
- Explain the patent process and the rights which come with a patent and right to use novel and prior art
- Determine content to include in a patent application and why
- Contact correct IP professionals at appropriate times in IP process
- Effectively communicate ideas to an IP professional
- Display a basic understanding of disclosure and confidentiality agreements including employment contracts, non-disclosure agreements and liability issues

Participants will be expected to spend an average of eight hours per week reading and completing writing assignments. Please note that, barring extenuating circumstances, extensions will not be granted for this online course. 70 percent is the minimum passing score on all tests and assignments for this course. Students may consider working ahead in the curriculum if they have the time.

Legal Investigation Certificate Course

WHEN Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session)

WHERE Online format

FEE \$995 (limit of three topics per session), plus textbooks

REGISTER legalstudies.com/vendor/enmu or 800.522.PREP(7737)

This exciting course is designed to teach legal investigation to those interested in pursuing a new career and those presently working in the legal field. At the end of the course, students will be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigation. Students will also be taught how to create a freelance investigation business. Included subject areas are: arson investigation, product liability investigation, personal injury and traffic accident forensics, employment accidents, investigation of financial and equity matters, professional malpractice and negligence, skip-tracing and the role of a legal investigator in preparing for civil and criminal litigation

- Lesson 1:** Introduction to our legal system, legal and ethical considerations for the investigator, law of agency and coverage of rules of court and evidence.
- Lesson 2:** General interviewing and investigation techniques, sources of leads and information, fact analysis, taking witness statements, forensic photography, proper service of legal process and surveillance.
- Lesson 3:** Personal injury investigation techniques, traffic accident reconstruction, premises accidents, employment accidents, government investigation, document analysis and control, financial and equity analysis, testimony and case studies. Job search strategies and placement possibilities will also be discussed.

Legal Nurse Consultant Training Course

WHEN	Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session)
-------------	--

WHERE	Online format
--------------	---------------

FEE	\$1195, plus textbooks
------------	------------------------

REGISTER	legalstudies.com/vendor/enmu or 800.522.PREP(7737)
-----------------	--

This exciting program prepares medical professionals for a career in the legal field as legal nurse consultants. Building on your medical education and possible clinical experience, this course provides nurses with fundamental skills necessary to advise law firms, health care providers, insurance companies and governmental agencies regarding medically related issues and appear in court as expert witnesses.

The course teaches legal concepts related to the health care industry, as well as the role a legal nurse consultant (LNC) might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and workers' compensation. Any nurse interested in entering the legal field can benefit from the education provided by this course. The course is also open to anyone interested in forensic testimony and medical-legal issues, but participants without a nursing background might not be able to take the Legal Nurse Consultant Certified (LNCC) exam after graduation.

LNCC is a discretionary test separate from this training course that experienced registered nurses graduating from this course may decide to take. LNCC test eligibility requirements are discussed during this training course; however, nurses graduating from this course need not take the LNCC in order to practice as legal nurse consultants.

This nursing continuing professional development activity was approved by the Colorado Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Successful graduates will receive a certificate for 42 contact hours of nursing continuing professional development from CLS by BARBRI that they may be able to use to fulfill continuing education requirements.

Course Objectives:

- Define the role of a legal nurse consultant and explain the history and evolution of the profession
- Describe two major systems of law, the three types of law, and the four sources of law
- Review the law of intentional and unintentional torts
- Identify liability concerns of healthcare providers
- Analyze the role of the LNC before the trial begins
- Review the methods of obtaining medical records and other evidence that is governed by the Rules of Evidence
- Identify and review the legal documents used to obtain evidence
- Explain informed consent and treatments decisions, and review the liability concerns of health care providers in each
- Discuss criminal law and complex litigation scenarios
- Discuss the history of the specialty of legal nurse consulting
- Discuss the skills needed for entry into special practice
- Professionalism and ethics: discuss the standards of practice and

performance expected of an LNC

- Identify the five responsibilities of an LNC in the litigation process
- Examine the role of the LNC in evaluating toxic tort and Criminal Cases
- The damages stage of litigation: Identify the four types of damages available and discuss the factors that determine their application to the case
- Recall the evaluation steps taken by the LNC in a professional negligence case
- Identify and discuss the three different forms of Alternative Dispute Resolution
- Discuss the LNC's role in the law firm
- Discuss the issues presented to LNCs in the insurance industry, private practice areas, government service and risk management
- Medical record analysis: discuss the protocol LNCs should follow when receiving medical records
- Legal writing: Review the writing techniques that will captivate your target audience
- Discuss the literature research process and the methods of research
- Discuss the advantages and challenges of working as an independent LNC

A nurse can work as a LNC in a variety of different capacities:

- Full or part-time as an employee of a law firm
- Full or part-time as an independent contractor to a law firm
- Full or part-time in the clinical setting and consulting with a law firm, and/or testifying as an expert witness on a part-time basis
- Full or part-time as an employee with an insurance company or hospital in risk management

Students will receive 42 hours of instruction and will be required to prepare assignments and pass weekly quizzes. Successful graduates will be awarded a Certificate of Course Completion from a sponsoring university.

Successful graduates will also receive a certificate for 42 contact hours of continuing nursing education from CLS by BARBRI that they may be able to use to fulfill continuing education requirements.

This certificate does not carry academic credit and will not show on transcripts. Students or employers may request records from the participating university upon completion of the course.

Disclaimer: CLS by BARBRI is not affiliated with, nor do we endorse, any entity producing, marketing, reselling or distributing healthcare goods or services consumed by or used on patients.

Legal Secretary Certificate Course

WHEN Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session)

WHERE Online format

FEE \$995, plus textbooks

REGISTER legalstudies.com/vendor/enmu or 800.522.PREP(7737)

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study such topics as legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation and citation format.

Lesson 1: During this first section, students will receive an introduction to the theory of law, the legal process and the nature of the practice of law. Discussion will include the process of law as well as the specific legal terminology. This section will also cover ethics.

Lesson 2: This section addresses the particulars of law office management. This session also studies technology used in the law office. Students will be exposed to actual court documents and will prepare some of these documents as part of their homework.

Lesson 3: The final section will be spent examining the intricacies of the law office, including office procedure manuals, billing techniques and overall management techniques of the law office. Students will also be introduced to the basics of legal research and proper citation format. Job search strategies and placement possibilities will also be discussed.

Medical Professional Legal Consultant

WHEN Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session)

WHERE Online format

FEE \$1295, plus textbooks

REGISTER legalstudies.com/vendor/enmu or 800.522.PREP(7737)

This exciting program prepares medical professionals for a career in the legal field as a Medical Professional Legal Consultant (MPLC). Building on your medical education and clinical experience, this course provides medical professionals with the fundamental skills necessary to advise law firms, insurance companies, and governmental agencies regarding medically related issues and to appear in court as expert witnesses.

The course teaches legal concepts related to the health care industry, as well as the role a legal consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and workers' compensation. Any medical professional interested in entering the legal field can benefit from the education provided by this course. The course is also open to anyone interested in the field of forensic testimony and medical-legal issues. This program is designed for all medical professionals, including physician assistants (PAs), pharmacists, optometrists, dentists, chiropractors, paramedics and more.

Disclaimer: CLS by BARBRI is not affiliated with, nor do we endorse, any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients.

Paralegal Certificate Course©

WHEN Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session)

WHERE Online format

FEE \$1595, plus textbooks, Westlaw Access

REGISTER legalstudies.com/vendor/enmu or 800.522.PREP(7737)

The Paralegal Certificate Course© is the cornerstone of CLS by BARBRI programs. Paralegalism is one of the fastest-growing careers in the country.

The U.S. Bureau of Labor Statistics projects the number of paralegals to increase 15 percent between 2016 and 2026, much faster than the national average for all occupations.

The national median earnings for paralegals is currently \$50,940.00/year, and freelance paralegal professionals average significantly more across the board.

The Paralegal Certificate Course® is available in a variety of formats to suit your schedule and is offered through colleges and universities nationwide. Successful graduates will receive a professional certificate from the college or university of their choice.

California paralegals may need to complete Advanced Paralegal coursework to meet the requirements of California Business and Professional Code §6450.

New Mexico paralegals need to fulfill additional educational requirements to meet the requirements of Rule 20-115 NMRA.

Legal Research Requirement

Westlaw online legal research access is required for CLS students taking the Paralegal Certificate Course® in the following formats:

Live lecture – Required for duration of course.

Online – Required for the second half of the paralegal online course, access valid for a maximum of seven weeks.

Westlaw is optional for those students taking the text-only format of the course. If you have access to the Internet, we highly recommend purchasing Westlaw online legal research access. Access lasts for 60 days from the date of activation, and you must be currently enrolled to purchase. Westlaw online legal research access, available for only \$89. Order online.

Personal Injury for Paralegals

WHEN	Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session)
-------------	--

WHERE	Online format
--------------	---------------

FEE	\$995, plus textbooks
------------	-----------------------

REGISTER	legalstudies.com/vendor/enmu or 800.522.PREP(7737)
-----------------	--

With this exciting, fast-paced class, you will learn many of the legal terms, causes of action, and remedies available to victims of personal injury accidents. We will review the negligence theory of torts upon which many personal injury claims are based. Students will discuss interviewing, investigating and other case-building techniques vital to a personal injury paralegal's success in the law office.

Class discussions and lesson material will include the different kinds of personal injury claims, including (but not limited to): car accidents, slip and falls, medical negligence/malpractice, manufacturer product defects and class-action lawsuits. Discover the basic categories of damages recovery, statutes of limitations and schemes for liability. Successful graduates of this course will be awarded a Certificate of Completion from the ENMU Office of Distance Learning.

Course Objectives:

- Interview clients with a narrative of the injury
- Review medical records and nurses' notes
- Prepare summaries of depositions
- Interview medical witnesses
- Observe and identify possible areas of negligence
- Keep and organize a trial notebook
- Understand the concept of products liability
- Be familiar with the concept of duty toward the victim
- Distinguish personal injury from torts to property or reputation
- Distinguish private torts from governmental torts under the Federal Torts Claims Act

Software Essentials for the Law Office

WHEN	Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session)
WHERE	Online format
FEE	\$995, plus textbooks
REGISTER	legalstudies.com/vendor/enmu or 800.522.PREP(7737)

This dynamic course is designed for legal professionals interested in improving their skills and knowledge of commonly used computer technology and programs within the law office. Course topics include computer operating systems and peripheral devices; time tracking and billing software; database, case management and docket control software; litigation support software; electronic discovery and trial presentation and graphics software.

Hands-on exercises will prepare students to work with popular programs such as Microsoft PowerPoint, Clio and LexisNexis CaseMap and TimeMap, as well as understand the common functions and purposes of similar programs.

Common billing procedures and payment agreements, accurate time tracking, proper calendar and docketing procedures as well as the

processes involved in electronic discovery will be addressed through a variety of exercises. In addition, students will be presented with real-life scenarios and asked to identify and examine ethical issues raised by the use of technology in a legal practice.

Successful graduates of this course will be awarded a Certificate of Completion from the ENMU Office of Distance Learning.

Lesson 1:	Introduction to Computers
Lesson 2:	Legal Timekeeping and Billing Software
Lesson 3:	Databases, Case Management and Docket Control Software
Lesson 4:	Electronic Discovery
Lesson 5:	Litigation Support Software
Lesson 6:	The Electronic Courthouse, Automated Courtroom and Presentation Graphics

Victim Advocacy Certificate Course

WHEN	Aug. 23–Oct. 8; Oct. 18–Dec. 3 (7-week course per session)
-------------	--

WHERE	Online format
--------------	---------------

FEE	\$995, plus textbooks
------------	-----------------------

REGISTER	legalstudies.com/vendor/enmu or 800.522.PREP(7737)
-----------------	--

Participants will be prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims' rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention. It also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, murder and homicide.

Lesson 1: This first section focuses on legal terminology and the legal process, theories of victimization, effects of crime on victims and guidelines for responding to victims of crime and trauma. Crime victim statutes will also be discussed.

Lesson 2: This section covers crisis theories and the role of the crisis interventionist. Students will learn how to respond to crisis situations, understand the actual nature of the crisis, assess the victim's situation and implement effective listening skills to determine the best support system for the victim.

Lesson 3: During this section, students will learn the facts and myths regarding domestic violence, crimes against children, sexual assault and related crimes. Discussions will include restraining orders, basic police procedures, guidelines for assisting those dealing with the death of a loved one and the role of the victim advocate. Job search strategies and placement possibilities will also be discussed.

A high school diploma or GED is a prerequisite, but students will be expected to complete a significant amount of homework and pass two exams.

Assist Crime Victims

This is a course on the rapidly growing field of victim advocacy and assistance.

Participants will be prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers and crisis hotlines, and with state and county governments assisting crime victims in progressing through the criminal justice system and toward successful recovery.

Training in this area will prove to be rewarding to your career possibilities in the area of law enforcement and crime victim advocacy.

DISTANCE LEARNING POLICIES

We are eager for any feedback related to offerings, promotions and class ideas you may have. Visit enmu.edu/DistanceEdSurvey and share your comments, concerns and suggestions. If you or someone you know has an area of knowledge, skill or expertise, why not share it with your fellow community members? We are always ready to employ qualified instructors. Contact the Office of Distance Learning at 575.562.2165 if you want to join our team of fantastic instructors.

Class Cancellation: Distance Learning classes will not meet on a day or evening when the authorities have declared a state of emergency or when the University is closed due to weather. Whenever possible, a make-up class meeting will be scheduled for any class canceled by the University due to unforeseen circumstances and/or instructor absence. Please be aware that class scheduling is subject to change after publication and that Distance Learning may find it necessary to cancel a course.

Refunds and Transfers: You may receive a refund or transfer to another class upon your notification of cancellation or if Distance Learning cancels your class. Unless specifically described otherwise for a particular class, the refund will depend upon the following scale: 100 percent refund before first week of class, 90 percent after the first week of class, 75 percent after the second week of class, 0 percent after the third week of class.

Purchase of textbooks, supplies, uniforms and all costs related to immunizations and liability insurance required or recommended for any course are solely the responsibility of the student and will not be reimbursed by ENMU under any circumstances. This policy will apply even if Distance Learning needs to change a course schedule or cancel a course, and also will apply if a student officially withdraws from a course (by choice or necessity), or if a student does not successfully complete a course and/or is terminated from a course due to disciplinary action or discovery of criminal disqualification, where applicable. Also, any costs or losses incurred by a student for transportation/food/housing, contracting child care, reduction in work hours or finance charges on loans/bank accounts, etc., are the student's personal responsibility and will not be reimbursed by ENMU under any circumstances.

Supplies and Materials: The costs of supplies and textbooks are not included in the class fee unless so stated. Textbooks can be purchased at the ENMU Campus Bookstore unless designated elsewhere. A supply list will be made available when necessary.

Location Information: All Distance Learning classes are held in accessible locations and smoke-free environments. Smoking and alcoholic beverages are not allowed in any school building. Firearms are not allowed on the ENMU campus except when carried by the ENMU Department of Public Safety and municipal/state/federal law enforcement officers. This firearms restriction also applies to vehicles that are parked or being driven on campus.

Parking: Please visit the ENMU Department of Public Safety for a free parking sticker valid through the fall and spring semesters. Summer parking stickers are not required on campus. Parking is not permitted in fire lanes, next to the buildings or along the curbs unless designated. Find more information at enmu.edu/Parking.



ENMU[®]

Distance Learning

REGISTRATION FORM

Three Easy Ways to Register

Mail: Send a check or money order to:

Distance Learning

ENMU Station 32

1500 S Ave K

Portales, NM 88130

Phone: 575.562.2165 or 877.755.3668 (toll-free in New Mexico)

In-Person: Office of Distance Learning

Golden Student Success Center (GSSC),

Room 221, ENMU-Portales

Please note: Any registration for minors must have a completed child release form. Card transactions may now be done over the phone.

Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Email: _____

Day phone: _____

Evening phone: _____

Cell phone: _____

Guardian: _____

Class Name	Class Date	Class Fee

Remember: Your registration is not complete until you have paid.

Total:	
--------	--

☐ Check here if you wish to be placed on our mailing list.



Distance Learning
Station 32
1500 S Ave K
Portales, NM 88130

NON PROFIT ORG
U.S. POSTAGE PAID
PORTALES, NM 881
PERMIT NO. 15