

[enmu.edu/NonCreditCourses](http://enmu.edu/NonCreditCourses)

# 2020 SPRING NONCREDIT BULLETIN

Current through May 2020



Explore. Experience. Excel.





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# ART CLASSES

## Drawing and Painting Lessons for Kids

This class is designed for budding artists who would like to get basic art instruction and guidance. Through fun weekly projects taught by instructor Sherry Shiner, students will explore the principles of art including composition, perspective, shading, color mixing and the basic rules to help make great art.

When:	Wednesdays, Jan. 15–April 29, 5-6 p.m.
Where:	ENMU Art and Anthropology Building (AA), Room 159
Fees:	\$150 due at registration \$50 materials fee due to instructor at first class session
Ages:	7 to 11 (minors need signed parental consent)
Enrollment:	minimum 2, maximum 15

## Let's Draw! An Introduction to Beginning Drawing

This class is designed for beginners and or experienced artists who would like to improve their drawing experience. It will take you from having little knowledge in drawing to creating advanced art and having a deep understanding of drawing fundamentals such as line, shape, value (contrast), shadow, composition and perspective. Students will learn the basics of drawing by exploring a variety of techniques (blending, shading, and crosshatching) and subject matter (still life, landscape, animals, and people). There will be brief technical demonstrations and handouts to complement your studio work. Students will gain confidence, observation skills, and an understanding of what it takes to become better at drawing. This class is excellent preparation for a painting class or further advanced drawing classes.

When:	Tuesdays, Jan. 14–April 28, 6-8 p.m.
Where:	ENMU Art and Anthropology Building (AA), Room 159
Fees:	\$210 due at registration \$75 materials fee due to instructor at first class session Senior Citizen's Discount (age 65 and older): \$150 due at registration \$75 materials fee due to instructor at first class session
Ages:	12 and up (minors need signed parental consent)
Enrollment:	minimum 2, maximum 25

## Painting with Acrylics: An Introduction

Never tried painting with acrylics, but always wanted to? Or have you become frustrated with it after trying it for the first time? Learn the techniques, tricks,

and tips unique to this amazing medium! By following along with what you learn through demonstrations and personal input from artist Sherry Shiner, you will learn the very basics of this amazing medium and the step-by-step process of creating a successful painting. This course is designed for beginners who have never picked up a brush before to intermediate level artists who are looking to try out acrylics.

The course covers some of the key things you need to know about painting with Acrylics, including:

- The basic equipment to use for Acrylic painting
- The characteristics of Acrylic paint
- Understanding the use of Color & Mixing Color
- How to use special techniques for different painting effects
- How to create Depth and Aerial Perspective in your paintings
- The correct use of Values in painting
- The basics of Composition and Perspective

Acrylic paint is one of the most versatile painting mediums available; and when used with gels, pastes, and mediums, acrylic paint can be used in thick applications similar to oils; or the paints can also be thinned with water or medium and used in a manner comparable to watercolors. In fact, acrylics lend themselves to so many different painting techniques, the possibilities are practically endless. So whether you have painted with watercolor or oil paints, or if you are beginner just learning how to paint, this class is for you!

When:	Mondays, Jan. 13–April 27; 6-8 p.m.
Where:	ENMU Art and Anthropology Building, Room 159
Fees:	\$240 due at registration \$75 materials fee due to instructor at first class session Senior Citizen's Discount (Age 64 and older): \$180 due at registration \$75 materials fee due to instructor at first class session
Ages:	12 and up (minors need signed parental consent)
Enrollment:	minimum 2, maximum 25

# CERTIFICATION COURSES

## Paralegal Certificate Course

The Paralegal Certificate Course® is the cornerstone of The Center for Legal Studies 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 28%, much faster than the national average for all occupations. The national median earnings for paralegals is currently \$44,480/year and freelance paralegal professionals average significantly more. Completing both the Paralegal Certificate Course and the Advanced Paralegal Certificate Course provides comprehensive training and skills that should enable graduates to work in the quickly-growing paralegal profession.

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. This course will teach students how to work as a full-time or part-time paralegal, and how to open a free-lance business. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law and assist in preparing cases for courtroom litigation.

Participants who successfully complete this course will receive a certificate from ENMU.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; Mar. 9–April 24

Fee: \$1395 (\$1435 for DVD format), plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Advanced Paralegal Certificate Course

This advanced course builds upon the nationally acclaimed Paralegal Certificate Course® (see above). It is 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.

Participants who successfully complete this course will receive a certificate from ENMU.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; Mar. 9–April 24

Fee: \$300 per topic, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Alternative Dispute Resolution Certificate Course

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. Alternative Dispute Resolution (Mediation) is geared for all professionals who are focused on “interest-based bargaining.” 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.

Topics include: Why Conflicts Escalate, Why Mediation Works, The Mediation Process, The Role of the Mediator, Coming to an Agreement, Problems Encountered in Mediation, Developing ADR Programs for Government, Business and Personal Disputes, and Divorce Settlement Mediation.

**Lesson 1:** Introduction, History and Origin of ADR-Mediation

**Lesson 2:** Techniques for ADR: The Mediation Process & Role of the Mediator

**Lesson 3:** Business Disputes, Settlement Issues in the Business Sector, Employment Disputes and Employer/Employee Relationships. Job search strategies and placement possibilities will also be discussed

Participants who successfully complete this course will receive a certificate from ENMU.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$995, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Employment Law Certificate Course

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.

### Course Objectives:

- Discuss the roots of the master-servant relationship
- 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

Participants who successfully complete this course will receive a certificate from ENMU.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$995, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Legal Investigation Certificate Course

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.

Participants who successfully complete this course will receive a certificate from ENMU.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$995, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Legal Secretary Certificate Course

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. Ethics are also covered.
- 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.

Participants who successfully complete this course will receive a certificate from ENMU.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$995, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Medical Professional Legal Consultant Certificate Course

The healthcare system has experienced an increase in the number of lawsuits and medical professionals have stepped forth to expand their professional role within the legal system to educate attorneys, judges, and juries. Medical professionals have the knowledge, competency, credential, and expertise to judge whether the appropriate standard of medical care has been delivered. Medical professionals are consulting into an expanding area of medical legal concerns such as personal injury, worker's compensation, product liability, criminal custody cases, risk management, life-care planning, case management, healthcare licensing board issues, insurance industry, as well as expert witness. While many medical professional legal consultants work in law offices, and the insurance industries, they are also adopting an entrepreneurial spirit and starting their own businesses.

This exciting program prepares Medical Professionals for a career in the legal field as medical professional legal consultants. Building on the medical education and clinical experience of medical professionals, this course provides students with fundamental skills necessary to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically-related issues and to appear in court as expert witnesses. The curriculum of this course is designed to comply with the educational guidelines specified by the American Association of Legal Nurse Consultants.

This six week course is approved for 45 Category 1 continuing medical education (CME) hours by the American Academy of Physician Assistants (AAPA). This course will provide a comprehensive analysis of the principles and practices of medical professional legal consulting (MPLC), with an emphasis on law and expert witness testimony. While most of the main subject matter will pertain to legal nursing standards, professionals in other health care disciplines (pharmacy, physical therapy, physician assistants, etc.) may gain increased skills and knowledge of the medical legal system to enhance their roles as service providers and functions as expert witnesses.

Participants who successfully complete this course will receive a certificate from ENMU.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$1295, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Open Water Scuba Course

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.

When:	Feb. 21–23	Portales classroom and pool portion ENMU Natatorium (NAT)
	Feb. 21	5:30-10 p.m.
	Feb. 22	8 a.m.-5 p.m.
	Feb. 23	8 a.m.-1 p.m.
	Feb. 29–March 1	Santa Rosa, NM open water portion
	Feb. 29	noon-5 p.m.
	March 1	8 a.m.-noon

Fee: \$100 due at registration  
\$300 open water fee, plus \$80 book fee (only one book required per family) due to instructor at the first class

Materials: mask, fins and snorkel

Age: 10 and up (minors need signed parental consent)

Enrollment: minimum 5, maximum 12

## Phlebotomy Technique Training

Phlebotomy is the practice of drawing, collecting, and preparing blood samples for testing, transfusions, research and more. The need for medical professionals trained in phlebotomy is growing, with the Bureau of Labor Services projecting demand to grow 25% over the next eight years. It's a skill that is useful across a variety of support fields in the growing healthcare industry.

Lecture and clinical lab will be included in this intensive accredited phlebotomy technique training course with Mike Blankenship M.T., (ASCP) certified medical technologist. All aspects of drawing and processing laboratory specimens and rules and precautions featuring infection prevention will be presented in a controlled environment.

This program consists of 42 lecture hours at ENMU-Portales and 100 hours of clinical laboratory experience (clinical rotation) at the Plains Regional Medical Center in Clovis (or others to be arranged). This course will help

prepare students to take the American Society of Clinical Pathologists (ASCP) exam for certification as a Phlebotomy Technician (PBT). Students who successfully complete this course will receive a completion certificate from the instructor and obtain eligibility for the national registry. However, job placement is not guaranteed, and students are encouraged to take the nationally recognized ASCP certification exam, which must be arranged and paid for by the student.

<b>When:</b>	Tuesdays, Jan. 13–April 6, 5:30-9 p.m.	
<b>Where:</b>	Lecture classes at ENMU-Portales, Jack Williamson Liberal Arts (JWLA), Room 104	
<b>Fees:</b>	\$900	Registration fee
	\$73.30	Background and fingerprint fee
	\$55	Drug screen
	\$86.65	Textbook
	\$60	Scrubs
	\$135	Certification exam
	\$380	Liability insurance
	\$1,347.95	Total cost estimate (actual cost may vary)

**Registration:** Call 575.562.2165 or e-mail [distance.learning@enmu.edu](mailto:distance.learning@enmu.edu) to request additional information.

## Victim Advocacy Certificate Course

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.

Participants who successfully complete this course will receive a certificate from ENMU.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at **[legalstudies.com/vendor/enmu](https://legalstudies.com/vendor/enmu)**.

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$995, plus textbooks

Register: [legalstudies.com/vendor/enmu](https://legalstudies.com/vendor/enmu)

# DANCE CLASSES

## Little Dancers Program

Join Heidi Crates for Little Dancers! This program will explore movement and dance in a fun, playful manner. The class is one hour in length and incorporates the basics of ballet, tap and tumbling for ages 3-7.

**When:** Tuesdays, Jan. 14–April 28, 6-7 p.m.

**Where:** Greyhound Arena (GA), Room 11

**Fee:** \$150 Registration Fee + \$75 Spring Recital Fee= \$225

**Ages:** 3-7 (signed parental consent required)

**Enrollment:** minimum 3 per class

## Jazz Dance

Join Heidi Crates for an exploration of style and presentation. Classes emphasize musicality and body alignment, conditioning, stretch and strengthening, rhythm and stylization as well as fun and innovative choreography.

**When:** Tuesdays, Jan. 14–April 28, 7-8 p.m.

**Where:** Greyhound Arena (GA), Room 11

**Fee:** \$150 Registration Fee + \$75 Spring Recital Fee= \$225  
(\$50 for each additional dance class by Heidi Crates)

**Ages:** 8 and up (minors need signed parental consent)

**Enrollment:** minimum 3

## Ballet

Learn ballet with Heidi Crates! A beautiful and incredibly athletic art form that strives for perfection while exuding elegance, grace and control. Ballet class is the study of body positions, awareness and alignment. It is a poised style of dance that 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.

**When:** Wednesdays, Jan. 15–April 29  
Beginner Level: 5:30-6:30 p.m.  
Intermediate/Advanced Level 5:30-7 p.m.

**Where:** Greyhound Arena (GA), Room 11

**Fee:** \$150 Registration Fee + \$75 Spring Recital Fee= \$225  
(Only \$50 for each additional dance class by Heidi Crates)

**Ages:** 8 and up (minors need signed parental consent)

**Enrollment:** minimum 3

## Contemporary Dance

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

When:	Wednesdays, Jan. 15–April 29, 7-8:30 p.m.
Where:	Greyhound Arena (GA), Room 11
Fee:	\$150 Registration Fee + \$75 Spring Recital Fee= \$225 (\$50 for each additional dance class by Heidi Crates)
Ages:	10 and up (minors need signed parental consent); previous dance experience required)
Enrollment:	minimum 3

## Tap Dance

Take tap dance classes with Heidi Crates! This dance style is performed wearing shoes with metal taps, recognized by rhythmic sound of the toes and heels.

When:	Thursdays, Jan. 16–April 30, 6-7 p.m.
Where:	Greyhound Arena (GA), Room 11
Fee:	\$150 Registration Fee + \$75 Spring Recital Fee= \$225 (\$50 for each additional dance class by Heidi Crates)
Ages:	8 and up (minors need signed parental consent)
Enrollment:	minimum 3

# EXERCISE AND FITNESS

## Morning Aqua Fitness

Wake up and splash into spring Aqua Fitness with Elizabeth Kirkwood! The water is a great alternative for those who suffer from back pain or other ailments, and the resistance provided by the pool will improve cardiovascular endurance as well as muscle tone and flexibility. We have fun, laugh and get fit. Join us and get your day started with aqua fitness!

When:	Mondays, Wednesdays, Fridays; Jan. 17–May. 8; 7-8 a.m.
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Where:	ENMU Natatorium (NAT)
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Fee:	\$60
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Materials:	swimsuit and towel
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Age:	16 and up (minors need signed parental consent)
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Enrollment:	minimum 4
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## Morning Aqua Aerobics

Want a fun way to get your body moving? Join Amy Nash for Aqua Aerobics on Tuesday and Thursday mornings where we crank out good music and splash our way to a healthier lifestyle. The water is a great place to get a good work out using the water's natural resistance. Each class provides a stretch routine, warm up, aerobic activities and muscle toning exercises. No swimming is required and flotation devices are provided.

When:	Tuesdays and Thursdays, Jan. 14–April 30, 7-7:50 a.m.
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Where:	ENMU Natatorium (NAT)
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Fee:	\$50
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Materials:	swimsuit and towel
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Ages:	18 and up
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## Deep Water Aerobics

Join Linda Craig for our afternoon Deep Water Aerobics class. Deep-water aerobics is performed in water deep enough that you do not touch the bottom of the pool. Enjoy the benefits of water aerobics with no impact. By wearing flotation belts, we are able to safely use full range of motion for the larger joints, strengthening the cardiovascular system and skeletal muscles, and improving agility and flexibility. The water pressure on our extremities assists return circulation, which keeps heart rate at a moderate level and minimizes soreness. The water gently supports joints and allows freedom of movement, giving us fun opportunities with less stress on the body. Perfect for any age or fitness level. Essential equipment will be provided.

When:	Tuesdays and Thursdays, Jan. 16–May 3, 4-4:50 p.m.
Where:	ENMU Natatorium (NAT)
Fee:	\$60
Materials:	swimsuit and towel (swim gloves optional);
Ages:	18 and up
Enrollment:	minimum 2; maximum 15

# TEST PREP

## Preparing for the GMAT

Most MBA programs across the country and internationally require a Graduate Management Admission Test score for program admission. Our GMAT Preparation Course is a must! We have been preparing students around the world for graduate school since 1980, and this unique online format combines the convenience of independent study with the camaraderie of a classroom environment.

The GMAT has four different sections – analytical writing, integrated reasoning, verbal, and quantitative. Our online course is divided into two separate courses, one to prepare you for the verbal and analytical writing sections of the GMAT and one to prepare you for the integrated reasoning and quantitative sections.

- The quantitative section of the course features a math review and techniques for tackling the problem solving and data sufficiency questions that make up the math section of the GMAT. Test-taking techniques and a thorough review of questions types on the Integrated Reasoning section are also included.
- The verbal section of the course covers all question types on the verbal sections of the GMAT. We will explain how to do your best on reading comprehension, sentence corrections, critical reasoning questions, and the analytical writing assessment.
- You will practice on actual GMAT tests from previous years, and specific time saving techniques will be covered for the computer administrations of the test.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$300, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Preparing for the GRE

Applying to graduate school likely means taking the GRE revised General Test. Our preparation course is a must to ensure that you do your best! We've been preparing students around the world for graduate school since 1980, and this online format combines the convenience of independent study with the camaraderie of a classroom environment.

The GRE revised General Test has three separate sections – analytical writing, verbal, and quantitative. Our online course is divided into two separate courses, one to prepare you for the analytical writing and verbal sections and one to prepare you for the quantitative section.

- The quantitative course features a math review and techniques for tackling the discrete quantitative and data interpretation questions that

make up the math section of the GRE.

- In the course that covers the analytical writing and verbal sections of the GRE, we show you how to do your best on the three types of questions in the verbal section – reading, text completion, and sentence equivalence – and the two essay tasks in the analytical writing section.
- You'll practice on actual GRE questions from previous years and learn specific time-saving techniques for the computer-based test.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$300, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Preparing for the LSAT

Applying to law school means taking the Law School Admissions Test (LSAT). We have been preparing future law students for the LSAT since 1980. This course provides an overview of law school entrance procedures, a career in law, and law school survival techniques. It includes an intensive review of reading comprehension and logical reasoning questions, including techniques for quick elimination of incorrect answers, explanations and interpretations of correct answers, and approaches for selecting the correct answers. You will also learn proven test taking techniques and participate in an intensive review of analytical reasoning questions, including techniques for drafting the most helpful types of diagrams and explanations for and interpretations of correct answer choices. You will also learn the outline format that law school admissions counselors favor for the writing sample.

- This course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning, and analytical reasoning. Plus you will gain valuable insight into preparing an impressive writing sample.
- You will practice on actual LSAT exams from previous years and learn test-taking techniques developed by The Center for Legal Studies and taught to thousands of pre-law students around the world.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$300, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

# TRAINING AND PROFESSIONAL DEVELOPMENT

## Intellectual Property Law for Engineers

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. Coursework in Intellectual Property is equivalent to 45 clock hours of study.

**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

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$995, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Law School Preparation Course

You've probably heard the horror stories about that grueling first year of law school. The best way to avoid the pitfalls of the first set of courses is to prepare yourself for the unique way you'll need to study in law school. And this course is designed to give you the tools you need to be ready for the first year of law school and beyond.

Since 1980 The Center for Legal Studies has demystified the study of law through this unique educational program that helps students to excel in, and not merely survive, their first year of law school. We'll lead you through what to expect from

the Socratic teaching method and show you how to master the casebook method of instruction used at nearly all law schools. We share with you a particularly effective method of case briefing that you can use throughout law school and your legal career. You'll learn how to take notes effectively and turn those notes into course outlines that you'll use to master your final exams. We help you to integrate law school into your life from day one so that you get more done in less time and have a chance to continue your friendships, hobbies, and relationships even while you excel in your classes. Finally we show you how to start making the most of your legal career, a career that begins now.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$300, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Legal Nurse Consultant Training Course

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 the RN and PA with fundamental skills necessary to advise law firms, health care providers, 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 nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law, and workers' compensation. Any RN or PA 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, but participants without an RN or PA background might not be able to take the LNCC exam after graduation. Legal Nurse Consultant Certified (LNCC) is a discretionary test separate from this training course that experienced registered nurses graduating from this course may decide to sit for. LNCC test eligibility requirements are discussed during this training course; however, RNs graduating from this course need not take the LNCC in order to practice as legal nurse consultants.

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu).

Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$895-\$1195, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Personal Injury for Paralegals

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.

### 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

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Online format: 7-week course

When: Jan. 13–Feb. 28; March 9–April 24

Fee: \$995, plus textbooks

Register: [legalstudies.com/vendor/enmu](http://legalstudies.com/vendor/enmu)

## Software Essentials for the Law Office

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 MS PowerPoint, AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector, 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.

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

Registration and textbook orders can be placed by calling 800.522.PREP (800.522.7737), or at **[legalstudies.com/vendor/enmu](https://legalstudies.com/vendor/enmu)**.

Online format: 7-week course

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# DISTANCE LEARNING POLICIES

We are eager for any feedback related to offerings, promotion and class ideas you may have. Visit [enmu.edu/DistanceEdSurvey](http://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% refund before first week of class, 90% after the 1st week of class, 75% after the 2nd week of class, 0% after the 3rd week of class.

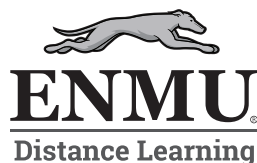
Purchase of textbooks, supplies, uniforms, and all costs related to immunizations and liability insurance required or recommended for any course are solely the responsibility of the student and will not be reimbursed by ENMU under any circumstances. This policy will apply even if Distance Learning needs 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, or contracting child care, or 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 cost 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 handicapped 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 info. at [enmu.edu/Parking](http://enmu.edu/Parking).

# NOTES



# 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 800.537.5376 (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 be in person  
at the Office of Distance Learning (GSSC 221).

**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.





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1500 S Ave K  
Portales, NM 88130

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