

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:

Accounting.....	22
Adobe Photoshop & Elements.....	33
Computer & Internet Fundamentals.....	30
Microsoft Access.....	32
Microsoft Excel.....	31
Microsoft Outlook.....	30
Microsoft PowerPoint.....	31
Microsoft Word.....	30
Payroll Accounting, Part I.....	22
Practical Recordkeeping.....	21
Quickbooks Part I.....	33
Speed Reading.....	27
Supervisory Skills.....	22



See page 44 for our online
**Administrative Professional
with Microsoft Office
Specialist
certificate program.**

Business Writing Basics

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

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:

Accounting.....	22
Microsoft Access.....	32
Microsoft Excel.....	31
Microsoft Word.....	29
Payroll Accounting Part I.....	22
Practical Bookkeeping.....	21
QuickBooks I.....	33
Supervisory Skills.....	22

Accounting

Charles L Kondis, M.A.T.

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

TEXTBOOK: College Accounting

08FAC100AG, 9/15/2008 - 12/8/2008
13 Sessions, M from 6:30 PM to 8:30 PM
2.6 CEU, \$89

See our Online Learning section
on page 44

for the following courses:

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

•

Certified Bookkeeper Program

•

*Records Management
Certificate*

•

*Non-Profit Management
Certificate Program*

•

*Payroll Practice &
Management*

•

*Bookkeeping the Easy Way
with QuickBooks*



***Discover the fundamentals
of accounting with Chuck
Kondis' Accounting class!***

Professional Development

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 2008 by Bernard J. Bieg.

08FAC205AG, 9/15/2008 - 11/3/2008
8 Sessions, M from 6:00 PM to 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.

Non Profit Management Certification Program

Patricia M Scanland
Martin E O'Malley



New and experienced managers in the non profit sector, as well as candidates identified for future leadership in non profit organizations must have a clear understanding of what it takes for a non profit to be successful. This eight-session course has been designed to help existing non-profit leader hone their skills and introduce new non-profit leaders to the skills critical to making their non profit effective at its mission.

Topics to be covered include:

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

08FBU387AG, 9/16/2008 - 11/4/2008
8 Sessions, Tu from 6:00 PM to 8:30 PM
2.0 CEU, \$199

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.

08FBU570AG, 9/17/2008 - 10/29/2008
7 Sessions, W from 6:00 PM to 8:00 PM
1.4 CEU, \$89

Practical Record Keeping and Bookkeeping

Linda M Steele, M.B.A.

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

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

08FFI102AG, 9/18/2008 - 11/6/2008
8 Sessions, Th from 6:30 PM to 8:30 PM
2.0 CEU, \$89

Supervisory Skills

Debra L Clolinger, M.A.

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

TEXTBOOK: Supervisory Management (Required)

08FBU550AG, 9/15/2008 - 10/20/2008
5 Sessions, M from 5:30 PM to 8:30 PM
1.5 CEU, \$86

No class September 29, 2008

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)

08FMD148AG, 9/17/2008 - 11/5/2008
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 2008 Expert edition by Ingenix, and 4.) Medical Dictionary.

08FMD310AG, 9/18/2008 - 11/13/2008
9 Sessions, Th from 6:00 PM to 8:00 PM
1.8 CEU, \$139

Online Medical Billing and Coding

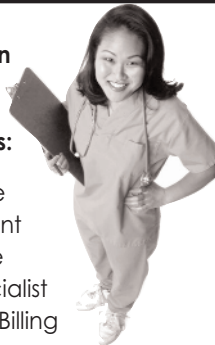


Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting and will be prepared to sit for the CCA national certification exam. This course will provide you with the skill set and expertise that will make you irresistible to prospective health care employers. 08FMD926AG, - 24.0 CEU, \$1595

Professional Development

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

- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing & Coding
- Advanced Coding for the Physician's Office
- Advanced Hospital Coding & CCS Prep
- Coding, Reimbursement & Documentation for Physicians
- HIPAA Compliance
- ICD-10 Medical Coding
- Legal Nurse Consulting Certificate
- Medical Transcription Certificate
- Pharmacy Technician
- Revenue Cycle Management for Healthcare Providers
- Veterinary Assistant



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

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

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

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

NOTE: Refund period valid only up until one business day prior to course start date. TEXTBOOKS: 1.) Step-by-Step Medical Coding by Carol J. Buck, 2.) Workbook to Accompany Step-by-Step Medical Coding (Textbook and Workbook both Required), 3.) ICD-9-CM Expert Edition Volumes I and II by Ingenix

08FMD321AG, 9/16/2008 - 10/28/2008
7 Sessions, Tu from 6:00 PM to 8:00 PM
1.40 CEU, \$139



Let Rita Mantell -Clanahan introduce you to the world of Medical Coding with her beginning coding classes.

Intermediate Coding for Physician Office Coders: Specialty Specific

Jeremy B Kohn, Certified Professional Coder (CPC)

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 Expert Edition (2) CPT-4 Expert Edition (3) HCPCS National Level II Codes (4) Book of Medical Acronyms and Abbreviations (5) Step-by-Step Medical Coding by Carol J. Buck, (6) Workbook to Accompany Step-by-Step Medical Coding

08FMD317AG, 9/15/2008 - 11/10/2008
9 Sessions, M from 6:00 PM to 8:00 PM
1.7 CEU, \$139



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

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 adjacent column.

† Certificate registration fee includes reading and writing assessment required prior to starting certificate classes. Fall assessment - Sept. 11, Winter Assessment - Jan. 15th., 6-8 PM. Meet in Alpha East lobby.

Introduction to Paralegal Studies: The American Legal System

Melinda L Maddox, Attorney-at-Law

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

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

08FLA001AG, 9/16/2008 - 11/18/2008
10 Sessions, Tu from 6:00 PM to 9:00 PM
3.0 CEU, \$159

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

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

These courses are available at www.usacontinuinged.com

"I feel very strongly regarding additional online courses because you do your assignments at your own leisure, which is a plus when you have a family and a full time job."

- Kawana Burney
recently completed
Business Organizations & the Law

Legal Research

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

Legal research will provide instruction in legal bibliography, use of the law library, electronic research on the internet and with legal research providers such as Lexis, and research analysis. Emphasis will be placed on the approach to effective legal research, problem analyses and research methodology.

TEXTBOOK: Legal Research and Writing for Paralegals

LOCATION: Law Library, 3rd floor Government Plaza Facility & USA Computer Lab, Brookley Campus

08FLA100AG, 9/15/2008 - 12/8/2008
13 Sessions, M from 6:00 PM to 9:00 PM
3.9 CEU, \$159



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



THE ALABAMA ASSOCIATION
OF PARALEGALS, INC.

Professional Development

Civil Procedure

Helen Floyd-Jones Joyce, Attorney-At-Law

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

TEXTBOOKS: Alabama Rules of Court (Federal and State required) and Civil Litigation for Paralegals (required)

08FLA310AG, 9/17/2008 - 12/17/2008
13 Sessions, W from 6:00 PM to 9:00 PM
3.6 CEU, \$159

No class November 26, 2008

Interested in online legal courses?

See our Legal Transcription course on page 48.

Paralegal Discovery and Analysis

Helen Floyd-Jones Joyce, Attorney-At-Law

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

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

08FLA450AG, 9/18/2008 - 12/18/2008
13 Sessions, Th from 6:00 PM to 9:00 PM
2.4 CEU, \$159

No class November 27, 2008

Torts: Personal Injury Litigation for Paralegals

Helen Floyd-Jones Joyce, Attorney-At-Law

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

Textbook: Tort Law for Legal Assistants (required)

08FLA601AG, 9/19/2008 - 11/21/2008
10 Sessions, F from 6:00 PM to 9:00 PM
3.6 CEU, \$159

No class November 26, 2008



Pictured are the 2008 McCall Scholarship recipients Justin B. Moseley, left, and Timothy Pittenger, right, with Debra McCall.

2008 McCall Scholarship Recipients Announced

Justin B. Moseley has been chosen as the 2008 recipient of the Bruce McCall Endowment Memorial Scholarship for Paralegal Studies. Timothy Pittenger has been named runner-up.

Moseley, who will receive a \$1,400 scholarship, works for his father's law firm in a paralegal role. His first exposure to the legal field was as a runner for Drinkard, Banks, and Cumpton while in high school. He has been a student in the USA Paralegal Studies program since Fall 2007 and is a member of the Alabama Association of Paralegals, Inc.

Runner-up Pittenger, who will receive a \$700 scholarship for his studies, has been a student of the Paralegal program since Summer 2007. Pittenger balances his time between his course load, a nine-month old

son, and the busy schedule of his wife who is a fourth-year medical student at the University of South Alabama College of Medicine.

This endowed scholarship has been established in memory of the late Bruce McCall, a well-respected paralegal in the Mobile legal community. The scholarship gift was made by Debra McCall, Bruce McCall's former wife and USA alumna, and Chris Dennis, McCall's son and USA alumnus. The University matched their gift to create an endowment that funds a scholarship in the Paralegal Studies certificate program offered through the USA Center for Continuing Education and Conference Services. For more information on the Paralegal Studies Certificate Program or the Bruce McCall Paralegal Studies scholarship, call (251)431-6411.