

Online Learning

For full details and demos of these online courses see
"Online Learning" at www.usacontinuinged.com
and choose "Programs through Gatlin Education Services."

- **Administrative Dental Assistant**

Learn how to be vital part of a dental practice and work on behalf of the patient and dentist. Program covers dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling and procedural and diagnostic coding. #08FMD899AG, \$1,595

- **Administrative Medical Specialist with Medical Coding & Billing**

Be a part of the medical industry demand for individuals skilled in medical office operations, billing and coding. This online program provides you with the knowledge of medical billing and reimbursement, an introduction to the national diagnostic and procedural coding systems, medical terminology, medical office computer software and completing insurance forms. Medical coding covered includes CPT, ICD-9 and HCPCS. #08FMD900AG, \$1,995

- **Administrative Professional with Microsoft Office Specialist**

Today more and more administrative professionals are handling a wider variety of duties beyond traditional clerical roles. This online Administrative Professional with MOS course is designed to give you the valuable skills you will need to have a competitive edge in today's workplace, including training on the Microsoft Office Suite of programs and optional training in QuickBooks. Course objectives include effective communication and language usage, business correspondence, leadership and management, accounts payable and receivable and inventory control. Microsoft programs covered include Word, Excel, PowerPoint, Access and Outlook. #08FBU770AG, \$1,995

Learn when it's convenient for you!

USA offers students online certificate programs, which means you can learn anytime and anywhere it's convenient for **you!** These programs are designed to provide the skills necessary to obtain professional positions for many in-demand occupations - all within a three month delivery window.

- *Online workforce development*
- *Begin when you wish & work at your own pace*
- *Web-based*
- *Highly interactive*
- *24/7 access to expert instructors*
- *Programs in Medical Records, Paralegal Studies, Legal Transcription, Office Skills AND MORE...*



- **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

- **Advanced Coding for the Physicians Office**

This web-based program has been designed to increase the skills of personnel in the front office, those coding even the most extensive procedures. Complete details in CPT-4, ICD-9 and HCPCS coding, along with Correct Coding Initiative (CCI), compliance and reimbursement issues, E&M guidelines and much more. This course requires prior completion of a Basic Coding class or the online AMS program. #08FMD920AG, \$1,395

- **Advanced Hospital Coding & CCS Prep-Certified Coding Specialist**

Increase your marketability by becoming a Certified Coding Specialist (CCS). Expand your ICD-9 and CPT-4 coding skills while preparing to sit for the American Health Information Management Association's (AHIMA) official certification exam. This is not an entry level course. Completion of the online AMS program or a basic coding class is a prerequisite to enrolling. #08FMD925AG, \$1,695

- **Bookkeeping the Easy Way with QuickBooks**

This online course introduces you to the concepts of bookkeeping and accounting using the theory of double-entry bookkeeping. Through online lessons with the assistance from expert instructors you will gain an understanding of bookkeeping procedures vital to developing and controlling a business' financial activities. You will be posed with questions and problems, as well as analytical situations designed to explain not only the "how" but also the "why" of bookkeeping practices. The QuickBooks module of this online course is designed to demonstrate how to setup the software, enter data accurately, and manage the bookkeeping function for a small business, including managing assets and reports. #08FAC225AG, \$1,695

Online Learning

For full details and demos of these online courses see
“Online Learning” at www.usacontinuinged.com
and choose “Programs through Gatlin Education Services.”

- **Certified Bookkeeper Program, AIPB Certification**

Increase your earning potential, enhance your professional status and gain a decisive edge in today's job market by becoming a Certified Bookkeeper. This course for experienced bookkeepers only, leads to national certification with the American Institute of Professional Bookkeepers (AIPB). #08FF115AG, \$1,795

- **Coding, Reimbursement & Documentation for Physicians**

This course is designed to teach physicians how to maximize their reimbursement through proper coding and compliance. Evaluation and Management documentation can be your worst nightmare, but with this course you receive detailed specifics needed for multiple or single organ system examinations. Teaching physician guidelines along with most recent changes will also be covered. #08FMD921AG, \$895

- **Digital Arts Certificate**

Through course projects, you will apply learned objectives in digital art studies, retouching, compositing, illustration, identity design, color matching and composition studies, photorealistic imaging, color correction and art exhibition development. This online program also includes a course teaching the professional applications Photoshop and Illustrator or equivalent digital imaging and vector drawing tools. Each course in this certificate is instructor-led, project-based and completed at your own pace. Expert instructors provide critique and feedback within one to two business days, helping you build a design portfolio for perspective employers or clients. Photoshop and Illustrator software is not included in course fee; you must purchase each on your own.

08FPH109AG, 22.5 CEU, \$3195

- **Entrepreneurship: Start-Up and Business Owner Management Online Program**

Interested in starting, owning and operating a business? This online program provides an excellent foundation for not just the start-up business owner, but also the business owner or manager wanting a further understanding essential principles associated with owning and operating a start-up or on-going business. The program includes Business Plan Development, Positioning For and Finding Financing, Legal Issues in Operations, as well as Buying and Selling a Business. Grow in your understanding of financial and accounting terms, gain confidence and improve your communication skills. All required textbooks included.

#08FBU568AG, \$2,195

- **Global English**

This nationally recognized online course and training program is designed for students who want to learn or improve their English language skills. It is designed to accommodate all levels of students in both general and business English. The Global English Program gives you a 12-month license, with unlimited hours, to access up to 14 courses for a full year. You will be assessed upon registration and placed in the course that matches your level of proficiency. The course will cover listening, speaking, reading and vocabulary at a foundation level, then build on that foundation in the areas of general and business English. The general and business English components are each covered at intermediate and advanced levels.

08FED230AG, CEU, \$595

- **HIPAA Compliance**

This compliance course provides an overview from a healthcare professional's viewpoint and specifically focuses on the HIPAA privacy regulations. This course was designed to satisfy the mandatory training component of HIPAA Privacy for healthcare organizations. This course is three hours and licenses for four staff members is included in the course fee. #08FMD915AG, \$599

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

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

#08FMD329AG, \$1,595

- **Medical Transcription Certificate**

Medical Transcription (MT) is among the 10 fastest growing occupations in the U.S. MTs are skilled in medical language and healthcare documentation, interpret and transcribe recorded dictation of patient assessment and treatment by physicians. This program gives you knowledge of medical terminology, basic human anatomy and proficiency in transcription of medical reports. Digital transcription equipment included in course fee. #08FMD950AG, \$1,595

“I really liked having the student bulletin board so I could talk to other students taking the same class and going through the same things I was.”

*- Brooke Allo,
Medical Transcription Certificate*

Online Learning

For full details and demos of these online courses see
"Online Learning" at www.usacontinuinged.com
and choose "Programs through Gatlin Education Services."

• Non-Profit Management Certificate Program

The Non-Profit Management Training Program is particularly well suited for anyone in the non-profit field who has recently assumed management responsibilities, anyone who is working in a non-profit organization, or anyone who wants a basic and introductory perspective on some of the unique issues facing management of a non-profit organization. This certificate program consists of 10 modules geared to provide the basic and essential information in a timely manner designed to fit your busy work and family schedules. You will examine the fundamental and introductory principles of non-profit management as well as the roles and responsibilities of a nonprofit board of directors and the management team, examine the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process. Required textbooks included.

#08FBU389AG, - 30.0 CEU, \$2095

• Payroll Practice & Management

Due to changing IRS and employment regulations, the field of Payroll Accounting is one of the fastest growing areas of today's business world. This online program will instruct payroll professionals in all facets of payroll duties from the basics to the intricate areas of fringe benefits, taxation and garnishments. If you are a beginner, this online program will give you the skills and knowledge of rules and regulations required to understand this field. For experienced students, you will increase your skills. This program is an excellent review for the Certified Payroll Professional exam given by the American Payroll Association.
#08FAC215AC, \$1,595



• Pharmacy Technician

This program successfully prepares you for an entry-level pharmacy position with courses in pharmaceutical terminology, basic anatomy relating to pharmacology, and pharmaceutical measurements. It also requires a 20-hour clinical rotation in both a retail and hospital pharmacy. Upon completion you will be prepared to pass the National Certification Exam offered by the Pharmacy Technician Certification Board. #08FMD960AG, \$1,795

Need help paying for your online course?

Consider a Sallie Mae Continuing Education Loan.

The Sallie Mae Continuing Education Loan is a private, credit-based loan that provides financing for postsecondary students not seeking degrees and for part-time, degree-seeking students.

- You must be a U.S. citizen or permanent resident and have an established credit history.
- The institution you are attending must be licensed or accredited by the department of education in the states in which they do business.

Key Features of Sallie Mae Loans

- Competitive Rates
- Flexible terms
- Interest-only payments available
- Defer payments for up to 12 mos.
- No prepayment penalty
- Minimum loan \$1,000
- Payment begins 30 days after disbursement
- Add'l 60% of the tuition can be included in loan for other associated educational costs
- Sallie Mae's personalized service

Apply online at:
www.salliemae.com/cel



Online Learning

For full details and demos of these online courses see
“Online Learning” at www.usacontinuinged.com
and choose “Programs through Gatlin Education Services.”

- **Records Management**

Learn how to successfully develop and maintain a records management system in your office. This course provides an overview of records management terminology, key concepts and procedures. Investigate the legal issues and administrative policies to conduct a records inventory, determine vitality of records and develop a retention schedule through various filing methods, coding systems, media storage equipment, and disaster recovery methods. #08FBU585AG, \$1,395

- **Revenue Cycle Management for Healthcare Providers**

This course is designed to help physicians or upper level medical office managers develop an understanding of the components of the revenue cycle, the best methods of benchmarking performance and proven methods of improving cash flow. You will also learn about the latest technology and government regulations related to revenue cycles. You should have a working knowledge of medical billing practices, medical coding and medical terminology. #08FMD901AG, \$895

- **Veterinary Assistant**

Through this online certificate program you will not only learn how to care for healthy and sick animals, assist with surgical and treatment procedures, but also learn administrative duties such as fee collection and accounts payable. This online program also covers the interpersonal communication skills necessary to successfully interact with clients and their animals, as well as assisting the veterinarian during examinations and procedures. #08FMD890AG, \$1,795

- **Video Game Design & Development**

Develop your hobby with video games into a career with this program. This eight-module curriculum covers programming language, mathematic skills, 3D graphic pipeline programming, real-time game engine architecture and artificial intelligence algorithms. Using a comprehensive and analytical approach, this program takes you through concept design to implementation of your video game idea. #08FCP070AG, \$1,695

- **Web Design Training**

This online Website Design training program focuses on developing the visual graphic and information design skills required to create compelling Web sites. As a student, you'll gain proficiency in the software programs that every Web designer needs to know: Adobe Photoshop, Fireworks, Dreamweaver, and Flash. Hands-on projects focus on essential skills and provide experience in professional Web design project scenarios. Class assignments include digital retouching and compositing, XHTML page markup, CSS-based layout and typography, home page and navigation design, Flash graphics and animations, mouseover effects, competitive analysis, site maps, wireframes, mood boards, color palettes, blog layout, and portfolio site design.

#08FCP530AG, 22.5 CEU, \$3295

“The thing I enjoyed most about the Veterinary Technician course was being able to construct my study times around my own schedule.”

- Monica Assolini

- **Wedding Planner**

Discover how you can be a part of the exciting business of wedding planning as a planner or coordinator. This comprehensive online certificate program will teach you everything an aspiring planner needs to know to get started in the business. Your assignments are tools that you will be able to utilize in your business including contracts, business packages, profiling templates for new clients and tools for designing a signature wedding such as fabric boards, design displays and presentation tools. This online program will also cover how to market your planning services through bridal shows, websites, and public relations. #08FCP660AG, \$1,395

- **Interior Design: Online Certificate Program**

This nationally recognized Interior Design online course is an exciting interactive certificate program where you will learn to create spaces for living, working and enjoyment. The program focuses on design theory, design process methods and design studio work. The learning sequence study included are the design elements and principles, color theory, programming, space planning and the design of residential, commercial and retail spaces. #08FHM248AG, \$2395

Online Learning

For full details on these online courses see
"Online Learning" at www.usacontinuinged.com
and choose **"JER Online Workforce and Career Training Course Catalog."**

- **Introduction to Law**

Legal systems exist to serve the interests of the citizenry. Laws under such systems can deal with the public and private safety and health of citizenry, the means to resolve problems among parties, certain ownership interests which the law recognizes and protects, and the legal systems of different nations.

#SAL2802-A, \$159

- **Contract Law****

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

#SAL2802-B, \$159

- **Legal Transcription Training**

This Online Legal Transcription Training Program provides the most current and effective way to become a legal secretary-transcriptionist. You will learn about the profession, how a law office works, fundamentals of law, court systems litigation, and specialty law. In addition the student in this course will learn the ins and outs of legal dictation resulting in mastery of the subject. #SAL2803, \$974

- **Ethics and the Law****

Attorneys and paralegals need to engage in ethical behavior, because of the duties they owe to their clients and to the legal system. They have access to clients' information or property or to information disclosed with an expectation of confidentiality. Therefore, attorneys and paralegals need to appreciate the degree to which they have a duty to act so as best to serve a client's interests and to advance the interests of justice. #SAL2802-E, \$159

- **Business Organizations and the Law**

By allowing for the creation of different kinds of business organizations, society ensures that different kinds of businesses can exist to meet the different demands of the marketplace. These business organizations may appoint individuals to act on their behalf. They also must abide by certain minimal standards regarding working conditions. #SAL2802-C, \$159

- **Property Regulation and Commercial Paper****

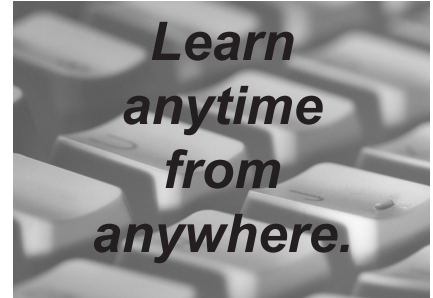
To allow for the more orderly transfer of legal interests, societies have created laws that describe the different types of interests and how to transfer such interests. This course focuses on property interests, the impact of government regulations and how to create and use negotiable instruments.

#SAL2802-D, \$159

- **Essential Spanish**

Welcome to this new online Spanish course. Intended for native speakers of English who wish to acquire sufficient Spanish to make a trip to a Spanish-speaking country with confidence. Acquire speaking, listening, reading and writing skills which will be more than enough to get you through most situations you will encounter. You will be tested on Listening, Reading and Writing. Spoken words will not form part of your assessment. Fully supported by online tutors, who will monitor and guide your progress and offer individual support with email contact regularly to help with any problems. Requires Macromedia Flash Player (6.0 or later, std. with latest version of Internet Explorer).

#SAL400D, 2.4 CEU, \$24



CAREER TRACK TRAINING CERTIFICATES AND COURSES

Our program features high-quality instructor-led and self-directed online courses and certificates. Choose a course of study from our online course catalog and take your learning needs to a new level. Enroll today (start anytime) or choose from a fixed start date. University of South Alabama online catalog in association with JER Group, Inc. offers courses in over 45 different subject areas.

All that is needed to take our courses is an email address, web browser and reliable Internet Access.

***Jump start your career today by
viewing our available online
course offerings.***

*** These online courses qualify for the USA Center for Continuing Education Paralegal Studies Certificate Program.*

Online Learning

For full details on these online courses see
“Online Learning” at www.usacontinuinged.com
and choose **“JER Online Workforce and Career Training Course Catalog.”**

- **German Language Training**

Guten Tag! Take advantage of this online, interactive course to learn the official language of Oktoberfest! This course addresses all the skills critical to language learning: reading, writing, listening, speaking, vocabulary, grammar and culture. This online program offers you support at each step of your learning, including a placement test to determine your level.**

#SAL1443, \$299

- **Dutch Language Training**

This online course is the only solution that offers you flexible, engaging and comprehensive training in the Dutch language. In addition to receiving support at each step of your learning, you will benefit from a personalized course of 750 hours from beginner to advanced levels based on your preference of general or business language.**

#SAL1446, \$299

**** Due to the interactive nature of these online courses, your computer must meet the minimum configuration standards of:**

- PC or compatible
- 700 MHz Processor
- 192MB RAM
- Microsoft Windows« NT4/2000/XP
- 30MB available on hard disk
- 16-bit Windows«-compatible sound card
- 16 million-color graphics card and 1024x728 display
- Internet Explorer« 5 or higher
- Microphone and speakers or headset
- 128 Kb/s Internet connection
- Valid email address

- **From Beans to Brew: Creating Characters**

Have you ever wondered how writers develop your favorite characters in their books? This online course will explore character development from birth to death and how to create believable and life-like characters. You will utilize hands-on techniques to explore your own life and those around you for inspiration and details for your own novel characters. #SAL209, \$79

- **Legal Nurse Consulting Certificate Program**

This online course is a preparatory course for clinical practice as a Legal Nurse Consultant and for preparation for national certification examinations offered by various associations. The only requirement for enrolling in this program is state registration as a Registered Nurse. It also provides an excellent means to obtain an education credential in legal nurse consulting and meet continuing education requirements for re-certification as a legal nurse consultant. #SAL2850, \$1,200

- **Medical Secretary Certificate Program**

This program provides educational opportunities for those interested in working as a medical secretary in single or multi-physician practices or large healthcare and allied health organizations. In addition to administrative skills, medical secretary students receive specialized training in medical terminology, anatomy, medical transcription, medical billing and word processing. Career opportunities are best for those with formal training in the use of computerized office equipment and software as well as excellent interpersonal communication skills. #SAL2900, \$1129

- **Typing Pal: Online Typing Course**

Improve your productivity on a computer keyboard with this fully-customized online program that suits beginners as well as those with more keyboard experience. Keep track of your progress and performance with simple and detailed statistics. Fast-track your keyboarding success in just five days with this self-directed activity or you can take more time if needed to get up to speed. #SAL2902, \$99

- **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

“I loved that I could finish it at my own pace. If I had questions, I not only had my instructors but the class message board as well.”

- Monica McElroy

Online Learning

Visit [www.usacontinuinged.com/online learning](http://www.usacontinuinged.com/online-learning)
and choose JER Online Workforce & Career Training Course Catalog
for easy enrollment in these classes, plus more to choose from!

Professional Development

Effective Communication
Effective Selling
Coaching & Counseling
Conducting Performance Reviews
Conflict Intervention
Dealing with Difficult Customers
Disciplining & Redirecting
Employees
Succeeding as a Supervisor
Interviewing Job Candidates
Setting Performance Goals &
Expectations

Technical Writing

Intro to Technical Writing
Writers at Work: A Review for
Professionals
Graphics for Technical Writers
Certificate in Technical Writing

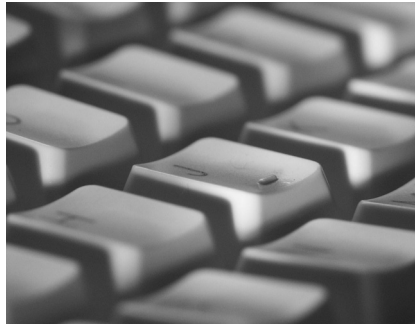
Travel & Tourism

Taking Off in Travel
Travel Sales & Trends
ARC Documents
Selling Vacation Packages & Tours
Hotels & Lodging
The Cruise Market
Automated Air Reservations

FOR EXPERIENCED HR PROFESSIONALS:

**For up to eight hours of
PHR/SPHR re-certification credits,
the following courses are available:**

- ADA Training & Certification Program
- COBRA Training & Certification Program
- FLSA Training & Certification Program
- HIPAA Privacy Training & Certification Program
- 401(k) Training & Certification Program
- Cafeteria Plan Training & Certification Program
- OSHA Training & Certification Program
- Employment Closure Training & Certification Program



Computer & Applications

A+ Certification for PC Technicians
Computer Repair
Windows NT
Microsoft Project 2000
Palm Organizer
Lotus Notes 5.0
Visual Studio.NET & ASP.NET
Java
Linux
OO Analysis & Design with UML
Flash
Frontpage 2000 & 2002
Fireworks MX

E-Commerce & E-Marketing

Success in Building an E-business
Electronic Commerce - Intro,
Strategies & Security Issues
E-Marketing 1.1
Advanced E-mail Marketing
Certified eMarketing Associate
(CeMA)
Search Engine Training Workshop
Advanced Information Page Creation
Engine Positioning Strategies

Marketing & Sales

Sales Mgmt Strategies & Tactics
Closing the Sale
Creating an Effective Sales Team
Mastering Cold Calls
Negotiating for the Sales
Professional
Qualifying Sales Prospects
Developing a Strategic Plan
Selling with an Unfair Advantage

Career, Telecommuting, Organization

Job-Seekers Workshop
5-Quick Steps to Telecommuting
Interview Like a Professional
Getting the Job Offer You Want
Cover Letters That Get Results
Resume Writing

Culinary Arts Education

Intro to Food Handling: Safety &
Sanitation
Intro to Controlling Costs to
Make Your Restaurant Profitable

Customer Relationship

Management
Building Strong Customer
Relationships
How to Master Customer Service
Certified Help Desk Professional
Certified Help Desk Director
Certified Call Center Professional
Certified Knowledge Management

Management

ISO 9001: 2000
Six Sigma - Green & Black Belt
Intercultural Business Etiquette
Strategic Planning & Mgmt
Professional Networking
Venture Creation
Preventing Sexual Harassment
Fundamentals of HR Mgmt
Certificate

Foreign Languages

Dutch, English, French, German
Italian & Spanish

OSHA, DOT, EPA

DOT Hazardous Materials
Transportation
Hazardous Waste Mgmt
Shipping Infectious Substances
Safety Director Program
Laboratory Audit Essentials
OSHA Training & Certification
OSHA 8-Hr Hazwoper Refresher
Hazard Communication (HazCom)

Certificate & Online Program Application

USA Certificate Programs provide:

- Instructors who are subject matter experts
- High quality instruction
- Current materials and information
- Skill based learning
- Transferable to the job

If you are exploring new career opportunities or wish to enhance your present career, USA Special Courses offers six certificate programs. Excellent educational alternatives, these non-degree programs take an average of two years to complete, provide hands-on "real world" applications, and are taught by practicing professionals in their respective fields. Choose your area of interest from the following:

- Accounting Assistant
- Administrative Assistant
- Paralegal Studies
- Medical Office Manager
- Photography
- Executive Secretary
- Online Certificate Programs

Details about each certificate program are described on the following pages. Required and elective courses are given. The application form on this page may be used to apply for any certificate program. In addition:

1. Students working on two or more certificate programs may not apply the same required and elective courses to more than one program. Substitutions must be made in order to meet minimum classroom contact hours.
2. Certificate programs must be completed by the student within five years from the date of the first class taken. (Effective Fall Term 1989) Exception: Photography three (3) years.
3. Students are under the certificate curriculum in effect at the time of their application into the program until they finish the program. Course changes made after the application DO NOT affect your curriculum requirements.
4. Courses taken prior to certificate declaration may be applied to a certificate program with a one-year grace period, with retroactive payment of the certificate application fees.
5. Students usually take two to three years to complete a certificate program. The pace is determined by the student's personal needs and schedule. Please note that many courses include time consuming homework assignments.



Date: _____

Please check the certificate program you are applying for:

- | | |
|--|---|
| <input type="checkbox"/> Accounting Assistant | <input type="checkbox"/> Administrative Assistant |
| <input type="checkbox"/> Medical Office Manager | <input type="checkbox"/> Executive Secretary |
| <input type="checkbox"/> Paralegal Studies | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Online Program: (title) _____ | |

Personal Information:

Name: _____

Address: _____

City/ State/ Zip: _____

Day Telephone: _____ Evening Phone: _____

Email Address: _____ Cell: _____

Employment Information:

Employed By: _____

Number of years of employment in a related field (if applicable): _____

Briefly describe your experience in related work: _____

Briefly describe experience in supervisory work: _____

Educational Background: (Highest degree attained)

High School Diploma: _____ Institution: _____ Date: _____

Associate Degree: _____ Institution: _____ Date: _____

BA or BS Degree: _____ Institution: _____ Date: _____

Masters Degree: _____ Institution: _____ Date: _____

Other: _____

List any course(s) you have taken and passed within the last three years which you think might apply towards this certificate program **(include transcript/ verification letter):**

Course: _____ Institution: _____ Date: _____

Course: _____ Institution: _____ Date: _____

Course: _____ Institution: _____ Date: _____

Application Information:

A high school diploma, GED certificate or college grade report is required for admission*. To apply, send completed application form, copy of diploma, and **\$25 nonrefundable application fee** to:
 University of South Alabama Special Courses,
 2001 Old Bay Front Drive, Mobile, Alabama 36615-1427.

* Not required for Photography Certificate.

Use this form to apply for any certificate programs described throughout this catalog. For more information about the certificate programs or availability of courses, please call (251)431-6405.

Courses taken prior to certificate declaration may be applied to a certificate program with a one-year grace period, with retroactive payment of the certificate application fees.