

# Online Learning

For full details and demos of these online courses see  
"Online Learning" at [www.usacontinuinged.com](http://www.usacontinuinged.com)  
and choose "Programs through Gatlin Education Services."

- **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. You must purchase Photoshop and Illustrator software on your own.

09FPH109AG, 22.5 CEU, \$3195

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

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. All required textbooks included.

#09FBU568AG, \$2,195

- **Records Management**

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.

#09FBU585AG, \$1,395

- **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 non-profit 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.

#09FBU389AG, - 30.0 CEU, \$2095

- **HIPAA Compliance**

The HIPAA Compliance course provides HIPAA Training for Health Care Professionals including a comprehensive overview of the Health Insurance Portability and Accountability Act (HIPAA) from a health care professional's viewpoint. The course focuses specifically on the HIPAA Privacy regulations, which are the major focus of most health care providers. HIPAA Compliance also includes an overview of the overall HIPAA regulations. This course was designed to satisfy the mandatory training component of HIPAA Privacy for a health care organization's staff. This course is three hours, and includes four licenses (so four people can take this three hour course for one fee). There are no prerequisites.

09FMD915AG, 0.3 CEU, \$599

- **Payroll Practice & Management**

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.

#09FAC215AC, \$1,595

- **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 you will gain an understanding of bookkeeping procedures vital to developing and controlling a business' financial activities. 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. #09SAC225AG, \$1,695

- **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.

#09FMD960AG, \$1,795

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- **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.

#09FMD899AG, \$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. #09FMD900AG, \$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.

#09FBU770AG, \$1,995

- **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. 09FMD926AG, - 24.0 CEU, \$1595

- **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.

#09FMD329AG, \$1,595

- **Medical Transcription Certificate**

This online program will provide you with a working knowledge of basic human anatomy, as well as proficiency in the transcription of medical reports. Course fee includes: state-of-the-art digital transcription equipment, The Book of Medical Abbreviations, Hillcrest Medical Center Beginning Medical Transcription (with audiotapes), Stedman's Medical Dictionary (with CD-ROM), 180-day access to the website and interaction with an instructor. Students will be given six months to complete the program. Extensions are given upon request.

09FMD950AG, 24.0 CEU, \$1595

- **Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology**

The Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology Program will give students both the complete online AMS/MBC Program plus the 60-hour online Medical Terminology course.

09FMD341AG, 36.0 CEU, \$2295

- **Medical Billing and Coding + Medical Terminology**

The Medical Billing and Coding + Medical Terminology Program will give students both the complete online MBC Program plus the 60-hour online Medical Terminology course.

09FMD342AG, 3.0 CEU, \$1895

- **Medical Terminology**

The Medical Terminology online program introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body. The course fee includes the required textbook for this program, Medical Language for Modern Health Care.

09FMD343AG, 6.0 CEU, \$595

- **Medical Transcription + Medical Terminology**

The Medical Transcription + Medical Terminology Program will give students both the complete online Medical Transcription Program plus the 60-hour online Medical Terminology course.

09FMD340AG, 30.0 CEU, \$1895

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- **Advanced Coding for the Physician's Office**

This web-based career-training 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-CM and HCPCS coding will be covered along with information on the Correct Coding Initiative (CCI), compliance and reimbursement issues, E&M guidelines and much more. Code by code details and tips are provided to give the most in-depth knowledge, allowing increased accuracy in code selections, causing a smoother billing process with quicker and more complete reimbursement. This course gives you a unique "hands-on" experience and a "move at your own pace" flexibility. **PREREQUISITE:** Basic Coding class or AMS online course completed.

**NOTE:** Course fee includes all materials and 180-day/six months access to the website and interaction with an instructor.

#09FMD920AG, 8.0 CEU, \$1395

- **Advanced Hospital Coding and CCS Prep**

Meet the challenge of today's changing standards while learning and improving coding skills.

You will learn ICD-9 and CPT-4 coding procedures while interacting with a mentor/expert tutor and fellow students across the country in this online course. You will also have an opportunity to share learning and professional experiences online whenever you choose. Course access and test prep are included. **PREREQUISITE:** AMS online course completed or basic coding course or experience. High School Diploma/GED required.

#09FMD925AG, 24.0 CEU, \$1695

- **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.

#09FMD890AG, \$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.

#09FCP070AG, \$1,695

- **Wedding Planner**

Discover how you can be a part of the exciting business of wedding planning as a planner or coordinator with this comprehensive online certificate program. 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. #09FCP660AG, \$1,395

- **Event Management and Design**



This program is designed for those interested in event planning or already a professional in this field wanting to advance their skills in special events or even start a new business. Students will learn the five stages of event management, learn different leadership styles, consider various marketing strategies, learn to conduct an event site inspection, understand budgeting, pricing, and accounting as they relate to special events, and discover new ways to decorate your event.

09FBU550AG \$1895

- **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.

#09FHM248AG, \$2395

- **Web Design Training**

This online training program focuses on developing the visual graphic and design skills required to create compelling Web sites. As a student, you'll gain proficiency in Adobe Photoshop, Fireworks, Dreamweaver, and Flash. 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, and so much more.

#09FCP530AG, 22.5 CEU, \$5595

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- **Technical Writing Certificate**

The Technical Writing online program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You will learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more. A variety of media and formats will be studied, including websites, emails, proposals, memos, and instructions. Surveys of employers have shown that people with well-developed writing skills are consistently hired and promoted over those without. Textbooks provided with course fee.

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

*09FRW040AG, 8.0 CEU, \$1595*

- **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*

- **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*

- **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*

- **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*

- **Grant Writing**

Anyone thinking of starting a business that utilizes grants will want to learn the essentials of writing, researching, obtaining and maintaining operations and strategies within the grant system. You will learn how to develop successful and fundable grants by focusing on the skills needed to prepare professional, competitive, compelling, and successful grant proposals. An experienced grant writer will show you how to research and write winning proposals that get funded. The Grant Writing Certificate consists of 10 modules geared to provide the essential information in a timely manner designed to fit busy, work, and family schedules. **NOTE:** Textbooks are included in course fee

*09FBU395AG \$2095*

- **Help Desk Analyst**

This online program uniquely prepares the support specialist to keep the customer productive by focusing on the business needs of the customer, establishing credibility and trust, and by handling the most difficult customer scenarios. Emphasis is given to problem solving and troubleshooting, team dynamics, and interpersonal communication skills. It also provides a broad overview of the back-office operations of a support center, and exposes the student to common industry tools and technologies used in providing exceptional customer support.

*09FBU558AG \$1495*

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

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- **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

- **Overview of Legal Nurse Consulting**

In this introductory course you will examine the necessary skills and knowledge, review various jobs and services and find internet resources for learning and practicing Legal Nurse Consulting. #SAL2849, \$139

- **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

- **Webmaster**

This online training program prepares students for a dynamic Internet based career as a webmaster. It begins by teaching simple webpage development and progresses by introducing new concepts, involving you in active webpage implementation using HTML and Dynamic HTML. #09FCP649AG, \$1795

- **Fitness Business Management**

The Fitness Business Management online program is an innovative certificate program (with an Optional Field Internship course) designed to teach students how to manage a Personal Training Program and/or a Health-Fitness Department as a Strategic Business Unit (S.B.U.) in both commercial and non-commercial based health and fitness facilities in the United States and/or internationally. #09FBU645AG, \$2395

- **Certified Bookkeeper Program**

This online course for professional bookkeepers offers a web-based format that allows students to learn at their own pace from any web-enabled computer. The course leads to national certification with the American Institute of Professional Bookkeepers (AIPB). #09FFI115AG, 8.0 EDU, \$1795

## 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**
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- **Payment begins 30 days after disbursement**
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- **Sallie Mae's personalized service**

Apply online at:  
[www.salliemae.com/cel](http://www.salliemae.com/cel)



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- **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

- **Selling Vacation Packages and Tours: Online course**

Earn great commissions by booking vacation packages and tours, one of the fastest growing segments of the travel industry. Learn the basics of the tour product, components of tours, tour destinations, types of vacation packages and tours, print and electronic resources and non-automated tour booking procedures to book the right vacation for any given client. Understand the function of tour operators and wholesalers. You'll learn to interpret tour information found in brochures and reference publications and utilize tour brochures as a sales tool and booking resource. Compare the features, benefits and pricing of various tours and vacation packages.

#SAL168, - 24.0 CEU, \$89

- **Understanding Health Insurance**

This course is designed to teach you about medical billing and the proper usage of the International Classification Diagnostic Coding System (ICD-9) and the Current Procedural Coding System (CPT)

#SAL2701 \$134

- **Learn Grammar the Easy Way - Part I**

This online course is designed for people who want to get a better feel for grammar so that they can strengthen their writing skills. Having a better understanding of grammar and how its pieces fit together can really help you. The coursework in part one focuses on the basics of grammar: parts of speech and sentence structure. These are the building blocks from which all written communication is constructed.

Textbook: "The Classic Guide to Better Writing" by Rudolph Flesch. (ISBN: 0062730487). It is available through [amazon.com](http://amazon.com)

09FSAL402-A, 2.0 CEU, \$69

- **Learn Grammar the Easy Way- Part II**

A continuation of "Learn Grammar the Easy Way", this online course concentrates on common errors in word usage. Misusing homonyms, pronouns, and words like effect and affect cause many sentence errors. Also, errors in subject-verb agreement are common, too. People have trouble deciding when the verb should be plural or singular (were or was). As a result, their writing looks less than polished and their work appears less credible to the reader. In this course we'll take a look at common word selection and grammar problems. As you go through exercises and readings, the instructor is always available for tutoring through e-mail.

Textbook: "The Classic Guide to Better Writing" by Rudolph Flesch. (ISBN: 0062730487). It is available through [amazon.com](http://amazon.com)

(Contact Hours: 20)

09FSAL402-B, - 2.0 CEU, \$69

- **Typing Pal: Online Typing**

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

- **Personal Financial Planning**

This course contains the essential principles of planning for both short- and long-term needs and has many tools and references to provide guidance for planning and using personal financial resources. It gives tips and worksheets for setting financial goals, managing credit and debt, building your assets, and limiting your financial liabilities. IMPORTANT NOTE: INTERNET EXPLORER (IE) BROWSER REQUIRED - can't use Netscape or other browsers for this training.

#09FSAL3460, \$24

- **Flash I: Mastering the Tools**

In this intensive course, you will learn how to create the various graphic, button, and movie clip symbols that you will place in your SWF files. Comprehensive learning modules will be supplied, packed with practical applications and exercises so that you will be ready to produce your own animations when you are finished this course. You will be able to interact with other students in online forums so that you can learn from the ideas and insights of others. NOTE: Macromedia Flash MX2004: Training From the Source (required).

#SAL279-C, \$149

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## CAREER TRACK TRAINING CERTIFICATES AND COURSES

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 e-mail address, web browser and reliable Internet Access.

### • 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 e-mail 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

### • 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

### • American Citizenship Test Prep

This course will help you to study for and prepare to take the American citizenship test. This course contains seven critical aspects of information that you will need to know, including: rights and responsibilities of American citizens and aspects of eligibility to apply for citizenship, American History, American Government, American Holidays and Symbols, U.S. Constitution (Preamble and Articles), U.S. Constitution (Bill of Rights and Articles) and 100 Practice Questions. By the time you are done with this course, you should have a very good idea of what to expect on the U.S. citizenship exam, and you should be better prepared and more confident to make application for your American citizenship.

#09FSAL411, \$25

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We offer you hundreds of engaging online courses for adults, covering every topic from Anatomy to Web Design.

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