

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: Online Certificate Program**

Learn how to be a 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. *09UMD899AG, 15.0 CEU, \$1595*

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

Be a part of the medical history 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 HCPCSs. *#09UMD900AG, \$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.

#09UBU770AG, \$1,995

Learn when it is convenient for you with Ed2go!

Learn from the comfort of your home with the ed2go online learning program. Ed2go offers more than 250 online courses and it is instructor facilitated. Online courses include lessons, quizzes, discussions, hands-on assignments and supplementary links. There are many categories to choose from and here is a list of the popular ones:

- *Accounting*
- *Business Administration Management*
- *Multimedia*
- *Writing and Publishing*
- *Computer Applications*
- *Personal Development*



AND So Much MORE....

See the "Online Learning" section on our Web site www.usacontinuinged.com.

- **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.

. #09UMD890AG, 24.0 CEU, \$1795

- **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*. *09UMD343; \$595*

New!

- **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 *09UMD341 \$2,295*

New!

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- **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 8.0 CEU. #09UMD920AG, \$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. #09UMD925AG, \$1,695

- **HIPAA Compliance (4 User Licenses)**

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. #09UMD915AG, \$599

ATTENTION STUDENTS

To meet requests, students will now have the option of choosing Medical Transcription, Administrative Medical Specialist with Medical Billing and Coding, and Medical Billing and Coding with or without Medical Terminology.

For students who choose to include the 60-hour Medical Terminology course, we will offer this as a bundled program, giving a 50% discount off the stand-alone price of the Medical Terminology course.

We've expanded the content and hours of all three programs to give students the latest information they'll need to jumpstart their medical careers.

- **Medical Billing and Coding**

This nationally recognized Medical Billing and Coding online training certificate program is designed to prepare students to fill positions for medical coding and billing professionals. #09UMD926AG, \$1,595

- **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. #09UMD342 \$2,295

New!

- **Medical Transcription Certificate**

This online program will provide you with a working knowledge of medical terminology and basic human anatomy, as well as proficiency in the transcription of medical reports. Course fee includes: state-of-the-art digital transcription equipment, Medical Terminology Made Easy (with audiotape), 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. MTs have excellent English language skills and a thorough understanding of medical terminology, anatomy and physiology, diagnostic procedures and treatment. Good learning acuity and listening skills are necessary to understand and accurately transcribe dictated reports, including medical jargon and abbreviations, into a clear and comprehensible format. The employment outlook for medical transcriptionists is very good and expected to increase with the rapidly growing health care industry. Medical transcription is a medical language and health care documentation specialty, not a keyboard specialty. Intensive study is needed to acquire a high level of fluency in the medical language. Those with an interest in medicine and a commitment to learning, and who are known to have highly developed analytical skills, are self-disciplined and independent by nature make successful MTs. Medical transcription can be an attractive career choice as it provides unlimited intellectual challenge and the opportunity to make a unique contribution to quality health care and service.

#09UMD950AG, \$1,595

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- **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. 09UMD340AG \$1895

- **Pharmacy Technician Certificate Program**

This program will successfully prepare students for entry-level pharmacy positions through courses in pharmaceutical terminology, basic anatomy relating to pharmacology of medications, and pharmaceutical calculations. You will also be required to complete clinical rotations of 20 hours in a retail pharmacy and 20 hours in a hospital pharmacy, which will be coordinated by your instructor and local pharmacy facilities.

09UMD960AG, 30.0 CEU, \$1,995

- **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 ongoing 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.

#09UBU568AG, 36.0 CEU \$2,195

- **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.

09UBU389AG, 30.0 CEU, \$2095

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 post-secondary 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.

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- Sallie Mae's personalized service

Apply online at:
www.salliemae.com/ce



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- **Help Desk Analyst: Tier 1 Support Specialist**

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.
#09UBU558AG, \$1495

- **Records Management Certificate**

Over a course of just six short months, you can take advantage of this convenient web-based career-training course. Learn how to successfully maintain and develop records management programs in today's offices through, first, an overview of records management terminology, and then, the key concepts and procedures. Investigate the legal issues and administrative policies to conduct a records inventory, determine vital records and develop a records retention schedule. Examine various filing methods, coding systems, media storage equipment, and disaster recovery methods.
#09UBU585AG, \$1,395

- **Grant Writing**

In this program 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. #09UBU395AG, \$2095

- **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.
#09UBU645AG, \$2395

- **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.
#09UCP070AG, \$1,695.

- **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. #09UAC215AG, \$1,595

- **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.
#09UCP660AG, \$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.
#09UHM248AG, \$2395

- **Webmaster**

Webmasters design, develop, and maintain highly visible web sites. Often they are the first to test new and state-of-the-art equipment as well as the latest software. This online training program begins by teaching simple webpage development and progresses by introducing new concepts, involving you in active webpage implementation using HTML and Dynamic HTMs.
#09UCP649AG, \$1795

Online Learning

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• 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. 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.

#09UCP530AG, 22.5 CEU, \$5595

• Personal Financial Planning

Without wise financial planning, the future may not be what most of us hope for, and even the present may be less than comfortable. 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. *Internet explorer (IE) browser is required can't use Netscape or other browsers for this training.*

#09USAL3460, \$24

• Selling Vacation Packages and Tours: Online course

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.

#09USAL168, - 24.0 CEU, \$89

• 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.

#09USAL2803, \$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.

#09USAL2802-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. #09USAL2802-C, \$159

• 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. 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. Textbook, all course materials and thorough QuickBooks tutorial included.

#09UAC225AG, \$1695

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

Online Learning

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- **Learn Grammar the Easy Way-Part 1**

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

09USAL402-A, 2.0 CEU, \$69

- **Learn Grammar the Easy Way-Part 2**

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

(Contact Hours: 20)

09USAL402-B, - 2.0 CEU, \$69

- **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. You will be taught by an experienced multimedia specialist, teacher, and instructional designer. 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 finish this course. Macromedia Flash MX2004: Training from the Source published by Macromedia Press (required)

#09USAL279-C, 10.0 CEU \$149

- **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.

#09USAL1443, \$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.

#09USAL1446, \$299

- **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.

#09USAL209, \$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.

#09USAL2850, \$1,200

- **Medical Secretary**

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.

#09USAL2900-A, \$1129

Online Learning

• 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. #09USAL2902, \$99

• 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. #09USAL2849, \$139

• 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). You will learn the three of levels of the CPT coding system and how they affect claims reimbursement. You will learn about the different chapters and how they pertain to various parts of the human anatomy. We will explore surgical codes and how to identify codes that are pre and post-operative. Finally we will cover the advantage and importance of using a clearinghouse and the function they play in claims submission. 09USAL2701, \$134

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HAZARDOUS MATERIALS TECHNICIAN

40 hours, \$795 per student

Designed for individuals responding to releases of hazardous substances and actively stopping the release.

Jun 15-19 • Jul 6-10 • Aug 17-21 Sep 28-Oct 2
Oct 19-23 Nov 9-13 • Nov 30-Dec 4

INCIDENT COMMAND

8 hours, \$175 per student

Prepares those who are responsible for implementing an employer's incident command system and emergency response plan. Course also covers working with chemical protective clothing and importance of decontamination procedures.

Jun 4 • Sep 14 • Oct 14 • Dec 16

HAZWOPER ANNUAL REFRESHERS

8 hours, \$175 per student

Designed as an annual refresher for those who have completed Hazardous Materials Technician training. Refreshers are available with either a classroom or a drill option.

Jun 22 • Jul 16 • Aug 27 • Sep 17
Oct 14 • Nov 19 • Dec 10

