

Non-Profit Management Certification Program

Be the one to lead your non-profit to success!

New and experienced managers in the non-profit sector, as well as candidates identified for future leadership must have a clear understanding of what it takes to be successful. The Non-Profit Management certificate program has been designed to help existing non-profit leaders hone their skills and introduce new leaders to the skills critical to making their non-profit effective at its mission. This introductory course will serve as an overview to the Nonprofit Management Certification Program and there will be no certification for completing it. It is the first of a series of courses and, upon completion of the series, you will earn a certification. This is an intensive curriculum which will give you a strong, solid foundation in nonprofit management.

Areas covered through the program include:

- An Overview to Non-Profit Organization Management
- Organization Development
- Strategic Organizational Management
- Boards and Governance
- Effective Financial Management in Non-Profit Organizations
- Resource Development
- Evaluation
- Marketing

Fund Development I for NonProfit Organizations

Patricia Scanland, M.S., M.M.T.
Martin O'Malley



A strong, effective fundraising program begins with a well developed fundraising plan and a written case for support. This class will teach the basics for developing the plan and case statement. You will learn the key components of forming effective annual campaigns, choosing special events that will be the most beneficial for their organization, and developing grants and grant proposals. You will receive handouts and information regarding printed resources for non-profit organization development.

10IBU391AG, 1/19/2010 - 2/9/2010
4 Sessions, Tu from 6:00 PM to 8:30 PM

1.0 CEU, \$129

Fund Development II for NonProfit Organizations

Patricia Scanland, M.S., M.M.T.
Martin O'Malley



Many non-profit organizations have a fund development program. Some may focus only on grants or annual campaigns, while others have a more well-rounded development program, but few are strong programs. In this course, you will learn how to design and build a planned giving program; how to market the program and build relationships; how to determine the best planned giving vehicle for your donor; how to track gifts; and how to give donors the recognition they deserve. Programming to generate hard revenue, conducting capital campaigns, and establishing and managing endowments will also be covered. You will receive handouts and information regarding printed resources for non-profit organization development.

10IBU392AG, 3/2/2010 - 3/23/2010
4 Sessions, Tu from 6:00 PM to 8:30 PM

1.0 CEU, \$129

Led by:



Martin (Marty) E. O'Malley has worked in non-profit organizations for over 32 years. He has led groups in organizational change, directed a non-profit Christian organization (L'Arche) that serves adults with intellectual disabilities for 18 years, gained vast knowledge of financial management which includes raising money from donations, grants and special events. These events have involved corporate sponsorships, raised over \$1.5 million, introduced over 12,000 people to a local organization and required the recruitment and training of over 3,500 volunteers. Marty promotes team building, provides executive coaching, trains boards in management and development and develops public relations and marketing strategies. He has served on many local and national non-profit boards. He founded O'Malley HealthCare Technology, LLC, which helps bring innovative products to the healthcare environment.



A native of Mobile, **Pat Scanland, M.S., M.M.T.** graduated from Bishop Toolen High School and went on to earn degrees from Northeast Louisiana, Loyola/New Orleans and the University of South Alabama where she has 60 hours toward her doctorate in Instructional Design. For more than 30 years, Pat has worked in non-profit organizations in the areas of planning, organization and program management, grant writing and fund development. In 1999, Pat founded a consulting firm to help non-profits, ministries and small businesses fulfill their missions and achieve their full potential.

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
- Attitude and Self Assertiveness
- Supervisory Skills
- Practical Record Keeping and Bookkeeping for the Office
- Effective Management Skills

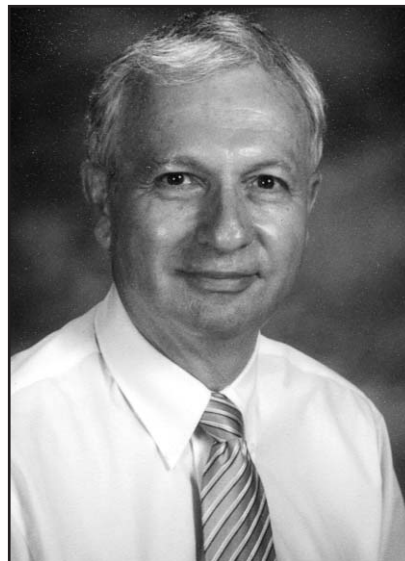
Accounting

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

10IAC100AG, 1/25/2010 - 4/19/2010
13 Sessions, M from 6:30 PM to 8:30 PM
2.6 CEU, \$89



“Charles Kondis is very communicative and made the course material easy to understand.”

- Lina Whillock



“[Robin Lankford] cleared up a lot of questions that I had regarding calculating and keeping accurate payroll and some clarifications on the required tax forms that are required as well.”

- Deidre Davis

Payroll Accounting: Part II

Robin H Lankford

Payroll Accounting: Part II starts where Part I ends and is the concluding segment of the course. You will cover topics including unemployment compensation taxes and credits, reports required of the employer, unemployment compensation benefits, analyzing and journalizing payroll transactions, recording payroll taxes, summary of accounts used in recording payroll transactions, payroll register and employees' earning records.

PREREQUISITE: Payroll Accounting: Part I

TEXTBOOK: Payroll Accounting 2010 (required)

10IAC210AG, 1/25/2010 - 3/1/2010
6 Sessions, M from 6:00 PM to 8:00 PM
1.2 CEU, \$89

Professional Development

Certified Bookkeeper Program Online: Become a "CB", AIPB Certification

Increase your earning potential, enhance your professional status, put "CB" after your name, to show that you are a certified professional, and gain a decisive edge in any job market by becoming a Certified Bookkeeper (CB). Certified Bookkeepers are to bookkeeping what CPA's are to the field of accounting--the most respected level of the profession. 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). The AIPB certification is a high professional standard and the only national standard for bookkeepers. This course was designed by AIPB to prepare bookkeepers for the certification exam at any Prometric Center.

PREREQUISITE: For experienced bookkeepers.
NOTE: Course fee includes workbooks and the 3-part national AIPB Certified Bookkeeper (CB) exam fee.

10IFI115AG, 8.0 CEU, \$1795

Records Management: Online

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.

10IBU585AG, 8.0 CEU, \$1395

Mastering QuickBooks Pro: Part I William H Ishee, CPA

Learn the number one small business accounting software through hands-on training and take your new skills back to your home or office through this two-part course taught by a seasoned pro! You can integrate QuickBooks in your day-to-day business operations with helpful accounting and office management skills. The instructor will cover topics such as setting up a new company and modifying QuickBooks preferences to meet your needs. In addition,

you will learn to manage the revenues and expenses in your business, to reconcile bank statements, and to work with reports and graphs. This most recent revision of QuickBooks integrates Excel spreadsheet functions and enhances the flexibility of the software's powerful reporting features.

PREREQUISITE: Working knowledge of Windows required.

NOTE: Course fee includes textbook. Refund period only valid up to three business days prior to course start date. Approved by the State Board of Public Accountancy for 16 hours CPE credit.

10SCP604AG, 5/06/2010 - 5/07/2010
2 Sessions, Th and F from 8:30 AM to 5:00 PM
1.6 CEU, \$219

Want to be proficient in Bookkeeping?

Through online lessons you will gain an understanding of bookkeeping procedures vital to developing and controlling a business' financial activities.

See "Bookkeeping the
Easy Way with
QuickBooks" page 45

Mastering QuickBooks Pro: Part II William H Ishee, CPA

This second half of the QuickBooks Pro course for the number one small business accounting software builds on the terminology and skills introduced in Part I. The instructor, who offers an exceptional working knowledge of the software, discusses the following topics in Part II: handling pass-through expenses, setting up payroll, payroll processing, using a payroll service inventory, sales tax, estimates, time tracking, period end adjustments and closing procedures.

Additional time is devoted in Part II to working with reports and graphs. Both Parts I and II will help you integrate QuickBooks in your day-to-day business operations with helpful accounting and office management skills. And, as noted in the Part I course description, QuickBooks integrates Excel spreadsheet functions and enhances the flexibility of the software's powerful reporting features.

PREREQUISITE: You must have completed QuickBooks Pro: Part I.

NOTE: Course fee includes textbook. Approved by the State Board of Public Accountancy for 16 hours CPE credit. Refund period only valid up to three business days prior to course start date.

10ICP602AG, 1/14/2010 - 1/15/2010
2 Sessions, Th and F from 8:30 AM to 5:00 PM
1.6 CEU, \$229



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

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.

10IBU570AG, 1/20/2010 - 3/3/2010
7 Sessions, W from 6:00 PM to 8:00 PM
1.4 CEU, \$89

Grant Writing: The Step-by-Step Process

Patricia M Scanland, M.S., M.M.T.

If you work or volunteer in the non-profit sector, chances are your funding sources could be diminishing, thereby forcing you to pursue other funding sources. With this course you gain an understanding of the process of grant funding and the steps necessary to increasing your chances of award. Through the course of this eight-week class you will learn key concepts of the grant proposal process including pre-proposal work, planning and program development, proposal writing and development, and grant management; then apply them in between class sessions to your particular organization. The final session will detail how to efficiently manage your funding once you have successfully been awarded the grant.

TEXTBOOK: Grant Proposal Writing: A Step-by-Step Guide by Patricia M. Scanland.

10IBU388AG, 1/21/2010 - 3/11/2010
8 Sessions, Th from 6:00 PM to 8:30 PM
2.0 CEU, \$139

Business Plans: A Do-it-Yourself Workshop

Warren I. Greene

A written guide to starting and running your business successfully is essential. This workshop will help you learn how to put a business plan together for your business. A business plan defines your business, identifies your goals, and serves as your firm's resume. You will learn how to promote your business' growth, encourage loans, and provide a map for you to follow. Understand the basic components including a current and pro forma balance sheet, an income statement, and a cash flow analysis. This plan will also help you allocate resources properly, handle unforeseen complications, make good business decisions, and informs sales personnel, suppliers, and others about your operations and goals.

10IBU455AG, 1/19/2010 - 3/2/2010
6 Sessions, Tu from 6:00 PM to 8:00 PM
1.2 CEU, \$89

NOTE: No class February 16, 2010

Technical Writing Online Certificate Program

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.

PREREQUISITE: Good grasp of English language grammar and punctuation.

NOTE: Adobe Flash Player and Acrobat Reader are required for this course.

NOTE: Textbooks provided with course fee.

10IRW040AG, 8.0 CEU, \$1595



Become Efficient With Your Money: Everything You Were Never Taught About How Your Money Works

Ethan Dawe

Want to learn how your money truly works? Most people go through high school and possibly years of college without ever truly knowing how money works. Advice is given from parents or perhaps from life experiences. Throughout our working years, our earnings are subjected to unnecessary and avoidable transfers of wealth brought on by following the rules of financial institutions and traditional planning. Overwhelmingly the information available for a person to consume on a daily basis regarding their money is misleading and usually discusses only one phase of their money - the Accumulation Phase. Almost never do these strategies give consideration to how the accumulator will receive these savings in a tax efficient - fee free manner. This course will discuss how to accumulate wealth efficiently, discuss major wealth transfers and eroding factors of money and how they will affect the ability to grow and protect your wealth.

TEXTBOOK: Missed Fortune: 101 by Douglas R. Andrew (optional)

10IFI229AG, 1/19/2010 - 2/9/2010
4 Sessions, Tu from 6:00 PM to 8:00 PM
0.8 CEU, \$79

Thinking of starting a business that utilizes grants?

Learn how to develop a successful and fundable grant in our Grant Writing online class on page 48.

Professional Development

Financial Workshop for Individual Investors

Cheryl McCormick-Hann,
Accredited Asset Management
Specialist (AAMS)

With stocks and mutual funds at an all-time low, now is the time to buy and begin building your investment portfolio. The number of investment methods and their meanings both short- and long-term can be intimidating. But, armed with a greater understanding of investments and your financial options you can begin your investing journey. This course will take you through an introduction to basic investment terms and concepts, how to move toward your financial goals, planning for your retirement and continuing your legacy financially.

10IFI375AG, 1/19/2010 - 2/9/2010
4 Sessions, Tu from 6:00 PM to 7:30 PM
0.6 CEU, \$69

Business Writing

Marion M. Ezell, M.S..

The focus of Business Writing is to build your confidence in writing correct, professional, and effective business communications in the work place. You will learn written communication basics--grammar, punctuation, paragraph construction and spelling; learn to analyze problems of written communication including e-mail composition; and develop your written communication skills to build confidence and success. You will learn about technological advances that impact written communication styles, and compose written communication to achieve your desired response.

TEXTBOOKS: (1) 10 Steps to Successful Business Writing by Jack Appleman/Required (2) and Business Communication by Krizan, Merrier and Jones (Optional)

10IRW301AG, 1/21/2010 - 2/25/2010
6 Sessions, Th from 6:00 PM to 8:00 PM
1.6 CEU, \$89

How many attorneys need legal nurse consultants?

According to the *Houston Chronicle*, of the 1,116,967 attorneys in U.S. practice, approximately 25% deal with medical-related cases. Anywhere there are attorneys, there is a thriving market for the services of a Certified Legal Nurse Consultant.

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.

10ISAL2850, 9.0 CEU, \$1200

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.

10ISAL2849, \$139

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

- Administrative Dental Assistant
- Administrative Medical Specialist with Medical Billing & Coding
- Advanced Hospital Coding & CCS Prep
- ICD-10 Medical Coding
- Legal Nurse Consulting Certificate
- Medical Transcription Certificate
- Pharmacy Technician
- Veterinary Assistant
- Medical Billing and Coding
- Medical Terminology
- HIPAA Compliance
- Advanced Coding for the Physician's Office



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
- Microsoft Word
- Microsoft Access
- ICD-9-CM Hospital Coding
- Payroll Accounting I & II
- Practicum
- Leadership
- Management Skills for the Medical Office

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.

TEXTBOOK: Medical Terminology, A Word Building Approach by Jane Rice (required)

10IMD148AG, 1/20/2010 - 3/17/2010
8 Sessions, W from 6:00 PM to 8:30 PM
2.0 CEU, \$139

NOTE: No class February 10, 2010

Chart Reviewing for Physician Office Coders

Kimberly J Cannon, C.P.C.

Monitoring charts is essential for compliance in physicians' offices: Office/Outpatient visits, Hospital Care/Nursing Home visits, Critical Care, Prolonged Services, and Care Plan Oversight. Learn how to perform an audit for any specialty physician's office. This course provides the tools and knowledge necessary for conducting successful chart audits. Examine the different kinds of audits and how to determine the course of action for audits. Gain valuable experience through hands-on auditing opportunities. In addition, the course covers the Evaluation and Management Documentation Guidelines set by the CMS and AMA.

PREREQUISITE: A basic understanding of evaluation and management, as well as Beginning Coding class.

TEXTBOOKS: ICD-9-CM and CPT-4 (both required)

10IMD313AG, 1/25/2010 - 2/15/2010
4 Sessions, M from 6:00 PM to 8:00 PM
0.7 CEU, \$119

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 2009 Professional edition by Ingenix, and 4.) Medical Dictionary.

10IMD310AG, 1/21/2010 - 3/18/2010
9 Sessions, Th from 6:00 PM to 8:00 PM
1.8 CEU, \$139

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

This online course covers the diagnostic and procedural medical coding system, and will soon be mandated by the Federal government for use in the healthcare industry in insurance processing, reimbursement and statistical data gathering. 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.

10IMD329AG, 20.0 CEU, \$1595

Professional Development

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)

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 Professional Edition Volumes I and II by Medical Management Institute/Contexo Media Co.

10IMD321AG, 1/19/2010 - 3/9/2010
7 Sessions, Tu from 6:00 PM to 8:00 PM
1.4 CEU, \$139

NOTE: No class February 16, 2010

Administrative Medical Specialist With Medical Billing and Coding: Online Program

The Administrative Medical Specialist with Medical Billing and Coding (AMS/MBC) Program includes extensive medical insurance billing and coding modules as well as modules detailing all of the other administrative tasks performed in a typical medical office, including appointment scheduling; patient check-in, registration, and check-out; accounts receivable and payable management; bookkeeping; office management, and many more.

10IMD900AG, 30.0 CEU, \$1995

Intermediate Coding for Physician Office Coders: Specialty Specific

Jeremy B Kohn, C.P.C.

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 Professional Edition Volumes I and II by Medical Management Institute/Contexo Media Co. (2) CPT-4 Professional Edition (3) HCPCS National Level II Codes (4) Book of Medical Acronyms and Abbreviations, and **RECOMMENDED:** (5) Step-by-Step Medical Coding by Carol J. Buck, (6) Workbook to Accompany Step-by-Step Medical Coding .

10IMD317AG, 1/25/2010 - 3/15/2010
8 Sessions, M from 6:00 PM to 8:00 PM
1.6 CEU, \$139

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology: Online

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.

10IMD341AG, 36.0 CEU, \$2295

Medical Billing and Coding + Medical Terminology: Online

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.

10IMD342AG, 3.0 CEU, \$1895

Medical Billing and Coding: Online

This course will provide you with the skill set and expertise that will make you irresistible to prospective health care employers. 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.

10IMD926AG, 24.0 CEU, \$1595

Medical Transcription + Medical Terminology : Online

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

10IMD340AG, 30.0 CEU, \$1895

For more details and demos,
visit our online learning
web page at
www.usacontinuinged.com
and click on our partner
Gatlin Education Services

Medical Transcription Certificate - Online Program

According to the current edition of the Occupational Outlook Handbook, Medical Transcription is among the ten fastest growing occupations in the U.S. Medical Transcriptionists (MTs) are specialists in medical language and healthcare documentation who interpret and transcribe recorded dictation by physicians and other healthcare professionals regarding patient assessment and treatment. They also edit dictated material for grammar and clarity. This online program will provide you with a working knowledge of basic human anatomy, as well as proficiency in the transcription of medical reports.

10IMD950AG, 24.0 CEU, \$1595

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 page 48 for details.

†Certificate registration fee includes reading and writing assessment required prior to starting certificate classes.

Uniform Commercial Code

Melinda Maddox, Attorney-at-Law

This course will focus on commercial law and transactions with emphasis on the Uniform Commercial Code as adopted in Alabama. Fundamental requirements of parties involved in commercial transactions, such as sales, warranties and product liability, commercial paper and secured transactions, will be discussed.

TEXTBOOKS: 1.) Uniform Commercial Code in the Nutshell (recommended) 2.) An Overview of the Uniform Commercial Code (required)

10ILA060AG, 1/22/2010 - 3/26/2010
10 Sessions, F from 6:00 PM to 8:00 PM
2.0 CEU, \$159



Begin to recognize commercial law and transactions with emphasis on the Uniform Commercial Code. Join Melinda Maddox in this 10-session course.

Legal Aspects of Business Organizations

Melinda Maddox, Attorney-at-Law

By examining the legal aspects of business organizations, paralegals will become familiar with sole proprietorships, partnerships, corporations, special ventures, non-profit organizations and Alabama limited liability companies in this course. The instructor will address issues considered in forming the various organizations-document preparation and financing limitations, structure, liability issues, tax consequences, and methods for terminating or altering the organization. This applications-based course will help you develop a working knowledge of various organizations as well as the short and long-term consequences of each.

TEXTBOOK: The Law of Corporations, Partnerships and Sole Proprietorships

10ILA081AG, 1/25/2010 - 3/29/2010
10 Sessions, M from 6:00 PM to 9:00 PM
3.0 CEU, \$159

Insurance Defense Litigation Seminar

Melinda Maddox, Attorney-at-Law

Paralegals play an important role in assisting attorneys with building and defending insurance cases. This three-session course will provide you with a working knowledge in the area of insurance defense litigation including an overview of its nature and scope, relative terms and definitions, preparation of documents, trial preparation and more. Examples of actual court documents will be used extensively to provide you with knowledge of documents prepared in this specific area. These handouts will also serve as excellent reference materials in your career as a paralegal.

TEXTBOOK: Insurance Law and Policy by Baker (Optional)

10ILA711AG, 1/19/2010 - 2/9/2010
4 Sessions, Tu from 6:00 PM to 9:00 PM
1.2 CEU, \$129

Professional Development

Medical Records Review and Management for Paralegals

Cynthia E. Daniel, Paralegal

This course has been designed to prepare paralegals in the use of medical records for lawsuit purposes, including how to properly obtain, organize, analyze, summarize and utilize these records effectively. Basic medical terminology will be reviewed to assist in understanding medical record documentation, including: medical authorization, request letters, HIPAA compliance, letters rogatory, third-party subpoena, certificate of authenticity, on-line medical records services, docketing and follow-up of record requests, and trial subpoenas.

Classroom lectures will be supplemented with guest speakers from the Circuit Clerk's office, USA Medical Center Medical Records Department, USA Medical Library and USA Legal Department.

TEXTBOOK: Medical Records Review and Analysis by Charles C. Sharpe

10ILA751AG, 2/20/2010 - 3/6/2010
3 Sessions, Sa from 9:00 AM to 4:00 PM
1.6 CEU, \$129



Join Cynthia Daniel in her course on how to prepare the use of medical records for lawsuit purposes.

Litigation Investigation and Interviewing Techniques

Deborah D Tillman, Attorney-at-Law

This two-day seminar focuses on techniques paralegals use when conducting investigations and interviews. The first session concentrates on investigation techniques and includes an overview of formal discovery procedures. You learn to identify areas for investigation, sources for various information, how to locate witnesses and information related to field work. In the final session you learn about skills and techniques for interviewing clients and preparing them for depositions and trials. Additionally, interviewing and obtaining statements from witnesses will be discussed. The use of interpersonal communication skills, both verbal and non-verbal, will be introduced in this course with the instructor presenting the following topics: perception, uses of silence, body language, listening, multicultural communication and managing conflict. Individual, partner and small group exercises will be used to integrate theory and practice.

10ILA150AG, 1/23/2010 - 1/30/2010
2 Sessions, Sa from 9:00 AM to 2:00 PM
0.9 CEU, \$129



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



THE ALABAMA ASSOCIATION OF PARALEGALS, INC.

Bruce McCall Endowed Memorial Scholarship for Paralegal Studies

The Bruce McCall Endowed Memorial Scholarship Fund for Paralegal Studies is an opportunity for students enrolled in the USA Special Courses Paralegal Studies Certificate Program. The scholarship was established to assist a student at the University of South Alabama who demonstrates high academic achievement. The 2009 McCall Scholar winner is **Linda Marie Harrell**.



Above 2009 McCall Scholarship winner Linda Marie Harrell with Debra McCall, Bruce McCall's former wife.

Eligible students *must have completed a minimum of three courses* from the University of South Alabama's Special Courses Paralegal Certificate Program curriculum with a GPA of 3.5 or higher.

For application & required documentation call (251) 431-6405 or online at www.usacontinuinged.com.

Professional Development

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

Contract Law: Online

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.

10ISAL2802-B, \$159

Business Organizations and the Law: Online

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.

10ISAL2802-C 2.4 CEU, \$159

Property Regulation and Commercial Paper: Online

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.

10ISAL2802-D, 2.4 CEU, \$159

Ethics and the Law: Online

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.

10ISAL2802-E, 2.4 CEU, \$159

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- **HAZARDOUS MATERIALS TECHNICIAN**
- **HAZWOPER ANNUAL REFRESHERS**
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Professional Development

Six Sigma Green Belt Certification

With the Six Sigma Green Belt course students learn how to make data driven decisions by using the proven DMAIC methodology. Over 20 tools are taught to allow students to gain process knowledge

The Six Sigma Greenbelt training course is designed for those individuals in your organization who are expected to allocate at least 10% of their time to continuous improvement efforts. This course will help them become change agents who can assist Black Belts with projects or lead projects of their own. We would recommend: quality associates, mid level managers, champions, process owners, and any individuals who will participate routinely in process improvement initiatives.

Major topics to be presented include:

- **Identifying core processes and key customer considerations**
- **Defining customer requirements**
- **Measuring current performance**
- **Implementing the five-phase Six Sigma process improvement methodology including:**
 - *Define*
 - *Measure*
 - *Analyze*
 - *Improve*
 - *Control*

By attending this course you will learn how to effectively and economically implement Six Sigma in your workplace, while gaining your certification in this fast-becoming indispensable management tool. You will be prepared to accept a leadership role in your firm's transformation through initiating and implementing Six Sigma philosophies that best suit your organization's management team, resources, technology, and workforce.

NOTE: This is a two week course split across 2 months.

10IMG260AG, 4/19/2010 - 4/23/2010 and
5/24/2010 - 5/29/2010

10 Sessions, M-F from 8:30 AM to 4:00 PM
6.5 CEU, \$4,500

Lean Manufacturing Practitioner Certification

Lean Manufacturing Solutions provides exclusive training to professionals, executives, directors, managers, supervisors, college students, and others the fundamental knowledge they need to transition into a "lean" culture.

Those who take advantage of Lean Manufacturing Solutions Practitioner and Master training programs will acquire a thorough understanding of all lean concepts. Our facilitators have a successful, hands-on practical experience implementing lean methodologies and principles and our curriculum is filled with examples, photographs, quizzes, tests, case studies, and interactive exercises.

Major topics to be presented include:

- **Identifying Lean Tools for Manufacturing Industry**

Provide a detailed explanation on how to gain a thorough understanding on customer and employee perspectives in order to accurately define what value-added activity is in a manufacturing process.

- **Process Mapping for Current and Future State**

Learn tools to identify Lean Projects by mapping out the current processes and looking for ways to improve and eliminate wastes by creating a future state map. This is an essential tool to ensure that any Lean transformation is successful.

- **A3 Problem Solving Tools & Building Effective Teams**

Understand implementing Lean solutions and gaining the quick wins that are vital in promoting an overall Lean transformation. Understand lean philosophies and how they apply to all industries and particularly manufacturing.

- **Effective Leadership and Change Management**

Understand the key elements of leadership's effectiveness and their impact on team/organizational performance. Understand leadership intelligence - the ability to manage oneself as well as relationships with others.

10IMG255AG, 3/8/2010 - 3/12/2010

5 Sessions, M-F from 8:00 AM to 4:30 PM
3.75 CEU, \$2,995

Lean Healthcare Certification

Lean Healthcare Solutions provides exclusive training to healthcare professionals, executives, directors, managers, supervisors, college students, and others the fundamental knowledge they need to transition into a "lean" culture.

Those who take advantage of Lean Healthcare Solutions healthcare training program will acquire a thorough understanding of all lean concepts. Our facilitators have a successful,

hands-on practical experience implementing lean methodologies and principles and our curriculum is filled with examples, photographs, quizzes, tests, case studies, and interactive exercises.

Major topics to be presented include:

- **Advanced Lean Tools and Practices.**

Understand the concept of Lean Thinking and explain its associated principles and benefits as applied to the healthcare sector.

- **Managing Lean Projects**

Basic principles, tools and techniques used in managing projects as well as the role of the project manager will be addressed.

- **Lean Strategic Planning and Implementation**

Outline and explain the steps involved in developing a strategic plan for a Lean implementation in a healthcare organization.

- **Effective Leadership and Change Management**

Leadership and change management are combined to give the student the ability to create a new vision of what 'could be' and turn it into a plan that the organization can execute upon and make a reality.

10IMG250AG, 2/22/2010 - 2/26/2010

5 Sessions, M-F from 8:00 AM to 4:30 PM
3.75 CEU, \$2,995

