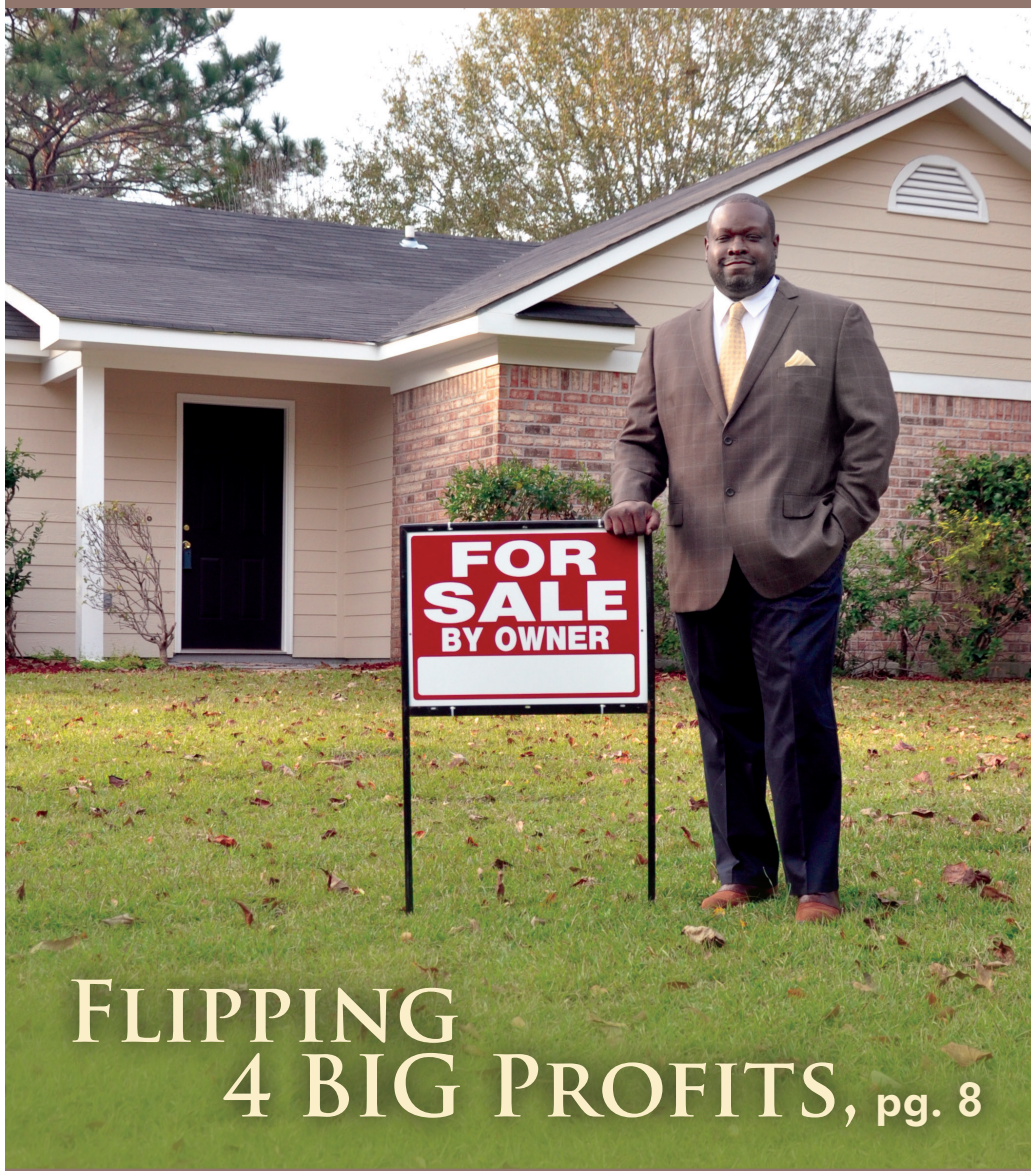


UNIVERSITY OF SOUTH ALABAMA

# SPECIAL COURSES

WINTER 2014 *learn something new!*



ADOBE LIGHTROOM, pg. 5

STEP IT UP! STEP AEROBICS, pg. 21

GEE YOU SMELL GOOD! NATURAL PERFUMES, pg. 7



Call USA Special Courses:  
251-405-9928  
[www.usacontinuinged.com](http://www.usacontinuinged.com)



**On the cover:** Learn the ins and outs of how flipping the right property can result in BIG profits in Flipping Properties 4 BIG Profits, page 8.

### School of Continuing Education and Special Programs

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Winter Term Schedule of Courses  
Winter Term, January 2014  
Published: Quarterly  
University of South Alabama  
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The University of South Alabama School of Continuing Education and Special Programs is an affiliate member of the International Association for Continuing Education and Training.

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# WINTER

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## COME DISCOVER SOMETHING NEW WITH ODYSSEY USA ON FRIDAY AFTERNOONS

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**WINTER TERM CLASSES BEGIN JANUARY 10TH**  
"Mobile in Black and White" / Civil Rights Film  
Northern Renaissance/Art History  
The Arts in Alabama  
Alabama Writers Reading/How to Edit & Publish  
Alabama and Mobile History  
Medical Issues



**For more information on how  
YOU can join us for these classes,  
405-9930**

## Camera, Light, Film, or Digital I

Walter Bower, Jr.

Intimidated by the settings on your camera? No need to be! Learn how to use your camera in this introductory photography course designed for both traditional film and digital users. Topics covered include camera formats and use, film (media) selection, choosing the correct lens, flash photography, exposure, composition, and the relationship between shutter speed and aperture. By the end of the course you will know how to use the various functions and modes on your particular camera. Field trips include a behind-the-scene look at a custom color lab, a studio lighting session, and making your own print at the USA Special Courses' darkroom.

14IPH104AG, 1/27/2014 - 3/17/2014  
7 Sessions, M from 6:00 PM to 8:00 PM  
1.4 CEU, \$105

NOTE: No class March 3, 2014

## Camera, Light, Film, or Digital III

Vincent Lawson

Take your photography skills to a higher level of expertise as you learn the four essential digital skills: capturing, editing, prepping, and presenting images that can be easily mastered with the RAW format feature included with most digital SLRs. Gain the confidence you need in using this format which yields the greatest control in post-shoot production and even the ability to correct some of your shooting mistakes, such as under or overexposure. To utilize the power of the RAW format you will need some type of image editing computer software package which can save files in JPEG or TIFF format.

PREREQUISITE: Camera, Light, Film, or Digital II

14IPH107AG, 3/8/2014 - 3/9/2014  
2 Sessions, Sa and Su from 12 Noon to 4:00 PM  
.8 CEU, \$79

## Camera, Light, Film, or Digital II: Beyond the Basics

Vincent Lawson

Move beyond the basic photography skills in this course that offers an in-depth view of camera use, exposure techniques, and composition. The instructor discusses how aperture, shutter speed, light, focal length, depth of field, filters, and artificial light can be used creatively. You will participate in one classroom and three outdoor sessions where you will learn various functions of your camera. You will have challenges such as photographing moving and still objects with various shutter speeds and taking advantage of natural lighting as it changes. At the end of this course you will have a deeper trust in your ability to operate your camera in automatic and manual mode. This course is designed to immediately follow Camera, Light, Film, or Digital I for the Photography Certificate. Bring either digital or film camera to each class and film if using a film camera.

PREREQUISITE: Camera, Light, Film, or Digital I.

14IPH103AG, 2/2/2014 - 2/23/2014  
4 Sessions, Su from 2:00 PM to 5:00 PM  
1.2 CEU, \$95

## USA Photography Certificate

*USA's Photography Certificate Program teaches the essential skills needed to develop or enhance photography skills. The program provides training in several areas of photography including: camera, darkroom, photographic styles, understanding of techniques and uses, and lighting.*

### Program Requirements

- 5 required courses
- 42 contact hours of electives
- Portfolio review

*New classes are routinely added to elective offerings, and some elective courses are not offered every term. Students should check the latest catalog for classes being offered.*

**Want more info on the  
USA Photography Certificate?**



## Camera and Darkroom

Walter Bower, Jr.

Walter Bower's basic black and white darkroom course is designed for those who value the beauty and permanence of the gelatin silver black and white print. Each student will be provided with an enlarger station and all chemicals. It is an opportunity to print custom prints that would be cost prohibitive if you paid a lab. Topics covered include: dodging, burning, use of multi-contrast filters, paper selection, composition, and archival processing. If you have a film camera and you want to release your hidden Ansel Adams, this is the course for you.

NOTE: Fee includes darkroom lab fee. Student responsible for camera supplies.

LOCATION: USA Springhill Campus

14IPH110AG, 1/21/2014 - 2/25/2014  
6 Sessions, Tu from 6:00 PM to 8:30 PM  
1.5 CEU, \$115

## How the Eye Sees

Vincent Lawson

Do you have an "eye" to find the creative aspect of each image you take? Let this class direct you on how to take a picture from different angles, styles, and visions to create the final look you want using your camera and settings. This four-week course is designed for photographers who have completed the required courses for the Photography Certificate Program and may want to develop their own style and vision. You will bring in your images each week for critique by the instructors.

14IPH235AG, 3/6/2014 - 3/20/2014  
3 Sessions, Th from 6:00 PM to 8:00 PM  
.06 CEU, \$99

### ATTENDANCE POLICY

*Students cannot have more than two absences for classes with five or more sessions; more than one absence with four sessions; and no absences for classes with three sessions or less.*

**Like us on Facebook to stay in the "know" on what's coming up, find out about new courses being developed, and receive discounts available only to our Facebook fans.**



## Intermediate Darkroom Photography: Portfolio Development

Walter Bower, Jr.

If you wish to prepare an exhibit-quality portfolio you will benefit from this course. You'll find this course is specific to gelatin silver print photography. Topics include paper selection, expanding tone and range of black and white prints, improving negative quality spotting, hand coloring and mounting prints. This is an intermediate-level darkroom course - not for beginning photography students.

PREREQUISITE: Camera and Darkroom

NOTE: Fee includes darkroom lab fee. Student responsible for camera supplies.

LOCATION: USA Springhill Campus

14IPH130AG, 1/23/2014 - 2/27/2014  
6 Sessions, Th from 6:00 PM to 8:30 PM  
1.5 CEU, \$115

## Developing Your Photography Business

Chelsea Hargett

Want to turn your love of photography into your own business? No idea where to start? Turning your vision into reality can be a bit tricky. However, taking the time to make the right decisions on the front end can help you spend more time photographing your clients and your passion of photography. From choosing the right name for your business, purchasing the right equipment, identifying your target market, pricing your work and navigating licenses and taxes, this class explores the business aspects that can help your new adventure be a success.

14IPH297AG, 1/22/2014 - 2/19/2014  
5 Sessions, 6:00 PM to 8:00 PM  
1.0 CEU, \$115



Photo contributed by Angie Bergeron

## Adobe Photoshop

Michael Behr

Explore your creative options and produce quality images using Adobe Photoshop. This powerful software package offers fast, professional-quality photo enhancement and photo retouching tools. You will learn to adjust color and density of pictures taken with a conventional film camera, a digital camera, or a scanned image. In addition, you will learn how to turn color images into black and white pictures and colorize black and white pictures. You will cover the basic and most-needed controls and tools these programs offer and more advanced tools such as Adjustment Layers, Masks, and Blending Modes. Layers, selections, filters, and channels will be demystified. To succeed in this class you should be fairly proficient with keyboarding skills and have knowledge of using a PC.

14IPH732AG, 1/27/2014 - 3/31/2014

9 Sessions, M from 6:00 PM to 8:00 PM

1.8 CEU, \$199

NOTE: No class March 3, 2014

## Introduction to Lightroom

Elmer Sellers

In the new age of digital photography, we tend to accumulate more photographs than we did with film. Discover how to organize photo files, edit your photos, create slideshows, web galleries, and prints using the software program Adobe Photoshop Lightroom. In this course you will learn to use the software to create workflow to organize your photos into catalogs and collections, enhance the images through editing, noise reduction, sharpening, adding vignettes and then share your work through printing, on-line sharing, or exporting.

14IPH731AG, 2/26/2014 - 3/19/2014

4 Sessions, W from 6:00 PM to 8:00 PM

.8 CEU, \$139

## Framing for an Exhibit

Robin Lee

**NEW**

Designed specifically for photographers and artists who would like to participate in art and gallery showings, this class explores the most commonly used framing techniques for these types of events. By examining national, regional, and local show prospectuses, you will learn how to appropriately choose frames by color, size, and material to highlight your art. Instruction will also cover selection of mats in terms of colors and materials. You will also see how the combination of frame and mat choices work together to increase being noticed and chosen for display. Students are encouraged to bring a prospectus from any show they are interested in participating in.

14IPH281AG, 1/30/2014

1 Session, Th from 6:00 PM to 8:00 PM

2.0 CEU, \$59



*Photo contributed by Michele Brinkman*

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WWW.USACONTINUINGED.COM**

**Fun With Flowers**

Thekla Wilkinson, M.A., Owner,  
Forget-Me-Knot Floral Presentation

Learn to arrange flowers for friends or to give as gifts. This hands-on class teaches the basics of floral design from bow making to wedding work and everything in between. In class, the instructor teaches the basics of design and you learn to apply them. You will practice design techniques by arranging flowers during class time, and all floral work is conducted using fresh flowers. In addition, you will learn the appropriate arrangements for certain types of containers. Class topics include: Introduction to wiring, bow making, and principles of design; Arranging Roses; Wedding Work; Arrangements and Centerpieces; Daisy Baskets and Spring Bouquets; and Artificial Arrangements.

NOTE: Please bring sharp pair of scissors and wire clippers to each class.

\$40 supply fee collected at 1st class.

14ICR301AG, 1/23/2014 - 2/27/2014

6 Sessions, Th from 6:00 PM to 8:00 PM

1.2 CEU, \$59

**Candy Bouquets for All Seasons**

Thekla Wilkinson, M.A., Owner,  
Forget-Me-Knot Floral Presentation

Looking for a creative alternative to flowers for a special occasion? Whether it's for birthdays, teacher appreciation, or Valentine's Day, candy is a universal language for bringing a smile to someone's face. This two-session class will walk you through the materials and types of candy that will help you make someone's day special with a bouquet of sweet treats. From large to small bouquets, you will learn how to add your own unique touches for a personalized gift. You will create two of your own bouquets in each session as you see how easy this can make gift-giving for an upcoming special occasion.

NOTE: There will be a \$20 supply fee collected the first night of class to cover the cost of your four bouquets.

14ICR246AG, 1/21/2014 - 1/28/2014

2 Sessions, Tu from 6:00 PM to 8:00 PM

.04 CEU, \$35

## HELP YOUR FAVORITE CLASS MAKE!

Decisions to cancel a course due to low enrollment are made **THREE** business days prior to class start date.

**Retirement Planning Today**

Damian Bell and Mark Baggerly

Learn how to avoid the 10 biggest retirement planning mistakes in this two-day seminar. The years of retirement are ahead of you and determining your financial status may be closer than you think. In this seminar you'll discover how to create your own goals for a "successful retirement" and eliminate debt while improving cash flow. Determine the amount of money you need to retire and plan your income to preserve a comfortable standard of living. While recent tax laws are changing, the future of Social Security is uncertain. This uncertainty may cause some to hold off on retiring. Discover strategic planning to include how to save money on taxes, manage investment risks, protect your assets, and maintain long-term health care. We invite those who are between the ages of 50 -70 to join us while a financial professional presents this seminar. You will receive a course textbook with worksheets and useful reference tools.



Fee includes complimentary registration for a spouse or guest. Only one textbook issued per paid registration. This is a non-credit class. Course materials are provided from sources other than the University of South Alabama. It is not affiliated with the Teachers Retirement System of Alabama or University of South Alabama Retiree benefits.

**DAPHNE**

14IMC480AG, 1/14/2014 - 1/21/2014

2 Sessions, Tu from 6:30 PM to 9:30 PM

.6 CEU, \$49

**MOBILE**

14IMC480BG, 1/16/2014 - 1/23/2014

2 Sessions, Th from 6:30 PM to 9:30 PM

.6 CEU, \$49

## Making Natural Perfume Oils, Solids and Sprays

Theresa McPherson

**NEW**

Fragrances have the power to evoke emotions and invoke memories. You will use essential oils to create your own blends of perfume oils, solids, or sprays. As you learn to identify the range of fragrances available, you will discover through hands-on experimentation how to blend the oils for just the fragrance you're looking for. At the end of class you will have three forms of your unique fragrance to give as a gift - or keep for yourself.

14IHM489AG, 1/23/2014 - 2/13/2014

4 Sessions, Th from 6:00 PM to 8:00 PM

.8 CEU, \$39

## How to "Dec" Your Walls

Robin Lee

**NEW**

Decorating the walls of any room can be intimidating and overwhelming. This is made worse when online DIY diagrams never look the same as the room you have in mind. Come learn from two local framing experts how to properly choose framing materials and the best options for grouping your art. You will be amazed how different frame materials and sizes can change the look of any wall. Are you having difficulty deciding how to frame a particular item? Bring it to class with you and discover how to make it the focal piece you desire.

14IHM253AG, 2/6/2014 - 2/13/2014

2 Sessions, Th from 6:00 PM to 8:00 PM

.4 CEU, \$79



Whether you're looking for a new career direction, just need to brush up on skills, or want to expand your skill set for your current position, consider one of the many options available through our online providers.

### - REASONS WHY STUDENTS CHOOSE ONLINE CLASSES -

- 24/7 Access to course
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See Online Learning at  
[www.usacontinuinged.com](http://www.usacontinuinged.com)

## Flipping Properties 4 BIG Profits

Lawrence Roberts

Does the thought of flipping properties for big profits sound good to you? Discover the basics of flipping real estate with this course including: basic real estate terms, team building, finding the right properties to flip, marketing to buy and sale deals, how to find private lenders and equity partners. You will also learn how to find and work with the right contractors, analyze deals and repair costs, and see how all these elements come together with a field trip at the end of the course.

14IFI259AG, 1/21/2014 - 2/25/2014

6 Sessions, Tu from 6:30 PM to 7:30 PM

.6 CEU, \$99



**Learn the ins and outs of investing in rental property for BIG profits with Lawrence Roberts.**

*Like us on Facebook to stay in the "know" on what's coming up, find out about new courses being developed, and receive discounts available only to our Facebook fans.*



## Organizing Your "End of Life" Documents

Michael Ballard, Attorney-at-Law

**NEW**

In our complicated world, life can be messy, and leaving the mess behind for your family can be challenging for them. By understanding now what you can do to have your affairs in order, you can make a difficult time easier for your family members. This class covers which documents are needed and the steps that will help you organize your estate matters. With a little bit of effort now you can ensure an easier transition for your family when you are gone.

14ILA901AG, 1/28/2014

1 Session, Tu from 6:00 PM to 7:30 PM

.15 CEU, \$35

## Bridge Made Easy

Mickey Groggel, M.S., ACBI Accreditation

Bridge is a great way to "keep the mind sharp" and meet new people. Want to learn? Sign up for this 12-session course and learn to play the game or better your skills at Bridge. Join our instructor as she teaches you the rules, regulations, and conventions of Bridge. She will guide you through the analysis of the deal, play of the hand strategies, opening bids, defensive bidding, take out doubles and passing, big offensive hands, pre-emptive hands, leads, and so much more. Be a part of the fun, social game with friends where the competition is friendly and the play is of good standard.

LOCATION: Mobile Bridge Center

NOTE: Registration fee includes the \$10 workbook provided by instructor.

14IED170AG, 1/21/2014 - 4/8/2014

12 Sessions, Tu from 6:00 PM to 8:00 PM

2.4 CEU, \$25

## Business Fundamentals for Freelance Artists

Carlisha Bagsby, MBA  
Erica Hunter, MA

Business for Creatives informs participants about how to reach branding and marketing harmony while effectively operating a business based on key principles. This course covers, but is not limited to, small business formation, creation of a web site or blog, technical aspects of business, information in copyrighting, proposals, contracts, and invoicing techniques. This course is ideal for small businesses like photographers, fashion stylists, salons, and other creative services.

14IMG204AG, 1/27/2014 - 2/3/2014

2 Sessions, M from 6:00 PM to 8:30 PM

.5 CEU, \$99

## Conversational Spanish I: Level 1

Olivia Pinochet

Spanish is one of the fastest growing languages and populations in the country. It is also the easiest foreign language to learn. This introductory course is designed for those with no prior instruction and ideal for travelers and business people alike. Learn the principles of communicating in Spanish through basic vocabulary, grammar, and sentence structure to aid in reading, writing, and speaking. Upon course completion, you will be able to communicate with confidence through simple phrases and necessary day-to-day vocabulary.

The instructor will lecture and have small group interaction exercises throughout each class meeting and use visual aids, textbooks, and homework assignments.

**REQUIRED TEXTBOOKS:** (1) Spanish is Fun, Book 1 (4th edition) by Heywood Wald, Ph.D. and (2) Merriam-Webster's Spanish/English Dictionary.

14IIN201AG, 1/27/2014 - 2/20/2014  
8 Sessions, M and Th from 6:00 PM to 8:00 PM  
1.6 CEU, \$75

## Conversational Spanish I: Level 2

Olivia Pinochet

If you have completed the Spanish Part I: Level 1 class and are ready to continue building your Spanish, this next level will help you read and comprehend additional words both written and orally. This class builds on lessons learned in Spanish Part I and includes counting, describing things, professions and trades, food vocabulary, weather expressions, and how to go places. Verbs essential to basic conversation such as ser, estar, tener and gustar along with their conjugation, will also be covered.

**REQUIRED TEXTBOOKS:** (1) Spanish is Fun, Book 1 (4th edition) by Heywood Wald, Ph.D. and (2) Merriam-Webster's Spanish/English Dictionary.

14IIN202AG, 2/24/2014 - 4/14/2014  
8 Sessions, M from 6:00 PM to 8:00 PM  
1.6 CEU, \$75

## Conversational German 1: Level 1

Inga Wilkinson

How would you like to learn German in 10 minutes a day? It's a snap to begin learning German through conversation. And, in this course where spoken German prevails, you'll get a jump-start on becoming fluent in the language. The instructor teaches day-to-day vocabulary, pronunciation, and grammar through example and repetition. Travelers will learn expressions that help break the language barrier. European customs will also be covered in this course.

**REQUIRED TEXTBOOK:** German in 10 Minutes a Day

**NOTE:** No class March 4 (Mardi Gras)

14IIN410AG, 1/21/2014 - 3/18/2014  
8 Sessions, Tu from 6:00 PM to 8:00 PM  
1.6 CEU, \$75

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**HELP YOUR  
FAVORITE CLASS MAKE!**

Decisions to cancel a course due to low enrollment are made **THREE** business days prior to class start date.

### To receive a full refund...

You must notify Special Courses **THREE** business days prior to the start of your course to receive a full refund.

No refunds will be given after this time.  
See page 22 for more details.

**ACT English Review**

Larry Perdue, M.A., National Board  
Certified Teacher

This preparation program will cover material most likely found in the English section of the ACT. While practicing sample questions and learning test-taking strategies, you will become more skilled with the rules of English grammar, usage, style, and punctuation necessary to score well on the ACT English test. Reduce your test anxiety and enhance your test-taking skills through the frequent practice our exam review courses offer.

14IER100AG, 3/15/2014 - 4/5/2014

4 Sessions, Sa from 8:00 AM to 10:30 AM

1.0 CEU, \$59

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**SAVE \$20**  
**WHEN YOU REGISTER**  
**FOR ALL 4 SUBJECTS**

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**ACT Science Review**

Gaines Stubblefield, M.Ed.

During this review course, students will prepare to take the science portion of the ACT by e This review class focuses on understanding analysis, generalization of scientific data, and the practice of time management while practicing the three types of science reasoning questions.

14IER110AG, 3/18/2014 - 4/8/2014

4 Sessions, Tu from 6:00 PM to 8:30 PM

1.0 CEU, \$59

**2014 TEST DATES**

**February 8**

**April 12**

**June 14**

**[www.actstudent.org](http://www.actstudent.org)**



***Please Note: There is absolutely no texting during any ACT Review class. All cell phones MUST be turned off upon entering classroom.***

**ACT Math Review**

Patti McKinley, M.S.

Enhance your understanding of basic material covered in the math section of the ACT Exam through this math review. The instructor will cover topics that include arithmetic, algebra, geometry, trigonometry and advanced high school mathematics. Two years of algebra and one year of geometry will be covered. In addition, you will receive testing hints to assist you in preparing for this portion of the ACT. In order for students taking the math section of the review to achieve maximum benefits from this review, it is recommended they have completed algebra and geometry courses within the last three years.

NOTE: Students must bring a calculator to every class. If you do not have a calculator, the instructor recommends the TI30XIIS.

14IER106AG, 3/15/2014 - 4/5/2014

4 Sessions, Sa from 11:00 AM to 1:30 PM

1.0 CEU, \$59

14IER106BG, 3/15/2014 - 4/5/2014

4 Sessions, Sa from 8:00 AM to 10:30 AM

1.0 CEU, \$59

**BARRON'S EDUCATIONAL SERIES**  
**ACT TEXTBOOK**

**(LATEST EDITION)**

**REQUIRED FOR EACH COURSE**  
**AND EACH CLASS SESSION**

**ACT Reading Review**

Stephanie Roberts, M.Ed.

This preparation program will cover material most likely found in the Reading section of the ACT. Students will practice specific strategies for speeding up test-taking time as well as skills for faster reading and answering questions about what they have read. Students will also learn to recognize generalizations, determine main ideas, make comparisons, understand cause-effect relationships, distinguish between various narrative voices, and trace the link between context and meaning.

14IER115AG, 3/20/2014 - 4/10/2014

4 Sessions, Th from 6:00 PM to 8:30 PM

1.0 CEU, \$59

### Excel 2010 - Basic

Marcy McKee

This course will teach students the basic functions and features of Excel 2010. Students will learn how to enter and edit text, values, and formulas as well as how to save workbooks in various formats. Additionally, students will learn how to move and copy data and work with ranges, rows and columns. The course also covers simple functions, basic formatting techniques, and printing. Students will create and modify charts and learn how to manage Excel workbooks with multiple pages.

14ICW619AG, 1/14/2014

1 Session, Tu from 8:30 AM to 5:00 PM

.75 CEU,

\$139 with textbook; \$119 with course card

### Excel 2010 - Intermediate

Marcy McKee

Intermediate Excel will cover using multiple worksheets and workbooks. Students will begin working with more advanced formatting options and advanced charting techniques.

14ICW620AG, 2/20/2014

1 Session, Th from 8:30 AM to 5:00 PM

.75 CEU,

\$139 with textbook; \$119 with course card

### Excel 2010 - Advanced

Marcy McKee

Excel 2010- Advanced will cover mathematical and statistical formulas; how to lookup functions and data tables; validating cell entries and database functions.

14ICW621AG, 3/11/2014

1 Session, Tu from 8:30 AM to 5:00 PM

.75 CEU,

\$139 with textbook; \$119 with course card

### Access 2010 - Basic

Marcy McKee

After an introduction to database concepts and the Access environment and Help systems, students will learn how to design and create databases; work with tables, fields, and records; sort and filter data; and set field properties and data entry rules. Students will also learn to create queries, forms and reports.

14ICW574AG, 3/20/2014

1 Session, Th from 8:30 AM to 5:00 PM

.75 CEU,

\$139 with textbook; \$119 with course card



**Boost your computer skills  
with a class in one of our  
Microsoft Office 2010  
application classes.**

### Word 2010 Basic

Marcy McKee

Learn how to navigate the newest version of Microsoft Word as you explore the Help system; create and save documents; how to enhance the appearance of your documents through various formatting options. You will also learn how to create and edit tables; insert headers and footers; use proofing and printing functions; and insert and manipulate graphics.

14ICW807AG, 1/21/2014

1 Session, Tu from 8:30 AM to 5:00 PM

.75 CEU,

\$139 with textbook; \$119 with course card

### Word 2010 Intermediate

Marcy McKee

This intermediate class will begin with formatting and editing styles using Word's newest tools, and how to avoid becoming frustrated with sections and columns. Formatting all aspects of tables, labels, and envelopes will be covered as well as creating templates for you and others to work more efficiently with repetitive documents. Expand your graphic capabilities in Word by creating diagrams using the added graphic handling features of this new Word. Lastly, you will learn how to work with multiple people using the tracking and revision functions.

14ICW808AG, 2/6/2014

1 Session, Th from 8:30 AM to 5:00 PM

.75 CEU, \$139 with textbook

\$119 with course card

## Effective Financial Management in Non-Profit Organizations

Pat Scanland  
Marty O'Malley, M.S., M.M.T.

Non-profits must maintain a financially stable organization and live within their means. This is one of managements' and board's key responsibilities. Expand your knowledge of budgeting and maintaining a non-profit organization financially as a manager or board member for a non-profit organization. This course will guide you through the objectives of how to generate revenue to support operations and administration, develop accounting skills in order to work closely with the accountant, and understand the financial aspects of the non-profit organization. There is no textbook needed for this 4-week course. Students will receive handouts and information regarding printed resources for non-profit organization development.

14IBU398AG, 1/21/2014 - 2/11/2014  
4 Sessions, Tu from 6:00 PM to 8:30 PM  
1.0 CEU, \$139



**Discover how sound  
financial management and  
a choosing the  
right board of directors  
will lead YOUR nonprofit to  
SUCCESS.**

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## Boards and Governance

Pat Scanland  
Marty O'Malley, M.S., M.M.T.

Learn to boost or gain leadership roles for a non-profit organization. This class is for prospective candidates who want to learn how to develop a strong working board of directors for a non-profit organization and effectively utilize the board for long-term success. You will learn the responsibilities of board members, the skills and characteristics needed for boards, procedures and policies to administer the work of the board, and how to organize and conduct meetings. This course will involve lecture, small group discussions, and case studies. There is not a textbook for this course. Students will receive handouts and information pertaining to this four-week session.

NOTE: No class March 4 (Mardi Gras)

14IBU490AG, 2/25/2014 - 3/25/2014  
4 Sessions, Tu from 6:00 PM to 8:30 PM  
1.0 CEU, \$139

## Nonprofit Management Certificate Program

*Designed for anyone currently working in or considering the creation of a nonprofit organization.*

*The Certificate program walks you through the ins and outs of development, effective management of resources and finances, working with board of directors, marketing and evaluation.*

*With only seven required courses, this certificate can be completed in less than a year.*

*Round out your knowledge of managing your nonprofit with the Grantwriting course and earn your Level II Certificate.*

**Want more info on the  
USA Nonprofit  
Management Certificate?**



## Anatomy and Physiology for Managers and Coders

Barbara Cochrane, CPNP

This course is designed to orient students to basic human anatomy and physiology. Emphasis is placed on organ systems with associated pathophysiology. Upon completion, students will be able to correctly identify the major organ systems and subsystems, describe major diseases associated with each system, identify major medical tests to diagnose pathophysiologies discussed including the skin in health and disease and the musculoskeletal, nervous, sensory, endocrine, circulatory, lymphatic, respiratory, digestive, and genitourinary systems.

**REQUIRED TEXTBOOK:** The Human Body in Health and Disease ISBN #978-160-913-9070

14IMD200AG, 1/23/2014 - 3/13/2014  
8 Sessions, Th from 6:00 PM to 8:00 PM  
1.6 CEU, \$139

## ICD-10 COMING SOON

~Spring 2014~

**ICD-10 For Experienced Coders**

~Summer 2014~

**ICD-10 For MBC Certificate Students**

### Medical Billing and Coding Certificate Program

*Designed for those who prefer a classroom learning style, this certificate program offers a new career path in the expanding field of medical billing and coding.*

*With only 7 required courses, you can complete this certificate in less than a year. This certificate program begins each fall term. Students must complete courses in the order of the program; along with any prerequisites outlined in course descriptions.*

**Want more info on the Medical Billing and Coding Certificate?**



## Beginning CPT /HCPCS Procedural Coding for the Medical Practice

Pat Heck, RN, MSN, CPC, CEMC

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. This is an interactive course and will prepare you for the next step in the coding curriculum, CPT Coding for the Intermediate.

**NOTE:** No class March 4 (Mardi Gras)

**PREREQUISITES:** Beginning ICD-9-CM Diagnosis Coding for the Medical Practice and Medical Terminology

**REQUIRED TEXTBOOKS:** 1.) Step-by-Step Medical Coding by Step-by-Step Medical Coding by Carol Buck 2013 edition ISBN # 9781455744657

2.) Workbook to Accompany Step-by-Step Medical Coding - ISBN #9781455744893

3.) 2013 CPT Professional Edition - ISBN: 9781603596848

4.) 2013 HC/PCS Level II Expert - ISBN: 9181601516695

4.) Medical Dictionary.

14IMD311AG, 1/14/2014 - 3/18/2014  
9 Sessions, Tu from 6:00 PM to 8:30 PM  
1.8 CEU, \$139



**Interested in other areas of healthcare? Does your schedule need an online course?**

**Visit our Online Learning at [www.usacontinuinged.com](http://www.usacontinuinged.com)**

### Medical Records Review and Management for Paralegals

Carolyn Dolan, RN, JD, MSN, FNP-BC, PNP-BC

This course will prepare you as a paralegal in any firm, to request, obtain, analyze, summarize and utilize medical records for civil or criminal legal purposes. During this class, you will review key legal theories important to medico-legal issues involving medical documentation and recordkeeping. You will also discuss privacy and confidentiality safeguards for medical records and how these areas are addressed by HIPAA. Attention will also be given to reviewing the roles of consultants and expert witnesses as they relate to the use of medical records for litigation purposes. The first and last class session will meet in the classroom, sessions two through five will be through online instruction.

14ILA752AG, 2/17/2014 - 3/24/2014

6 Sessions, M from 6:00 PM to 8:00 PM

2.4 CEU, \$159



**Join Carolyn Dolan for a view of medical records from a nursing and legal perspective.**

### Paralegal Discovery and Analysis

Sean Hampton, Attorney-at-Law

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

**TEXTBOOKS:** Evidence Management for the Paralegal by Stacey Hunt and Ellen Sheffer / West Legal (required) ISBN # 978-0766859630. Student should also have access to the Alabama Rules of Court

14ILA450AG, 1/16/2014 - 4/3/2014

12 Sessions, Th from 6:00 PM to 8:00 PM

2.4 CEU, \$159

### Law of Real Property

Meredith Turpin, Attorney-at-Law

The course focuses on the various classifications of property and how the law treats each classification for purposes of acquisition, title, financing, and transferring ownership. It also includes a discussion of property that passes through the estates of deceased, incompetent, and bankrupt persons.

**TEXTBOOK:** The Law of Real Property by Michael P. Kerns ISBN # 0827348789

**NOTE:** No class March 4 (Mardi Gras)

14ILA071AG, 1/14/2014 - 3/11/2014

8 Sessions, Tu from 6:00 PM to 8:00 PM

1.6 CEU, \$159



### **Congratulations to our 2013-2014 Scholarship Recipients**

#### **Bruce McCall Endowed Memorial**

Dawn M. Fisackerly

Amanda Sciortino

Ana Suarez

(not pictured)

#### **Taylor-Martino Endowed**

Jean-Marie Lee

(not pictured)

### **Paralegal Studies Certificate Program**

*The USA Paralegal Studies Certificate program is designed to give you the essential skills needed to manage law office operations, assist attorneys in case preparation and management, and perform routine tasks in support of attorneys.*



**Visit us online to learn more on the Paralegal Studies Certificate Program.**

**Golf-Basic**

Randall Anastasio

Learn the basic skills of hitting irons, woods, chipping, and putting. Course will also cover proper etiquette on the course and the basic rules of golf. Group lessons will be held on the driving range and practice greens. In case of inclement weather, a classroom is available.

14ISP103AG, 1/14/2014 - 4/29/2014  
15 Sessions, Tu from 12:30 PM to 2:00 PM  
2.25 CEUs, \$139

14ISP103BG, 1/15/2014 - 4/30/2014  
15 Sessions, W from 12:20 PM to 2:00 PM  
2.25 CEUs, \$139

14ISP103CG, 1/16/2014 - 4/24/2014  
14 Sessions, Th from 12:30 PM to 2:00 PM  
2.10 CEUs, \$139

*No Class Jan 20, or March 3-9, 2014*

**Intermediate Golf**

Greg Hamilton

Review the “full swing” skills, chipping, putting, and sand play. You will learn techniques to execute shots from special circumstances. Course will also cover practice, conditioning, and improving your game.

NOTE: In case of inclement weather, a classroom is available.

NOTE: Clubs can be provided if necessary.

PREREQUISITE: Completion of a beginners golf course or a score of 60 or less in 9 holes (women) or 50 or less (men).

14ISP101AG, 1/16/2014 - 4/24/2014  
14 Sessions, Th from 2:00 PM to 3:40 PM  
2.33 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

**Jogging**

Randall Anastasio

Understand the basics of running/jogging, including warm-up and cool-down, the fundamentals of form, and how long and how often to run. Topics also include proper clothing and shoes, alternate techniques of conditioning, and the connection between jogging and weight control.

14ISP650AG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 8:00 to 8:50 AM  
2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

**Disc Golf**

Randall Anastasio

Disc golf is a lot like traditional “ball” golf, except players use specially made plastic flying discs instead of balls and clubs and throw them for ‘par’ at an above-ground target instead of a hole in the ground. There are different types of discs used for different purposes, much like ball golfers use different clubs. The object of the game is to throw a golf disc into the target, typically a “Pole Hole” basket (a steel basket over which chains hang), in the fewest number of throws. The most satisfying sound a disc golfer can hear is the ‘ching!’ of a disc crashing the chains before dropping into the basket. Come learn the fundamentals of disc golf, rules, etiquette, and identify strategies, techniques, and personal skills needed in disc golf. You should be ready to play 18 holes at the completion of the course and see an improvement in distance, accuracy and scores. Wear appropriate apparel for walking and throwing disc outdoors. Basic throwing discs will be available.

14ISP129AG, 1/14/2014 - 4/29/2014  
15 Sessions, Tu from 12:30 PM to 2:10 PM  
2.5 CEUs, \$139

14ISP129BG, 1/14/2014 - 4/29/2014  
15 Sessions, Tu from 2:30 PM to 4:10 PM  
2.5 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**Wii Fit**

Randall Anastasio

Instruction and practice in physical activity using the Wii System

14ISP130AG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 11:15 AM- 12:05 PM  
2.42 CEUs, \$139

*No class Jan 20, or March 3-9, 2014*

**Gymnastics**

Steven F. Pugh, Ph.D.

Develop the basic concepts, skills, and techniques used in gymnastics. You will also learn safety factors involved in the skills and techniques. Topics include: jumps, rolls, scales and balances, springs combination, vaulting, and much more.

14ISP700AG, 1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 12:30 to 1:20 PM  
2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

**REGISTRATION FOR THESE CLASSES ENDS JANUARY 15**

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## Beginner's Bowling

### Randall Anastasio

Learn the basics of bowling at Camellia Bowling Lanes. You will learn beginning bowling terminology and etiquette, as well as the four-step approach, ball control, and pin bowling.

14ISP250AG, 1/13/2014 - 4/28/2014  
14 Sessions, M from 2:30 PM to 3:45 PM  
1.75 CEUs, \$139

14ISP250BG, 1/14/2014 - 4/29/2014  
15 Sessions, Tu from 4:00 PM to 5:15 PM  
1.88 CEUs, \$139

14ISP250CG, 1/15/2014 - 4/30/2014  
15 Sessions, W from 2:30 PM to 3:45 PM  
1.88 CEUs, \$139

14ISP250DG, 1/16/2014 - 4/24/2014  
14 Sessions, Th from 4:00 PM to 5:15 PM  
1.75 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

## Volleyball

### Randall Anastasio

This course will familiarize you with the basic elements of volleyball including scoring, defending and attacking. Topics to be covered include: rotation, digs, passing, sets, spikes, dinks, basic team strategy, and defensive skills.

14ISP580AG, 1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 11:00 to 11:50 AM  
2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

## Basketball

### Randall Anastasio

This course will familiarize you with the basic rules and fundamental skills of the game of basketball. Topics to be covered include: defensive and offensive skills and strategy, dribbling, passing, shooting, two-man game, pick and roll, give and go, screening, and footwork.

14ISP560AG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 10:10 to 11:00 AM  
2.42 CEUs, \$139

14ISP560BG, 1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 12:30 to 1:20 PM  
2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

## Weight Training

### Randall Anastasio

This is a progressive conditioning course using isotonic contraction for the development of strength and muscular endurance. You will learn proper warm up and stretching techniques, the benefits of resistance training, proper lifting techniques, and benefits associated with weight training. Weight training has been shown to better define and sculpt muscles resulting in a more toned appearance.

14ISP310AG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 9:05 to 9:55 AM  
2.42 CEUs, \$139

14ISP310BG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 10:10 to 11:00 AM  
2.42 CEUs, \$139

14ISP310CG, 1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 8:00 to 8:50 AM  
2.42 CEUs, \$139

14ISP310DG, 1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 9:30 to 10:20 AM  
2.42 CEUs, \$139

14ISP310EG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 2:30 to 3:20 PM  
2.42 CEUs, \$139

*No class Jan 20 or Mar 3-9, 2014*

## Racquetball

### Randall Anastasio

Racquetball is an exciting year-round sport ... fast-paced and mentally stimulating. Beginners are invited to learn correct techniques, skills and strategies. You may compete in singles and doubles play as the course progresses. Enroll with a friend for a wonderful time and a healthy workout.

14ISP400AG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 10:10 to 11:00 AM  
2.42 CEUs, \$139

14ISP400BG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 11:15 AM to 12:05 PM  
2.42 CEUs, \$139

14ISP400CG, 1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 8:00 to 8:50 AM  
2.42 CEUs, \$139

14ISP400DG, 1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 9:30 to 10:20 AM  
2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

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**Beginner's Tennis**

Randall Anastasio

Brian A. Allred, M.A., C.R.S.S.

Learn the fundamentals of an active and popular sport. Forehand and backhand ground strokes, volley, approach shots, and the serve will be covered. Additionally, you will learn the rules of the game, strategy, and singles and doubles play. This course is progressive as new skills and techniques are introduced each week.

*Please bring a racquet to each class.*

14ISP470AG, 1/13/2014 - 4/30/2014

29 Sessions, M and W from 9:05 to 9:55 AM

2.42 CEUs, \$139

14ISP470BG, 1/13/2014 - 4/30/2014

29 Sessions, M and W from 10:10 to 11:00 AM

2.42 CEUs, \$139

14ISP470CG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 9:30 to 10:20 AM

2.42 CEUs, \$139

14ISP470DG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 11:00 to 11:50 AM

2.42 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**Table Tennis**

Yan J. Ge

This fast-paced class is for the serious ping-pong player. Yan Ge is a national table tennis champion from the city of Beijing in the People's Republic of China. Fundamentals of the sport will be covered and playing techniques will be stressed for both singles and doubles play.

14ISP450AG, 1/13/2014 - 4/30/2014

29 Sessions, M and W from 9:05 to 9:55 AM

2.42 CEUs, \$139

14ISP450BG, 1/13/2014 - 4/30/2014

29 Sessions, M and W from 10:10 to 11:00 AM

2.42 CEUs, \$139

14ISP450CG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 9:30 to 10:20 AM

2.42 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

14ISP450DG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 11:00 to 11:50 AM

2.42 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**Badminton**

Randall Anastasio

This active, hands-on course offers instruction and practice in beginning and intermediate badminton. You will learn scoring, game rules, proper racquet grips and strokes, learn to understand net play, footwork, and singles and doubles strategies.

TEXT: How to Play Badminton: A Step-by-Step Guide

14ISP480AG, 1/13/2014 - 4/30/2014

29 Sessions, M and W from 11:15 AM - 12:05 PM

2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

**Muscle Toning and Conditioning**

Randall Anastasio

This is a physical activity class which includes various methods of physical conditioning. Through active participation, you will develop knowledge and skills sufficiently adequate to toning all muscle groups of the body using weights, resistance tubes, and other equipment, as provided, as well as to increase cardioconditioning. Agility, coordination and balance, strength, flexibility, posture, and good positioning will also be gained. Bring exercise mat to each class.

14ISP320AG, 1/13/2014 - 4/30/2014

29 Sessions, M and W from 3:35 to 4:25 PM

2.42 CEUs, \$139

14ISP320BG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 9:30 to 10:20 AM

2.42 CEUs, \$139

14ISP320CG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 6:00 to 6:50 PM

2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

**REGISTRATION FOR THESE CLASSES ENDS JANUARY 15**

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**American Red Cross First Aid:  
Responding to Emergencies**

Alexandra S. Barter, M.Ed., ARC Certified Instructor

This course is designed to help the citizen responder react in respiratory and circulatory emergencies and provide care in life threatening situations of cardiac arrest, shock, and bleeding. Course covers first aid for musculoskeletal injuries, sudden illnesses, and more. This course is a complete first aid program with certification offered in Adult CPR and First Aid.

TEXTBOOK: First Aid: Responding to Emergencies

NOTE: Final Certification Exam Date (check with instructor).

14IHL500AG, 1/13/2014 - 4/28/2014

14 Sessions, M from 10:10 AM to 11:00 AM  
1.17 CEUs, \$139

14IHL500BG, 1/15/2014 - 4/30/2014

15 Sessions, W from 10:10 AM to 11:00 AM  
1.25 CEUs, \$139

14IHL500CG, 1/13/2014 - 4/28/2014

14 Sessions, M from 11:15 AM to 12:05 PM  
1.17 CEUs, \$139

14IHL500DG, 1/15/2014 - 4/30/2014

15 Sessions, W from 11:15 AM to 12:05 PM  
1.25 CEUs, \$139

14IHL500EG, 1/13/2014 - 4/28/2014

14 Sessions, M from 6:00 PM to 6:50 PM  
1.17 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**Indoor Cycling**

Lori H. Huber

Join this great indoor cycling class at the new Student Recreation Center. This non-impact class is done on exercise bikes. Come and improve your cardio fitness, muscular endurance, and strength. Improvements in flexibility will also be addressed. All levels of physical fitness are welcome.

Bike shorts or a gel seat are recommended.

14ISP485AG, 1/13/2014 - 4/30/2014

29 Sessions, M and W from 11:15 AM - 12:05 PM  
2.42 CEUs, \$139

14ISP485BG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 11:00 to 11:50 AM  
2.42 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**American Red Cross Lifeguard Training**

Alexandra S. Barter, M.Ed., ARC Certified Instructor

Become aware of the characteristics and responsibilities of a professional lifeguard. Instruction includes emergency action plans for aquatic facilities and the skills needed to respond to aquatic emergencies. American Red Cross CPR for the Professional Rescuer and Community First Aid are included in the lifeguard course. Upon successful completion of written and skill tests you will be certified in American Red Cross Lifeguarding, CPR for the Professional Rescuer, and Community First Aid.

Prerequisites: Participants must be 19 years of age or older; able to swim 500 yards continuously using crawl, breast stroke, and sidestroke (for at least 100 yards each). Participants can choose from the three strokes for the remaining 200 yards; submerge to a minimum depth of 7ft., retrieve a 10lb diving brick and return with it to the surface; tread water for 2 minutes using legs only.

TEXTBOOKS: 1) Lifeguarding Today and 2) CPR for the Professional Rescuer: American Red Cross, Mosby Lifeline.

SPECIAL NOTICE: Enrollment is extremely limited. You must pre-register. Because of the highly structured nature of the course there will not be time to make-up missed skills, therefore, class attendance is required for all class sessions.

14ISP220AG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 2:00 PM - 4:30 PM  
7.25 CEUs, \$399

*No Class Jan 20, March 3-9, 2014*

**Beginning Swimming**

Alexandra S. Barter, M.Ed., ARC Certified Instructor

Instruction and practice in beginning swimming and water safety. You will have the opportunity to become more confident in and around water and have an opportunity to participate in an outstanding form of exercise.

14ISP800AG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 12:30 to 1:20 PM  
2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

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**Karate I**

Phylis A. Logsdon, 4th Degree blackbelt (Yondan), M.S.

Richard A. Lightcap, 2nd Degree blackbelt (Nidan)

This beginning course is based on traditional teaching methods that gradually build balance, conditioning, flexibility, and concentration. Techniques include blocking, punching, striking, and kicking. This course focuses on kihon (basics), kata (form), and sanbon kumite (three step sparring). The first kata, Heian Shodan, is taught.

14IKA100AG, Phylis A. Logsdon,  
4th Degree blackbelt (Yondan), M.S.

1/13/2014 - 4/30/2014

29 Sessions, M and W from 12:20 to 1:10 PM

2.42 CEUs, \$139

14IKA100BG, Richard A. Lightcap,  
2nd Degree blackbelt (Nidan)

1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 5:00 to 5:50 PM

2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

**Karate II**

James T. Williams, 2nd Degree Blackbelt (Nidan)

This is a continuation of the beginning course that expands the concepts of this traditional martial art. Training in the katas (forms) through the Heians and advanced kata takes the student into the higher levels. Additional techniques and applications expand the concepts of this art. Black belt training is also incorporated in this class.

**PREREQUISITE:** Karate I (yellow, orange and green belts recommended)

14IKA200AG, 1/14/2014 - 4/29/2014

29 Sessions, Tu and Th from 6:00 to 6:50 PM

2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

## **- COMING SPRING TERM - Jujitsu and Tai-Chi**

**Soo Bahk Do: Beginning**

Steven A. Diaz, Ph.D., 6th degree Master Instructor

Soo Bahk Do is a traditional Korean martial art with a history that spans 2000 years. It is a distinctly unique martial art that focuses on developing mind, body, and spirit to develop a functional capability in its practitioners through the practice of the combat oriented exercises. This training conditions the mind and body for the realities of unarmed self defense and provides for a high degree of personal awareness. As an art form, it focuses on form, theory and aesthetics. As a system of self defense, Soo Bahk Do has great practical applications. Through systematic instruction, Soo Bahk Do teaches step-by-step methods of utilizing your body's energies in self defense. The training conditions the whole person- mind, body, and spirit; to effectively generate, organize and disperse your body's energy in a powerful, focused way. This course is designed to teach you the basic skills to perform traditional Soo Bahk Do techniques. The course will focus on beginner conditioning and flexibility exercises and the step by step instruction of basic hand and foot movements. Beginner self defense and hand-to-hand practice with partners will also be introduced.

**NOTE:** Uniform is required.

14IKA740AG, 1/18/2014 - 4/26/2014

14 Sessions, Sa from 9:05 AM to 10:50 AM

2.45 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**Self Defense For Women**

Phillip M. Norrell, Sandan, Ed.D.

This course will cover the basic and advanced curriculum developed by the Rape Aggression Defense Systems (RAD). This is a comprehensive, women-only, course that begins with awareness, prevention, risk reduction, and risk avoidance, while progressing on to the basics of hands-on defense training. Lecture, demonstration, explanation, repetition (static and fluid) dynamic impact (striking props), and dynamic simulation will be utilized as methods of instruction. The objective of this course is to inform and educate women on self defense moves if ever approached in an attack situation.

14ISP820AG, 1/13/2014 - 4/30/2014

29 Sessions, M and W from 1:25 to 2:15 PM

2.42 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

**REGISTRATION FOR THESE CLASSES ENDS JANUARY 15**

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**Latin Dance**

Aleesha S. Palombo, M.Ed.,  
Dance Choreographer

This course will help you develop an understanding of Latin Dance. Through movement participation, vocabulary understanding, visual aids, and partnering you will become knowledgeable of the history of Latin Dance as well as Latin music, techniques, and dance forms.

NOTE: Wear smooth sole shoes, no tennis shoes

14IDA570AG, 1/15/2014 - 4/30/2014  
15 Sessions, W from 4:40 PM to 5:55 PM  
1.88 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**Ballroom and Swing Dance**

Aleesha S. Palombo, M.Ed.,  
Dance Choreographer

Take a trip down memory lane and enjoy the smooth sounds of the Big Band era! Learn many popular dances including the Swing, the Waltz, the Fox Trot, the Cha Cha and the Cotton-Eyed Joe. In addition to learning steps, you will be introduced to other essentials such as rhythm, timing, variations of dances and dance etiquette. Wear comfortable clothes.

14IDA500AG, 1/15/2014 - 4/30/2014  
15 Sessions, W from 6:00 PM to 7:15 PM  
1.88 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**Urban Line & Mixer**

Aleesha S. Palombo, M.Ed.,  
Dance Choreographer

A varying-content course with exposure to various skill levels and modern styles. Student will learn line and mixer dancing that will combine skill levels with exposure to various dance styles that included Urban, Rhythm & Blues, Country Western, Latin, Waltz, and Swing.

14IDA580AG, 1/14/2014 - 4/29/2014  
15 Sessions, Tu from 2:00 PM to 3:15 PM  
1.88 CEUs, \$139

*No class Jan 20, March 3-9, 2014*

**Jazz Dancing**

Aleesha S. Palombo, M.Ed.,  
Dance Choreographer

Jazz up your life with high energy and upbeat tempos! Discover easy-to-learn dance steps including locomotive movements, body isolations, leaps, and turns.

NOTE: Wear leotard and tights or sweats along with ballet or jazz shoes.

14IDA200AG, 1/15/2014 - 4/30/2014  
15 Sessions, W from 11:15 AM to 12:30 PM  
1.88 CEUs, \$115

*No Class Jan 20, March 3-9, 2014*

**Movement, Rhythms and Developmental Activities**

Aleesha S. Palombo, M.Ed.,  
Dance Choreographer

This course begins with movement awareness and basic movement skills and progresses to rhythmic activities such as the traditional dance steps in folk and square dancing. Developmental games and relays are also explained and practiced. Basic manipulative skills of controlling and propelling moveable objects are practiced with jump ropes.

14IDA301AG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 9:05 AM to 10:20 AM  
3.63 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**Dance Combo**

Aleesha S. Palombo, M.Ed.,  
Dance Choreographer

Instruction and practice in dance. Students will learn various forms and styles of dance that combine skill levels with exposure to Ballet, Jazz, and Contemporary dance.

14IDA110AG, 1/16/2014 - 4/24/2014  
14 Sessions, Th from 2:00 PM to 3:15 PM  
1.75 CEUs, \$139

*No Class Jan 20, March 3-9, 2014*

**REGISTRATION FOR THESE CLASSES ENDS JANUARY 15**

No registrations for these classes will be accepted after this date.

You must be 19 or older to register for classes on this page.

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**Yoga**

Daphne L. Tyson  
Randall Anastasio

You will learn how to stretch the body gently, increase flexibility, and use breathing techniques to improve health and calm the mind. Guided relaxation exercises will show participants ways to reduce stress and tension.

**NOTE: Bring exercise mat to class.**

14IDA452AG, Randall Anastasio  
1/13/2014 - 4/30/2014  
29 Sessions, M and W from 10:10 to 11:00 AM  
2.42 CEUs, \$139

14IDA452BG, Daphne L. Tyson  
1/13/2014 - 4/30/2014  
29 Sessions, M and W from 1:25 to 2:15 PM  
2.42 CEUs, \$139

**No Class Jan 20, March 3-9, 2014**

**Cardio Mix Fitness**

Randy Anastasio

If you easily get bored with your cardio workout, this class has been designed for you. With sessions focused on various cardio activities, you accomplish your workout and stay motivated to continue your exercise program. Kickboxing, step aerobics, traditional floor aerobics (hi- and low-impact), and dance aerobics will be covered throughout the course. All levels of physical fitness are welcomed as you learn guidelines for each type of cardio exercise and understand how to build your own exercise program.

14IDA389AG, 1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 8:00 to 8:50 AM  
2.42 CEUs, \$139

**No Class Jan 20, March 3-9, 2014**

**Aerobics**

Randall Anastasio  
Aleesha S. Palombo, M.Ed.,

Aerobic exercise is a physical fitness program that offers complete and effective conditioning. It involves jogging, jumping, lunging, kicking, and stretching to music.

14IDA395AG, Randall Anastasio  
1/13/2014 - 4/30/2014  
29 Sessions, M and W from 1:25 to 2:15 PM  
2.42 CEUs, \$139

14IDA395BG, Aleesha S. Palombo, M.Ed.  
1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 12:30 to 1:20 PM  
2.42 CEUs, \$139

**No Class Jan 20, March 3-9, 2014**

**Pilates**

Sara J. Hendrix

This course is designed to improve muscular flexibility, strength, balance, coordination, and posture without adding muscle bulk. Additionally, pilates increases circulation, helps to sculpt the body, and strengthens the torso. People who do pilates regularly feel they have better posture, are less prone to injury, and experience better overall health.

14ISP330AG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 4:40 to 5:30 PM  
2.42 CEUs, \$139

14ISP330BG, 1/13/2014 - 4/30/2014  
29 Sessions, M and W from 7:00 to 7:50 PM  
2.42 CEUs, \$139

**No class Jan 20 or Mar 3-9, 2014**

**Step Aerobics**

Randall Anastasio  
Sara J. Hendrix

This course provides a fun, exciting and challenging low impact aerobic workout with minimal stress to the joints. You will begin by learning the fundamentals of STEP Aerobics and progress to more complex routines. All fitness levels can enjoy this class by adjusting the bench height. Wear exercise clothes and tennis shoes, and bring a bottle of water. Feel free to use the locker rooms in the USA Gymnasium.

14IDA390AG, Randall Anastasio  
1/13/2014 - 4/30/2014  
29 Sessions, M and W from 2:30 to 3:20 PM  
2.42 CEUs, \$139

14IDA390BG, Sara J. Hendrix  
1/14/2014 - 4/29/2014  
29 Sessions, Tu and Th from 7:00 to 7:50 PM  
2.42 CEUs, \$139

**No class Jan 20, March 3-9, 2014**

**REGISTRATION FOR THESE CLASSES ENDS JANUARY 15**

No registrations for these classes will be accepted after this date.

You must be 19 or older to register for classes on this page.

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- Anyone 19 years or older can attend Special Courses. Individuals under 18 may enroll in our Exam Reviews, Speed reading, and Camp/Youth Programs.

- Continuing Education Units (CEUs) are awarded for many Special Courses. One CEU is equal to “ten contact hours of participating in any organized, continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”

NOTE: CEUs for most courses are only awarded for successful completion of classes as defined by attendance at 80% of class sessions unless otherwise specified in course descriptions. For questions regarding CEUs for specific organizations, please contact our office.

- The Special Courses office maintains all student records; records or transcripts may be requested at any time by calling TEL: (251) 405 - 9928 for a \$5 fee.

- Textbook requirements are listed below course descriptions. For many courses, you will need to purchase the text. For specific textbook information, contact the University of South Alabama Bookstore at 251-460-7011. Textbooks for instructor-led Special Courses are in the Continuing Education section of the textbook department.

- Some Course fees include the cost of the text or other course materials. These textbook costs are non-refundable if you attend the first class meeting. Please see the individual course descriptions for further details.

- If you need any of the auxiliary aids or services identified in the Americans with Disabilities Act, please call (251)405-9928.

- USA publishes certain crime statistics for the most recent three-year period as required by the 1990 Jeanne Clery Act. The Annual Security and Fire Safety Report is required by federal law and contains policy statements and crime statistics for the school. The report is available online at: [www.southalabama.edu/police/clery.html](http://www.southalabama.edu/police/clery.html)

- The Center for Continuing Education follows official USA decisions regarding class closings. Information on class closings due to inclement weather or other emergencies can be obtained by calling the **USA Emergency/Weather Hotline** at **251-460-6999** or online at **[www.southalabama.edu](http://www.southalabama.edu)**

*The University of South Alabama does not discriminate in its student and employment practices in violation of any applicable laws. The University of South Alabama is an Equal Opportunity/Equal Access educational institution.*

## CANCELLATION & REFUND POLICY

Refunds are issued according to the following policy:

Special Courses and Computer Classes

- Up to 3 business days prior to 1st class meeting - **full refund**
- After 3 business days prior to 1st class meeting - **no refund**
- Failure to attend DOES NOT constitute withdrawal

### If your class begins on/cancel by:

Monday.....Wednesday prior before 5 p.m.  
 Tuesday.....Thursday prior before 5 p.m.  
 Wednesday.....Friday prior before 5 p.m.  
 Thursday.....Monday prior before 5 p.m.  
 Friday.....Tuesday prior before 5 p.m.  
 Saturday.....Wednesday prior before 5 p.m.  
 Sunday.....Wednesday prior before 5 p.m.

## SAVE TIME, REGISTER ONLINE



CONVENIENT  
 REGISTRATION 24/7  
**[WWW.USACONTINUINGED.COM](http://WWW.USACONTINUINGED.COM)**

### If you wish to conveniently register online:

- Go to [www.usacontinuinged.com](http://www.usacontinuinged.com) and click on **ONLINE REGISTRATION**
- Click on **SIGN UP** to create your account
- The next screen will be **ADD NEW ACCOUNT**, fill in all required information (\*) and click on **ADD ACCOUNT** when done.
- Once your account is created, go to our course listing page and select the course(s) you wish to attend
- The next screen will show you full information on the course selected, click **ENROLL YOURSELF**
- At the next screen you can save this course to your cart and add more, or **PROCEED TO CHECKOUT**.
- At checkout, you will enter your credit card information; your card will be charged at that time and you will receive a confirmation by email with course(s) details and receipt of your payment.
- **NO REFUNDS CAN BE PROCESSED ONLINE, YOU MUST CONTACT OUR OFFICE FOR REFUNDS ACCORDING TO THE POLICY ABOVE.**

# WAYS TO REGISTER



## **ONLINE**

www.usacontinuinged.com  
See page 22 for instructions  
(credit cards only)



## **IN PERSON**

USA Center for Continuing Education  
1504 Springhill Ave., Ste 2515  
Monday-Friday, 8 a.m. - 5 p.m.  
(cash/checks/credit cards)



## **BY PHONE**

(251) 405-9928  
(credit cards only)

**OR**

USA School of Continuing Education & Special Programs  
USA Main Campus  
Alpha Hall East  
Dean's Office, Room 101  
555 University Boulevard North  
Monday-Friday, 8 a.m. - 5 p.m.  
(checks/credit cards)



## **BY FAX**

(251) 405-9931  
(credit cards only)



## **BY MAIL**

USA Center for Continuing Education  
Special Courses Registration  
1504 Springhill Ave., Ste 2515  
Mobile, AL 36604  
(checks/credit cards only)

**NOTE: All course fees are due at the time of registration!**

We gladly accept the following for registration fees:



## NON-CREDIT COURSE REGISTRATION FORM

Are you a new student? \_\_\_\_ Yes \_\_\_\_ No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/ZIP \_\_\_\_\_

PH: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

(1) Course Name: \_\_\_\_\_ Course # \_\_\_\_\_

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

(2) Course Name: \_\_\_\_\_ Course # \_\_\_\_\_

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ Fee: \_\_\_\_\_

PAYMENT: \_\_\_\_ Check / Amt: \_\_\_\_ Check # \_\_\_\_ Bank: \_\_\_\_

\_\_\_\_ VISA \_\_\_\_ MasterCard \_\_\_\_ AMEX \_\_\_\_ Discover / Amt: \_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

How did you receive this catalog or hear about the course you're registering for?

\_\_\_\_ At home \_\_\_\_ At work \_\_\_\_ Called/Requested \_\_\_\_ Friend \_\_\_\_ Media

\_\_\_\_ Picked up at: \_\_\_\_\_

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Postal Customer

# SPECIAL COURSES

*learn something new!*

**Check out these new short courses offered this term:**



**CANDY BOUQUETS  
FOR ALL SEASONS, pg. 6**

**HOW TO “DEC”  
YOUR WALLS, pg. 7**



**ORGANIZING YOUR  
“END OF LIFE”  
DOCUMENTS, pg. 8**



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