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**BINGHAMTON**  
UNIVERSITY  
STATE UNIVERSITY OF NEW YORK

Continuing Education  
& Outreach

Binghamton University Downtown Center  
67 Washington Street  
Binghamton, New York 13901

ADDRESS CORRECTION REQUESTED

## NON-CREDIT FALL 2009 PROGRAMS

**BINGHAMTON**  
UNIVERSITY  
STATE UNIVERSITY OF NEW YORK

Continuing Education  
& Outreach



NON-CREDIT PROGRAMS Fall 2009



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## CONTINUING EDUCATION & OUTREACH'S NON-CREDIT PROGRAMS

At Binghamton University, Continuing Education and Outreach (CEO) opens the door to opportunity by delivering an excellent education through flexible learning programs to those who perform multiple life roles as parents, spouse and employee. Integrating teaching, research and outreach to develop and deliver innovative programs, CEO provides access to the unique learning environment of Binghamton University. From classes offered on campus to onsite corporate training programs and from traditional classroom instruction to online programs, CEO satisfies the needs of every circumstance.

Through a variety of non-credit offerings, Continuing Education & Outreach provides high-quality, lifelong learning opportunities leading to professional growth and personal development. By taking advantage of the different learning opportunities and advising services available through CEO, you can fulfill your educational dreams at Binghamton University.

**LOCATION** Binghamton University Downtown Center, 67 Washington Street  
Binghamton, New York

**REGISTRATION** For your convenience, there are several ways to register:

- Mail: Complete and return the registration form with a check or credit card authorization.
- Phone: 607-777-6857 (toll free 1-877-313-2508)
- Fax: 607-777-4544
- Online: <http://continuinged.binghamton.edu>
- E-mail: [conted@binghamton.edu](mailto:conted@binghamton.edu)

**CERTIFICATION** A Binghamton University Certificate of Completion is issued for the successful completion of each workshop.

**CEU CREDITS** Continuing Education Unit (CEU) credits are issued upon successful completion of a workshop, if so requested.

**INSTRUCTORS** Continuing Education & Outreach uses experienced corporate trainers, successful leaders and University faculty.

**CANCELLATION POLICY** If you are not able to attend the workshop(s) for which you registered, a substitute may attend in your place without additional charges. If you are not able to arrange for a substitute and wish to cancel, you must do so at least 48 hours prior to the workshop in order to be eligible for a full 100% refund. If you register and have paid in full but do not show for the workshop, you forfeit the registration fee. If a workshop is cancelled due to insufficient enrollment, registrants will be notified and fees refunded in full.

Note: You may be eligible for the "Lifetime Learning Credit" authorized by the Taxpayer Relief Act of 1997. Ask your tax preparer for more information.

## CERTIFICATE COURSES AND PROGRAMS

### PROFESSIONAL PARALEGAL CERTIFICATE COURSE

September 19 and 20, 26 and 27

October 3 and 4, 17 and 18, 24 and 25, 31 and November 1

No classes will be held on October 10 and 11, for Columbus Day

Time: Sat. and Sun., 9 a.m. – 5 p.m.

Cost: \$1,089 *Cost of textbooks not included. Please call the Center for Legal Studies at 1-800-522-7737 or visit [www.legalstudies.com](http://www.legalstudies.com) for information about required textbooks, textbook costs and Westlaw.*

**Instructor:** This program is coordinated by our educational partner, **Scott Hatch, JD, of the Center for Legal Studies.**

This intensive, nationally acclaimed program is designed for beginning as well as experienced legal workers. All students are trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law and help prepare cases for courtroom litigation. WESTLAW legal research access is required for the second half of this online course. Optional WESTLAW access is also available for live-lecture students. Access lasts for the duration of the course. Please contact CLS at 1-800-522-7737 for more information. The instruction is practice oriented and relates to those areas of the law in which legal assistants are most in demand.

There are no prerequisites, although an associate in arts and sciences degree (two-year) or its equivalent is very helpful. Students are expected to complete a significant amount of homework for each weekend session.

This non-credit program helps students increase their office's efficiency, productivity and billable hours. It also provides students with marketable job skills. Successful graduates (who pass six tests and complete five written assignments) are awarded a Binghamton University Certificate of Completion. Graduates in the top 25 percent of the class receive assistance with volunteer intern placement for on-the-job training.

## ALLIED HEALTHCARE CERTIFICATE COURSES

### PHARMACY TECHNICIAN

October 5 and 7, 12 and 14, 19 and 21, 26 and 28

November 2 and 4, 9 and 11, 16 and 18, and 23

Time: Monday and Wednesday, 6 – 9:30 p.m.

Cost: \$999, for 50 total hours of instruction

This comprehensive 50-hour course prepares students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The Pharmacy Technician Certification Program includes a graded final exam to help prepare students for the PTCB exam. Students should have taken math and science in high school, have a high school diploma or GED (required to sit for the PTCB exam).

**MEDICAL BILLING AND CODING PROFESSIONAL****October 6 and 8, 13 and 15, 20 and 22, 27 and 29****November 3 and 5, 10 and 12, 17 and 19, and 24****December 1 and 3, 8 and 10, 15 and 17****No classes will be held November 26, for Thanksgiving****Time: Tuesday and Thursday, 6 – 9:30 p.m.****Cost: \$1,499, for 70 total hours of instruction**

This 70-hour course addresses the skills needed to solve insurance billing problems, how to manually file claims (using CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims (EOBs) and use generic forms (CMS 1500) to streamline billing procedures. The course covers the following areas: CPT (introduction, guidelines, evaluation and management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (introduction and guidelines) and basic claims process for medical insurance and third-party reimbursement. Students will learn how to find the service codes using coding manuals (CPT and ICD-9).

After obtaining the suggested practical work experience, students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder exam (CPC or CPC-H – Apprentice); the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification exams. Individuals interested in becoming medical coders or pursuing national certification should have a high school diploma or GED equivalent.

**MEDICAL ASSISTANT ADMINISTRATION****October 5 and 7, 12 and 14, 19 and 21, 26 and 28****November 2 and 4, 9 and 11, 16 and 18, and 23****Time: Monday and Wednesday, 6 – 9:30 p.m.****Cost: \$999, for 50 total hours of instruction**

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. Administrative medical assistant, medical secretary, medical records clerk, and health unit coordinator are all positions in great demand. This program covers important background information on medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects. The program provides students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to work in healthcare administration or to advance in the healthcare administration field.

**ONLINE CERTIFICATE COURSES****ADMINISTRATIVE DENTAL ASSISTANT****Cost: \$1,595**

This nationally recognized online certificate program teaches the essential administrative tasks for managing the business aspects of a dental practice and becoming an administrative dental assistant. The program includes instruction in dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding, and will prepare you for a new career working in a dental office. Textbooks included.

**ADMINISTRATIVE MEDICAL SPECIALIST WITH BILLING AND CODING****Cost: \$1,995**

This nationally recognized online training course in medical billing and coding will give you the skills you need to find the job you are looking for as an administrative medical specialist (AMS), medical billing specialist or medical coder. The program also prepares participants for the Certified Coding Associate (CCA) national certification exam. Upon successful completion of the 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.

**CERTIFICATE IN BUSINESS COMMUNICATION MANAGEMENT****Cost: \$480**

Keep your career moving forward with Binghamton University's online education and training courses. These are the same courses available through the American Management Association Communications (AMACOM) Self-Study program. You can fine-tune your present skills, learn new ones, and enrich your career with a flexible learning plan that fits your schedule, strengths, budget, and career goals.

**CERTIFICATE IN FINANCE AND ACCOUNTING MANAGEMENT****Cost: \$480**

Keep your career moving forward with Binghamton University's online education and training courses. These are the same courses available through the American Management Association Communications (AMACOM) Self-Study program. You can fine-tune your present skills, learn new ones, and enrich your career with a flexible learning plan that fits your schedule, strengths, budget, and career goals.

**CERTIFICATE IN HUMAN RESOURCES MANAGEMENT****Cost: \$480**

Keep your career moving forward with Binghamton University's online education and training courses. These are the same courses available through the American Management Association Communications (AMACOM) Self-Study program. You can fine-tune your present skills, learn new ones, and enrich your career with a flexible learning plan that fits your schedule, strengths, budget, and career goals.

**CERTIFIED BOOKKEEPER PROGRAM****Cost: \$1,795**

This nationally recognized online certification course and home-study training program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers. This bookkeeping course was created by the AIPB. All textbooks included.

**MICROSOFT CERTIFIED TECHNOLOGY SPECIALIST: SQL SERVER 2005 (MCTS)****Cost: \$3,095**

This nationally recognized course teaches students thorough knowledge of the product, as well as through an understanding of how to use the Transact-SQL language and how to explore the user interface. Technology specialists typically pursue careers as database administrators, database developers or business intelligence developers. They may also be developers and systems administrators who do not work with SQL Server daily but who want to show their breadth of technology experience.

**SIX SIGMA, BLACK BELT****Cost: \$2,695**

This nationally recognized certification-training course integrates Six Sigma Black Belt online learning with hands-on data analysis. Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches. All materials included.

**CERTIFICATE PREPARATION****CERTIFIED NATIONAL PHARMACEUTICAL REPRESENTATIVE****Cost: \$1,595**

This nationally recognized online course and CNPR sales training certification program was developed in response to a rising need for entry-level certified pharmaceutical sales representatives. The program is designed for individuals who want to gain entry into the pharmaceutical industry but who lack the required pharmacology and medical education.

**COMP TIA A+ CERTIFICATION TRAINING****Cost: \$1,695**

This nationally recognized online course and training program is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. Comptia A+ certification training opens the door to an exciting career in computer technology. Students are required have an extra computer running Windows 98 or better to complete the course work.

**COMPTIA LINUX+/ LINUX PROFESSIONAL INSTITUTE LEVEL ONE CERTIFICATION PREPARATION****Cost: \$2,195**

This nationally recognized online training course and certification program developed by CompTIA measures vendor-neutral Linux knowledge and skills for an individual with at least six months' practical experience (Network+ or A+ background). The course will prepare students to write the CompTIA Linux+ exam. Students will learn the fundamentals of the Linux operating system, including how to configure Linux system services, how to manage a Linux system in a networked environment and how to manage the servers a Linux system provides. Textbooks included.

**PARALEGAL****Cost: \$1,795**

This nationally recognized online course and training program prepares potential paralegal students to be successful in the fast-growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Westlaw. All materials included.

**Continuing Education & Outreach has more than 600 non-credit online courses covering a wide variety of topics: business, career, computer education, health care, multimedia and design, personal enrichment, art history, languages, and much more. Browse our catalog at <http://continuinged.binghamton.edu>.**

**REGISTRATION FORM**

Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Employer \_\_\_\_\_

Employer address \_\_\_\_\_

\_\_\_\_\_

Business phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Alternate e-mail \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Course Title	Course Date	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Payment Method** \_\_\_\_\_ **Total Enclosed \$** \_\_\_\_\_ Check (payable to "SUNY Research Foundation") Visa  MasterCard  AmEx  Discover

Account # \_\_\_\_\_

Expiration \_\_\_\_\_ Cardholder signature \_\_\_\_\_

Send to:

Continuing Education & Outreach  
Binghamton University-UDC  
PO Box 6000  
Binghamton, NY 13902-6000