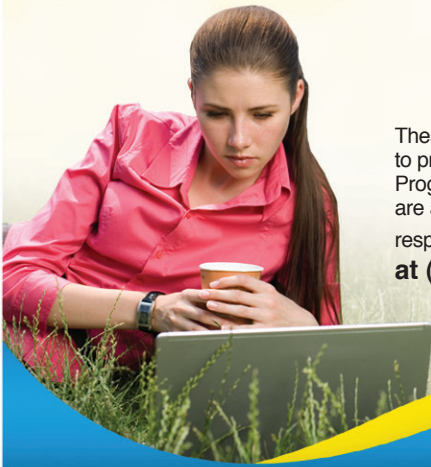




GATLIN

Education Services

These self-paced programs are designed with a team of professionals to provide the most effective web-based learning experience possible. Programs can be completed generally in less than 6 months. Instructors are actively involved in the students' online learning experience by responding to any questions or concerns. **Call Kukina Hernandez at (432) 335-6652 for more information or go to www.gatlineducation.com/oc**



HEALTHCARE AND FITNESS

- Administrative Dental Assistant (150 Hours)
- Administrative Medical Specialist with Medical Billing and Coding (300 Hours)
- Advanced Coding for the Physician's Office (80 Hours)
- Advanced Hospital Coding and CCS Prep (80 Hours)
- Advanced Personal Fitness Trainer (240 Hours)
- Certified National Pharmaceutical Representative (120 Hours)
- Fitness Business Management (260 Hours)
- HIPAA Compliance (4 user licenses) (12 Hours)
- Human Resources for Healthcare Professionals (80 Hours)
- ICD-10 Medical Coding: Preparation and Instruction for Implementation (200 Hours)
- Medical Billing and Coding (240 Hours)
- Medical Terminology (60 Hours)
- Medical Transcription (240 Hours)
- Nutrition for Optimal Health, Wellness, and Sport (200 Hours)
- Personal Fitness Trainer (150 Hours)

BUSINESS AND PROFESSIONAL

- Administrative Professional with Microsoft Certified Application Specialist (MCAS) (240 Hours)
- Administrative Professional with Microsoft Office Specialist (240 Hours)
- Bookkeeping the Easy Way with QuickBooks (140 Hours)
- Certified Bookkeeper (80 Hours)
- Certified Global Business Professional (400 Hours)
- Certified Wedding Planner (300 Hours)
- Chartered Tax Professional (180 Hours)
- Chartered Tax Professional for California Residents (200 Hours)
- Emergency Management Training (300 Hours)
- eBusiness (200 Hours)
- Entrepreneurship: Start-Up and Business Owner Management (360 Hours)
- Freight Broker/Agent Training (150 Hours)
- Grant Writing (300 Hours)
- Help Desk Analyst: Tier 1 Support Specialist (80 Hours)
- Leadership and Legacy: Seven Steps to Leading High Achieving Teams (70 Hours)
- Lean Mastery (60 Hours)
- Management for IT Professionals (390 Hours)
- Management Training (360 Hours)
- Microsoft Certified Application Specialist Training (MCAS) (120 Hours)
- Microsoft Office Specialist 2003 (MOS) (120 Hours)
- Nonprofit Management Training (300 Hours)
- Paralegal (225 Hours)
- Payroll Practice and Management (80 Hours)
- Personal Financial Planning (40 Hours)
- Project Management (40 Hours)
- Purchasing & Supply Chain Management (300 Hours)
- Records Management (180 Hours)

- Search Engine Marketing (250 Hours)
- Search Engine Optimization (150 Hours)
- Six Sigma Black Belt (200 Hours)
- Six Sigma Green Belt (100 Hours)
- Technical Writing (80 Hours)
- Travel Agent Training (200 Hours)
- Understanding Earned Value Management (30 Hours)

MANAGEMENT AND CORPORATE

- Alternative Dispute Resolution Certificate (180 Hours)
- Certified National Pharmaceutical Representative (120 Hours)
- Core Mediation Certificate (60 Hours)
- Corporate Governance and Ethics (15 Hours)
- Entrepreneurship: Start-Up and Business Owner Management (360 Hours)
- Human Resources for Healthcare Professionals (80 Hours)
- Leadership and Legacy: Seven Steps to Leading High Achieving Teams (70 Hours)

SKILLED TRADES AND INDUSTRIAL

- Biofuel Production Operations
- Building Analyst Quick Start Program (BPI BA Certification)
- Certified Green Supply Chain Professional
- Certified Indoor Air Quality Manager
- Certified Indoor Environmentalist
- Chemical Plant Operations
- Emergency Management Training for First Responders
- Freight Broker/Agent Training
- Home Inspection Certificate
- HVAC Technician
- Modern Automotive Service Technician
- Natural Gas Plant Operations
- Oil Refinery Operations
- Paper Mill Operations
- Performing Comprehensive Building Assessments
- Power Plant Operations
- Principles of Green Buildings
- Pulp Mill Operations
- Senior Certified Sustainability Professional
- Solar Power Professional
- Wind Energy Apprentice