



Web based training, at your own pace, offered in partnership with Gatlin Education Services.

[Gatlin Online Career Training Courses](#) is the world's largest provider of web-based instructor supported training to colleges and universities. These open enrollment programs are designed to provide the skills necessary to acquire professional caliber positions for many in-demand occupations, all within a three-month delivery window. These programs are certificate programs only, not credited. Therefore, Lewis and Clark Community College will not accept this training for any credit degree programs or other certificate programs. Currently, Gatlin offers web-based certificate programs in:

Healthcare

[Administrative Medical Specialist with Medical Billing and Coding](#)
[Advanced Coding for the Physician's Office](#)
[Medical Transcription Certificate](#)
[Medical Billing and Coding](#)
[Advanced Hospital Coding and CCS Prep](#)
[HIPAA Compliance](#)
[Pharmacy Technician](#)
[Administrative Dental Assistant](#)
[Certified National Pharmaceutical Representative](#)
[ICD-10 Medical Coding: Preparation and Instruction for Implementation](#)
[Veterinary Assistant](#)

Networking/Microsoft Certification Programs

[Microsoft MCSA Training](#)
[Microsoft MCSE Training](#)
[Microsoft Certified Technology Specialist \(MCTS\)](#)
[Microsoft Office Specialist 2003](#)

CompTIA Certification Programs

[Security+ Certification Training](#)
[Cisco™ - CCNA® Certification Training](#)
[Comp TIA A+ Certification](#)
[Network+/Server+ Comp Tia Certification](#)

Internet/Graphic & Web

[Graphic Design Certificate](#)
[AutoCAD 2007](#)
[WebMaster Certificate](#)
[Web Database Developer Certificate](#)
[Help Desk Analyst Tier 1 Support Specialist](#)
[Digital Arts Certificate](#)
[Multimedia Design Certificate](#)

Business/Travel/Legal

[Travel Agent Certificate](#)
[eBusiness Certificate](#)
[Bookkeeping the Easy Way with QuickBooks](#)
[Certified Bookkeeper](#)
[Project Management](#)
[Records Management Certificate](#)
[Paralegal](#)
[Six Sigma Black Belt](#)
[Six Sigma Greenbelt](#)
[Payroll Practice and Management](#)
[Certified Global Business Professional](#)
[Seven Steps to Leading High Achieving Teams](#)

Video Game Design and Development Program

[3ds max](#)
[Video Game Design and Development](#)

- Healthcare -



Administrative Medical Specialist with Medical Billing and Coding

New Name!

The Administrative Medical Specialist with 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, and/or Medical Coder. In addition to the extensive Medical Billing information, you will be taught every aspect of the Medical Receptionist/Front Desk position.

This program also provides preparation for the Certified Coding Associate (CCA) national certification exam. Upon successful completion of the Administrative Medical Specialist with 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.

Fee: \$1,995 300 hours



Advanced Coding for the Physician's Office

Continuous changes in the coding and billing industry have created an incredible demand for those trained in advanced coding. The program culminates in certification preparation for the Certified Procedural Coder examination. Complete details in CPT-4, ICD-9-CM, and HCPCS coding are covered along with information on the Correct Coding Initiative (CCI), compliance and reimbursement issues, E&M guidelines and much more. This course offers complete and accurate instruction, which will help improve students skills in compliance and reimbursement. Textbook included.

Fee: \$1,395 80 hours



Medical Transcription Certificate

According to the 2002/2003 Occupational Outlook Handbook, Medical Transcription is among the ten fastest growing occupations in the U.S. This online program provides students with a working knowledge of medical terminology as well as proficiency in the transcription of medical reports. Medical Transcriptionists work with pharmacists, therapists, technicians, nurses, social workers, psychologists, chiropractors, medical doctors, and many others. All of these providers rely on legal documents created by the medical transcriptionist. Transcriber and all materials included.

Fee: \$1,595 240 hours



Medical Billing and Coding

Students can learn medical billing and coding from the comfort of their own homes with this online, instructor-facilitated program. Upon successful completion of this course, students are prepared for an entry-level position doing medical billing and/or coding in a medical office setting and are prepared to sit for the Certified Coding Associate (CCA) national certification exam. All materials included.

Fee: \$1,595 240 hours



Advanced Hospital Coding and CCS Prep

This two-part Advanced Hospital Coding course prepares students to take the American Health Information Management Association's (AHIMA) official certification exam to become a Certified Coding Specialist (CCS). This program covers both ICD-9 and CPT-4 coding procedures and is designed to help students meet the challenge of today's changing standards while learning and improving their coding skills. Students will have the opportunity to interact with their mentor/expert tutor and fellow students from all over the country whenever they want to share their learning and professional experiences. Course access and test prep included.

Fee: \$1,695 80 hours



HIPAA Compliance

This course provides a comprehensive overview of the Health Insurance Portability and Accountability Act (HIPAA) from a health care professional's viewpoint. The course focuses specifically on the HIPAA Privacy regulations which is the major focus of most health care providers, but also provides an overview of the overall HIPAA regulations. This course is meant to satisfy the mandatory training component of HIPAA Privacy for a health care organization's staff. The target audience for this course is physicians, physician staff, nurses, hospital administrators, office managers, receptionists, medical billing agencies, or any other individual or organization involved in health care who need to comply with or learn about HIPAA Privacy.

Fee: \$599 12 hours



Pharmacy Technician

This online program will provide learning experiences, coordinated with the texts and lab activities to enable students to obtain basic competency needed for employments as Pharmacy Technicians in either the hospital or retail setting. A technician is an individual who, under the supervision of a pharmacist, assists in the performance of activities of the pharmacy department not requiring the professional judgment of a pharmacist.

Fee: \$1,795 240 hours

Effective June 1, 2009 Fee: 1,995 300 hours



Administrative Dental Assistant

This online program will teach you the essential administrative tasks for managing the business aspects of a dental practice. This program will include 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. The Administrative Dental Assistant program will prepare you for a new career working in a dental office. Textbooks included.

Fee: \$1,595 150 hours



Certified National Pharmaceutical Representative

A (CNPR™) is a federally trademarked certification which can be obtained by acquiring the necessary knowledge in pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals. The CNPR Training Program was developed in response to a rising need for entry level pharmaceutical sales representatives who want to gain entry into the pharmaceutical industry but are lacking the required pharmacology and medical

education. The CNPR™ examination is dedicated to increasing the professional level of NAPSR™ members and to developing meaningful and ethical standards fully accepted by its members and members of the pharmaceutical community. The goal of the training program is to develop knowledge in clinical pharmacology, physiology and medical terminology. This knowledge will greatly enhance an individuals understanding of the pharmaceutical industry and its selling process as well as increase the applicants hiring potential.

Fee: \$1,595 120 hours



ICD-10 Medical Coding: Preparation and Instruction for Implementation

ICD-10 is a radically upgraded 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 program will teach students how to prepare for and implement the massive changes to the existing coding system. This new program will present a comprehensive overview of the significant changes in store for both diagnostic and procedural coding along with detailed information on the impacts of the coding changes to medical coders, healthcare staff, physicians, software systems, documentation, and information technology. Textbook included.

Fee: \$1,595 200 hours



Veterinary Assistant

This online program will prepare you for an exciting new career as a veterinary assistant by teaching you the essential skills of a veterinary assistant. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program will also cover interpersonal communication, interaction with clients and their animals, as well as assisting the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable will be emphasized, and the program will contain basic information about pet insurance. Textbooks included.

Fee: \$1,795 240 hours

- Microsoft Certification Programs -



Microsoft MCSA Training

Four courses combined. The Microsoft Certified Systems Administrator (MCSA) can successfully implement, manage, and troubleshoot Microsoft Windows server-based operating systems in addition to systems that contain messaging services, file and print servers, and firewalls. They may also be responsible for configuring Internet access, enabling remote access for users, and managing client computers.

Fee: \$2,495 440 hours



Microsoft MCSE Training

Seven courses combined. The Windows 2000 MCSE is one of the most widely recognized certifications in the IT industry. This credential includes design skills that are not part of the range of a typical Microsoft Certified Systems Administrator (MCSA). MCSE certification is intended for those who also analyze business requirements, design infrastructure, and deploy new networks.

Several courses in the MCSE program can also be used towards Microsoft Certified Database Administrator (MCDBA) certification.

Fee: \$3,295 700 hours

Microsoft Certified Technology Specialist (MCTS)

This nationally recognized Microsoft Certified Technology Specialist: Microsoft SQL Server 2005 course teaches students thorough knowledge of the product, as well as an understanding of how to use the Transact-SQL language, and know 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. This online certificate program is offered in partnership with major accredited colleges and universities.

Fee: \$3,095 480 hours



Microsoft Office Specialist 2003

The Microsoft Office Specialist (MOS) program is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills using the Microsoft Office programs Word, Excel, Power Point, and Access. The MOS program provides computer program literacy, measures proficiency, and identifies opportunities for skills enhancement. This certificate is a valuable credential recognized worldwide as proof that an individual has the desktop computing skills needed to work more productively and efficiently. This program includes four core units and two expert units.

Fee: \$1,595 120 hours

- CompTIA/Networking Certification Program -



Security+ Certification Training

Security + is a course that maps to Comp TIA's Security+ certification, covering Network and Host Security. Students capture, analyze, and generate IP traffic, exploit protocol weaknesses, examine defensive solutions, install, configure, and test a powerful NIDS solution, and create a Linux based router/firewall solution. A broad range of general security techniques such as packet filtering, password policies, and file integrity checking are covered. Special attention is given to securing network services common to each platform.

Fee: \$1,695 120 hours



Cisco™ - CCNA® Certification Training

This program will provide the student with the essential knowledge to install, configure, and operate simple routed LANs and WANs and obtain Cisco™ Certified Network Associate (CCNA®) certification. The student will gain knowledge of switched LAN Emulation networks made up of Cisco™ equipment. The program is a focused coverage of Cisco router configuration procedures, which will be mapped to exam objectives and prepare you for Cisco Exam 640-507. All materials included (CCNASim 3.0 Standard Edition software and SYBEX CCNA Study Guide.)

Fee: \$1,995 100 hours



Comp TIA A+ Certification

The Comp TIA A+ certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. Those holding the A+ certification have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventative maintenance, and basic networking. Every business uses computers and skilled technicians are a necessity. A+ opens the door to an exciting career in computer technology at an affordable price. A+ certification is the perfect launch pad into other more challenging careers in information technology. This course includes two units and it is required that students have an extra computer running with Windows 98 and Windows 2000.

Fee: \$1,695 320 hours



Network+/Server+ Comp Tia Certification

The CompTIA **Network+ certification** is the worldwide standard of competency for professionals with nine months experience in network support or administration. The Network+ certification validates technical competency in networking administration and support. Those holding Network+ certification demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support. This certification is geared toward those with nine months field experience in network administration and support.

Server+ certification is a standard of competency for mid- to upper-level technicians responsible for server hardware functionality. The Server+ certification credential validates advanced-level technical competency of server issues and technology, including installation, configuration, upgrading, maintenance, troubleshooting and disaster recovery. This certification is geared toward mid- to upper-level technicians.

Fee: \$1,495 80 hours

- Internet/Graphic & Web Design/Technical -



Graphic Design Certificate

Graphic Design is an ideal course for students looking to take their interest in art and turn it into an enjoyable and creative career. Gatlin Education Services Graphic Design course was written by professional artists and will get students into the job market. This course begins with the fundamentals of design and takes the student through the terms and processes they will use to turn their knowledge of design into a career. The student will learn the rules of design (and when to break them) as well as useful marketing strategies and information about art in the electronic age.

Fee: \$1,495 80 hours



AutoCAD 2007

AutoCAD is an essential tool in many industries, including mechanical and civil engineering and architecture. Employers seek workers skilled in AutoCAD more than any other CAD system. This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2007 student software and textbook are

included
Fee: \$1,795 150 hours



WebMaster Certificate

Certified Webmaster is a vibrant new Internet based career. This course teaches how to design, build and maintain sophisticated websites. The Webmaster Certification course takes you from the very beginning, through all of the steps used to build and maintain dynamic Web Sites. You will begin the journey using MS Note Pad and simple HTML code, progressing to the use of Javascript, Dynamic HTML, and elements of embedded Flash. This course engages the student in active web page implementation and culminates in official recognition of the student as a Certified Webmaster.

Fee: \$1,795 150 hours



Web Database Developer Certificate

The Web Database Developer Certificate will provide students with intermediate and advanced knowledge and skills in utilizing and leveraging databases on the Internet. As a result of the course work, students will be able to incorporate database design, development and deployment into e-commerce sites, dynamic web sites, and business-to-business data collaboration. Students will also learn about current and emerging trends impacting high-end web site development and enterprise-class data warehousing along with resources to keep them current in this fast moving technology. This certificate program includes five course courses and two electives. Materials provided.

Fee: \$2,195 267 hours



Help Desk Analyst Tier 1 Support Specialist

As more and more companies grow to rely on ever-increasing and more complex technologies to satisfy production and service demands, so too the need for those equipped to support those technologies while maintaining high customer-satisfaction levels. This program uniquely prepares the support specialist to keep the customer productive by focusing on the business needs of the customer, establishing credibility and trust, and by handling the most difficult customer scenarios. Emphasis is given to problem solving and troubleshooting, team dynamics, and interpersonal communication skills. It also provides a broad overview of the back-office operations of a support center, and exposes the student to common industry tools and technologies used in providing exceptional customer support.

Fee: \$1,495 80 hours



Digital Arts Certificate

The Digital Arts Certificate program focuses on developing technical skill and creative artistry in digital photography and imaging. Students learn professional applications for Adobe Photoshop and Illustrator or equivalent digital imaging and vector drawing tools. Course projects include digital art studies, retouching, compositing, illustration, identity design, color matching and composition studies, photorealistic imaging, color correction, and art exhibition development.

Fee: \$5,595 225 hours



Multimedia Design Certificate

The Multimedia Certificate focuses on providing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Students learn professional applications for Adobe Photoshop, Macromedia Flash, Apple Final Cut Pro, and Adobe After Effects, or equivalent digital imaging, animation, digital video editing, and motion graphics tools. Course projects include critique, storyboarding, retouching, compositing, Flash animation and site design, basic Action-Scripting, video and sound editing principles, motion graphics production, and interface design.

Fee: \$5,595 225 hours

- Business/Travel/Legal -



Travel Agent Certificate

This industry-leading program will help prepare students for the Institute of Certified Travel Agents TAP Certification. Students learn the basic skills needed to operate a computer reservation system, whether with the airlines, travel agencies, car rental agencies, cruise lines, hotels, tour companies, resorts, as a corporate travel coordinator or as a home based agent. The online program consists of two modules including your choice of SABRE, WORLDSPAN, APOLLO OR AMADEUS GDS systems. All materials included.

Fee: \$1,595 200 hours



eBusiness Certificate

This web-based course provides a comprehensive introduction to eBusiness - business that takes place online. Online business is increasingly important in our networked world of global transactions and global competition. This course will examine five major topic areas: (1) Introduction to eBusiness; (2) Electronic Retailing; (3) Effective eCommerce Web Design; (4) eBusiness Marketing; and (5) eBusiness Infrastructures. The course will help you to understand the ways in which companies use the Internet as a channel for conducting --- and expanding --- commerce.

Fee: \$1,995 200 hours



Bookkeeping the Easy Way

Bookkeeping The Easy Way with Quick Books introduces the concepts of bookkeeping/accounting using the theory of double-entry bookkeeping. This cumulative on-line experience progresses lesson by lesson. Understanding basic bookkeeping procedures is vital to developing and controlling activities in business. This course is designed for students who are interested in gaining knowledge of basic bookkeeping practices in planning a more profitable future or seeking a new career. Textbook and thorough tutorial for Quick Books are included.

Fee: \$1,695 140 hours



Certified Bookkeeper

This online course for professional bookkeepers 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. Becoming a Certified Bookkeeper (CB) can increase earning potential, enhance professional status and offer a decisive edge in any job

market. This course was created by AIPB to prepare bookkeepers for the certification exam at any Prometric Test Center. The web-based format allows students to move at their own pace from any web-enabled computer. Certified Bookkeepers are to bookkeeping what CPA's are to accounting.

Fee: \$1,795 80 hours



Project Management

Project management is growing exponentially. It is used in virtually all industries, such as health care, government, education, and banking. Projects are how organizations downsize and flatten to improve productivity. As mid-level management positions are reduced, project managers fill the void. Expertise in project management is a source of security, prosperity, and power to these survivors. Students will learn the basics of project management via the nation's premier web-based program at their own pace! Textbook included.

Fee: \$1,495 40 hours



Records Management Certificate

Virtually every organization is faced with staggering amounts of records created, received, processed, distributed, filed, discarded, and stored. As a result, businesses overstuff filing cabinets, experience costly delays, misplace documents, lose documents, and miss important business opportunities. Office personnel, executives and administrators become frustrated with inadequate records and information. This power packed online program will give you the ability to manage electronic records and conquer the paper pile-up.

Fee: \$1,395 180 hours



Paralegal

The paralegal profession has grown tremendously since it first appeared in the mid-1960's. There are now more than 120,000 paralegals in the United States. Presently, paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. The occupation has achieved recognition and has moved rapidly to professional stature. Obtaining a quality paralegal education is the best way to prepare for the paralegal profession.

Fee: \$1,795 300 hours



Six Sigma Black Belt

The Black Belt training program integrates online learning with hands-on data analysis. The course material provides an in-depth look at the DMAIC problem-solving methodology, as well as deployment and project development approaches. The course flow follows the DMAIC methodology, with the appropriate tools and concepts taught at each stage of project deployment. Since software will be used for data analysis, the course material concentrates on the application and use of the tools, rather than on detailed derivation of the statistical methods. Workshops are incorporated extensively throughout the training to challenge the student's analytical and problem-solving skills.

Fee: \$2,695 200 hours



Six Sigma Greenbelt

Six Sigma Greenbelt is a Quality Improvement methodology structured to reduce product or service failure rates. This online program encompasses all aspects of a business, including management, service delivery, design, production and customer satisfaction. Six Sigma is one of the highest standards for companies and individuals to achieve. This interactive online experience provides the skills needed to affect this highly valuable skill as well as prep for the national certification. All materials included.

Fee: \$1,895 100 hours



Payroll Practice and Management

The Payroll Practice and Management online program provides detailed instruction in all facets of payroll from the basics to the intricate complexity of fringe benefits, taxation, and garnishments. The primary objective of this exciting new online program is to teach the solid skills and knowledge of payroll rules and regulations to the beginner and to increase or refresh the skills of the more experienced student. This program is an excellent overall review for the Certified Payroll Professional test given by the American Payroll Association. Textbook and workbook included!

Fee: \$1,595 80 hours



Certified Global Business Professional

This online preparatory program for the Certified Global Business Professional Credential exam is a prestigious acknowledgement of international business expertise. The North American Small Business International Trade Educators Association (NASBITE) Certified Global Business Professional Credential (CGBP) provides a benchmark for competency in global commerce.

Fee: \$2,495 400 hours



Seven Steps to Leading High Achieving Teams

This unique online program provides students with the information and application to develop, work in, and lead high achieving teams at work, at home, and in the community. This leadership program follows an authentic Everest expedition with Tom Whittaker, the first disabled person to conquer Everest, to illustrate and develop experiential and mastery learning techniques to empower every aspect of your interactions with others. Current managers and leaders who wish to enhance existing skills or those who are progressing towards leadership positions will benefit greatly from this exciting new program.

Fee: \$1,995 70 hours

- Video Game Design and Development Programs -



3ds max

This exciting new online program will teach students how to use both 3ds max and Character Studio to design, develop, and animate 3D video game characters. If you are looking to design professional 3D games that look and feel just like the ones you play at home then you don't want to miss this course!

Fee: \$4,095 580 hours



Video Game Design and Development

This program is an appropriate starting point for students who seek a professional career as a game developer. It is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

Fee: \$1,995 500 hours