

Gatlin Online Certificate Programs

Medical Coding and Billing Career Certificate Program

Seven of the ten fastest growing occupations are currently in the health care industry, and the outlook for billing continues to be good. A Career Certificate in Medical Coding and Billing will show future employers that you are well-trained in billing, medical codes, creating paper records, generating billing statements, researching and auditing claims, and more. This comprehensive career certificate program can provide you with the experience you need to find new opportunities in a fast-growing field. This comprehensive program includes an instructor and all required textbooks. Students should be comfortable with basic computer activities and using the internet.

Cost: \$1,595

CE.ONL 402

Medical Transcriptionist Career Certificate Program

Cost: \$1,595

CE.ONL 400

Demand for medical transcriptionists is high, and employers favor transcriptionists who have completed a postsecondary training program such as this one. A Medical Transcriptionist Career Certificate will attest to the fact that you have mastered medical terminology and know how to produce a wide variety of medical reports and documents, including discharge summaries; history and physical examination reports; operative, consultation, and autopsy reports; diagnostic imaging studies; progress notes; referral letters; and more. This 240-hour comprehensive and affordable program will leave you well-prepared to start your own business or seek employment in doctor's offices, hospitals, and medical clinics. This comprehensive program includes an instructor, and a transcriber and all materials. Students should be comfortable with basic computer activities and using the internet. For a course overview, please visit www.gatlineducation.com.

Comp TIA A+ Certification Program

This nationally recognized CompTIA A+ certification online 320 hour training course 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. This entry-level program is designed to prepare students for the CompTIA A+ Certification with IT Technician designation. This credential validates the latest skills needed by today's Computer Support Professionals and is the skills benchmark that provides an entry point into an IT career. It is highly recognized for excellence in computer hardware and operating systems covering skills such as installing, upgrading, building, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventative maintenance, with additional elements of professionalism and communication and security. This program is comprised of two modules. The CompTIA A+ Certification: Essentials module provides students with the knowledge of basic hardware, operating systems, and elements of security and soft skills. The CompTIA A+ Certification: IT Technician module is appropriate for those who work, or plan to work, in a mobile or corporate technical environment, or hold a

position characterized by a high-level of in-person client interaction. Upon successful completion of this program, the student should be prepared to take CompTIA A+ Certification: Essentials (Exam 220-601) and CompTIA A+ Certification: IT Technician (Exam 220-602). In order to complete the optional hands-on exercises/labs you will need an additional computer. For course details, visit www.gatlineducation.com/camdence.

Cost: \$1,695

CE.ONL 432

Comp TIA Security+ Certification Training

This nationally recognized CompTIA™ IT Security+ online training course and certification program helps prepare a student for the Security+ IT certification exam. Students will learn about IT industry-wide security topics, including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security. Other topics included in this course are protocols used in Linux, UNIX, and Windows 2000 in addition to the TCP/IP suite component protocols, and Ethernet operations. Students will gain knowledge in capturing, analyzing, and generating IP traffic, how to exploit protocol weaknesses and examine defensive solutions. Packet filtering, password policies, and file integrity checking are also covered. For course details, visit www.gatlineducation.com/camdence.

Cost: \$1,695

CE.ONL 457

Certified Bookkeeper Career Program

This 80 hour 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 the AIPB to prepare experienced bookkeepers for the certification exam at some Prometric Test Centers. Certified Bookkeepers (CB's) are to bookkeeping what CPA's are to accounting: the elite of the profession. The web-based format allows students to move at their own pace from any web-enabled computer.

The program consists of six separate subject areas:

1. Adjusting entries
2. Correction of accounting errors (including the bank reconciliation)
3. Book and tax depreciation
4. Basic payroll
5. Merchandise inventory
6. Internal controls and fraud prevention AIPB provides students with a set of five workbooks that prepares them for each of the exams. You will need Microsoft Word and Microsoft Excel for this course. For course details, visit www.gatlineducation.com/camdence.

Cost: \$1,795

CE.ONL 440

Gatlin Online Certificate Programs

Certified Wedding Planner

The Certified Wedding Planning Program is perfect for the individual looking to get started as a professional wedding planner right away. This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business, from contracts to etiquette, flowers, music, day of services, marketing, business practices, trade secrets and industry specific applications. Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business. The assignments are geared towards starting a business in the industry. Therefore, most assignments are tools that will be utilized in your business such as contracts, business packages, profiling templates for new clients and tools for designing a signature wedding such as fabric boards, design displays and presentation tools. Textbooks include templates and many examples for you to utilize in order to develop your own, such as contracts and service packages. There are also over 50 documents in the on-line library you can download as templates for your bridal clients.

This program covers many areas, such as Budgeting, Project Management, Vendors & Contracts, Wedding Etiquette, Wedding Customs and Traditions from over 15 different cultures worldwide, Wedding Gown Styles & Veils including the seasons top designers and videos of the most recent Truck (Fashion) Shows, Wedding Event Planning, Writing your Business Plan, Signature Wedding Design, Invitations, Public Relations, Wedding Music Selections, Sales & Marketing, Pre and Post Wedding Parties, How to expand your business, Relationship Education as well as Production and Operations Management.

Some typical tasks for a Certified Wedding Planner (CWP) include:

1. Receiving, making and documenting telephone calls to clients and vendors.
2. Scheduling appointments with vendors for clients.
3. Helping a client to unveil her personal style or wedding day vision.
4. Designing inspiration boards for new client meetings.
5. Assist a client with her wedding gown/attire selection.
6. Budget Tracking and project planning.
7. Site visits with clients for venue selection.
8. Troubleshooting and solution solving.
9. Managing and delegating task as well as tracking progress.
10. Collecting payments and performing collection activities.

Wedding planners are in demand as more and more sophisticated brides discover they can not be the bride and the wedding planner on the day of their wedding. Many professional planners run their own company while many others work for wedding businesses offering wedding planning services. For course details, visit www.gatlineducation.com/camdencc.

Cost: \$1,395

CE.ONL 449

Multimedia Design Certificate



Looking to launch your career in multimedia art and design? This nationally recognized Multimedia Design Certificate program equips you with fundamental technical and conceptual skills for this challenging interdisciplinary environment. As a student, you'll gain proficiency in the core tools for interactive development: Adobe Photoshop, Flash, and After Effects, and learn to shoot digital video and edit it in Avid or Final Cut Express. You'll learn how to create images, animations, interfaces, and motion graphics for Web-based multimedia. Hands-on projects focus on essential skills and provide experience in working in a broad range of media. Class assignments include digital image retouching and compositing, Flash animations and interfaces, scripted and documentary video-making, color and typography studies, Flash site development, and motion graphics. For course details, visit www.gatlineducation.com.

Cost: \$3,195

CE.ONL 458

A variety of other certificate programs are also offered through our partnership with Gatlin Education. Please visit www.gatlineducation.com/camdencc for more details. Call us at (856) 374-4955 for registration information.

TIMING IS IMPORTANT – REGISTER EARLY!

Many courses fill quickly and some courses do have size limits attached to them. Also, courses do cancel if the enrollment is not sufficient. Your registration may be the one that makes the class carry so please take advantage of early registration.