

A Unique Blended Learning Experience

Our online career-training certificate programs are offered in partnership with Gatlin Education Services—the **leader** in online certification programs.

With a computer and an Internet connection, you can complete any of our online self-paced certificate programs in usually three to six months. Each program is built on a blended-learning approach and includes everything you need to succeed: lessons, quizzes, assignments, all necessary books, and CD-ROMs.

Instructors are actively involved in the students' online learning experience, responding to your questions and concerns as well as encouraging and motivating you to succeed. Grades are based on a combination of computer-graded tests and the instructors' evaluation of the students' work. For full course outlines, visit: <http://ocpe.gmu.edu>.

Benefits of Our Online Programs Include:

Flexibility

All courses are asynchronous. Begin courses at your convenience. Most courses are designed to be completed in less than six months.

Open Enrollment

Register for our self-paced courses at anytime, anywhere—the courses are available for immediate registration.

Convenience

The lessons and learning materials you need are sent right to your home. There's no commute to classes. You study around your schedule.

Support

Assistance is just a phone call or e-mail away. You will be assigned an instructor who will work with you as needed.

Certificate of Completion

As you complete certificate programs, you will be awarded the George Mason University Certificate of Completion.

Certification

Many of our programs will prepare you for industry certification exams.

Corporate Partnership Program

Call for more information about this special discount program.



Partnership with



"Our success is predicated on providing top-quality educational experience for students in career-oriented fields of study. Our reputation is built on providing exceptional customer service."

Stephen A. Gatlin
Founder, Gatlin Education Services

Gatlin Education Services (GES) is the world's largest and most successful provider of asynchronous online career training courses. GES has worked in partnership with continuing education units at major colleges and universities nationwide since 1986.



The majority of the GES online programs can be completed within 90 to 180 days. The programs are self-paced and it is the Gatlin policy to work with students until they are able to complete the program. Students needing more time may make arrangements with Gatlin to complete the course. Therefore, if a student simply wants to withdraw and does not accept the policy to defer completing the course, they will not be entitled to a refund. Students are given all materials and complete access to the entire course upon registration. Once the course is accessed either by requesting materials or viewing online, there is no refund. If Gatlin could not perform or it is the fault of Gatlin that a student could not complete the course, a refund will be processed.



Office of Continuing
Professional Education

4400 University Drive MS 2G2
Fairfax, VA 22030

Phone: 703-993-2109

Fax: 703-993-2121

E-mail: rdhramal@gmu.edu

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Office of Continuing
Professional Education



NEW 2009 COURSES!



**Enjoy the convenience of Gatlin's
self-paced instructor-supported
online courses!**

For full course information, visit our Web site at

<http://ocpe.gmu.edu> or call 703-993-2109

Business Programs

GATL 0132 Administrative Professional w/ MCAS	240 Hours	\$2,095
GATL 0100 Administrative Professional w/ MOS	240 Hours	\$2,095
GATL 0128 Alternative Dispute Resolution	180 Hours	\$4,295
GATL 0101 Bookkeeping the Easy Way	140 Hours	\$1,795
GATL 0103 Certified Bookkeeper	80 Hours	\$1,895
GATL 0106 Certified Global Business Professional	400 Hours	\$2,595
GATL 0124 Certified Wedding Planner	300 Hours	\$1,495
GATL 0142 Chartered Tax Professional <i>NEW</i>	180 Hours	\$1,895
GATL 0144 Core Mediation <i>NEW</i>	60 Hours	\$1,695
GATL 0108 eBusiness	200 Hours	\$2,095
GATL 0143 Emergency Management Training for First Responders <i>NEW</i>	300 Hours	\$2,095
GATL 0125 Entrepreneurship: Start-Up & Business Owner Management	360 Hours	\$2,195
GATL 0136 Fitness Business Management <i>NEW</i>	260 Hours	\$2,495
GATL 0501 Freight Broker Agent	150 Hours	\$1,795
GATL 0138 Grant Writing <i>NEW</i>	300 Hours	\$2,195
GATL 0145 Hospitality and Casino Management	200 Hours	\$2,595
GATL 0109 Lean Mastery	60 Hours	\$1,795
GATL 0126 Management for IT Professionals	390 Hours	\$2,195
GATL 0127 Management Training	360 Hours	\$2,195
GATL 0717 Microsoft Access 2007	35 Hours	\$695
GATL 0711 Microsoft Certified Application Specialist Training (MCAS)	120 Hours	\$1,695
GATL 0716 Microsoft Excel 2007	35 Hours	\$695
GATL 0111 Microsoft Office Specialist (MOS)	120 Hours	\$1,695
GATL 0719 Microsoft Outlook 2007	35 Hours	\$695
GATL 0718 Microsoft PowerPoint 2007	35 Hours	\$695
GATL 0720 Microsoft Vista Business	35 Hours	\$695
GATL 0715 Microsoft Word 2007	35 Hours	\$695
GATL 0129 Non-Profit Management Training	300 Hours	\$2,195
GATL 0120 Payroll Practice & Management	80 Hours	\$1,695
GATL 0112 Project Management	40 Hours	\$1,595
GATL 0141 Purchasing & Supply Chain Management	300 Hours	\$2,195
GATL 0140 Records Management	180 Hours	\$1,495
GATL 0115 Six Sigma Black Belt	200 Hours	\$2,795

GATL 0116 Six Sigma Green Belt	100 Hours	\$1,995
GATL 0131 Technical Writing	80 Hours	\$1,695
GATL 0500 Travel Agent Training	200 Hours	\$1,695
GATL 0135 Understanding Earned Value Management	30 Hours	\$1,395

Construction/Automotive Technology Programs

GATL 0200 Home Inspection	200 Hours	\$2,195
GATL 0201 HVAC-R Technician	320 Hours	\$3,195
GATL 0202 Modern Automotive Service Technician	380 Hours	\$2,795

Healthcare Programs

GATL 0319 Administrative Dental Assistant	150 Hours	\$1,695
GATL 0303 Administrative Medical Specialist w/ Medical Billing & Coding	300 Hours	\$2,095
GATL 0304 Advanced Coding for the Physician's Office	80 Hours	\$1,495
GATL 0305 Advanced Hospital Coding & CCS Prep	80 Hours	\$1,795
GATL 0306 Certified National Pharmaceutical Representative	120 Hours	\$1,695
GATL 0308 HIPAA Compliance (4 user licenses)	12 Hours	\$699
GATL 0310 ICD-10 Medical Coding: Prep & Instruction for Implementation	200 Hours	\$1,695
GATL 0302 Medical Billing & Coding	240 Hours	\$1,695
GATL 0317 Medical Terminology	60 Hours	\$695
GATL 0311 Medical Transcription	240 Hours	\$1,695
GATL 0318 Nutrition for Optimal Health, Wellness, and Sport <i>NEW</i>	200 Hours	\$2,495
GATL 0323 Pharmacy Technician	300 Hours	\$2,095
GATL 0314 Veterinary Assistant	240 Hours	\$1,895

Heavy Industry Programs

GATL 0203 Chemical Plant Operations	400 Hours	\$2,695
GATL 0204 Oil Refinery Operations	400 Hours	\$2,695
GATL 0205 Paper Mill Operations	400 Hours	\$2,695
GATL 0206 Power Plant Operations	400 Hours	\$2,695
GATL 0207 Pulp Mill Operations	400 Hours	\$2,695

Internet, Design and Technical Programs

GATL 0413 AutoCAD 2009 <i>NEW</i>	150 Hours	\$2,095
GATL 0102 Business Marketing Design	240 Hours	\$5,695
GATL 0401 Digital Arts Certificate	225 Hours	\$5,695
GATL 0402 Forensic Computer Examiner	150 Hours	\$3,195
GATL 0403 Graphic Design	80 Hours	\$1,595

GATL 0407 Help Desk Analyst: Tier 1 Support Specialist	80 Hours	\$1,595
GATL 0405 Multimedia Design Certificate	225 Hours	\$5,695
GATL 0722 .NET	177 Hours	\$2,095
GATL 0121 Pay Per Click Marketing	150 Hours	\$1,495
GATL 0122 Search Engine Marketing (SEM)	250 Hours	\$1,895
GATL 0123 Search Engine Optimization (SEO)	150 Hours	\$1,495
GATL 0414 Web Database Developer	267 Hours	\$2,295
GATL 0408 Webmaster	150 Hours	\$1,895
GATL 0410 Website Design	225 Hours	\$5,695

Networking/ CompTIA™ Certificate Training Programs

GATL 0710 RFID (Radio Frequency Identification) on the Web™	70 Hours	\$2,595
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Video Game Design and Development Programs

GATL 0603 3ds Max	360 Hours	\$1,795
GATL 0602 Video Game Art	300 Hours	\$5,695
GATL 0601 Video Game Design & Development	500 Hours	\$2,095

REGISTER NOW!

Visit our web site for full course information and to download the registration form at ocpe.gmu.edu. A complete registration form, along with your form of payment can be faxed to 703-993-2121 or mailed to:

George Mason University
Office of Continuing Professional Education
4400 University Drive, MS 2G2
Fairfax, VA 22030

**Prices subject to change*

What Students Have Said...

"Thanks for putting together a great course and learning resource. I will be better prepared for my job as a result of this course and will definitely look for more opportunities to take Galin Online Courses in the future." -Student of Six Sigma Black Belt

"I like the quick response and processing of the registration process. The course material and textbooks were very useful in completing the test and quizzes. I gained a lot of knowledge from the course." -Student of Records Management

"I feel that Gatlin Education did a good job of covering the material without overloading the student with unnecessary information." -Student of Project Management