

ONLINE CLASSES

Partnership with Gatlin Education Services

Online Learning Anytime, Anywhere...Just a click away!



Online Career Training Programs

Are you ready to take the next step in your career?

Prepare for today's hottest careers from the comfort of your home or office!

Lee College, in partnership with Gatlin Education: Online Career Training Courses offers online, open enrollment, self-paced programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Our courses are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each course includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning! Most programs run for 180 days (6 months).

To receive detailed information on any of the courses offered, please go to www.gatlineducation.com/lee. Click on the course and you will be sent to Gatlin Education/Lee College Continuing Education site with course overview/description, objectives, outlines, prerequisites, PC requirements, materials included, instructor bio, demo of course, FAQs, and information you will need to answer all your questions. Once you are ready to register, close the site out and it will return to the registration page. To enroll in a course, check the box beside the course title and complete the registration information at the bottom and then click REGISTER NOW! Please note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.

BUSINESS AND PROFESSIONAL

Administrative Professional with Microsoft Certified Application Specialist (MCAS)

(240 Hours) Our Administrative Professional with MCAS training will not only provide you with Administrative Professional training but will also teach you how to use the new Microsoft Office 2007 suite of programs (Word, Excel, Access, Outlook, and PowerPoint) as well as the new Vista operating system. Price \$1995

Certified Bookkeeper

(80 Hours) This online course for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks included. Price \$1795

Records Management Certificate

(250 hours) A comprehensive course designed to establish a successful record management program handling electronic, magnetic, and paper media. Price \$1,795

IT AND SOFTWARE DEVELOPMENT

AutoCAD 2007

(150 Hours) This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2007 textbook included. Price \$1795

AutoCAD 2009

(150 Hours) This online program teaches students the skills needed to create and edit simple drawings and gradually introduces more advanced AutoCAD skills. AutoCAD 2009 textbook included. Price \$1995

Help Desk Analyst: Tier 1 Support Specialist

(80 Hours) The Help Desk Analyst online program will prepare students for a challenging technical support role. Textbooks included! Price \$1495

Programs are available in the following areas:

- Healthcare and Fitness
- Hospitality and Gaming
- Management and Corporate
- Skilled Trades and Industrial
- Media and Design

Visit www.gatlineducation.com/lee to learn more
and for complete course descriptions and offerings.

Call 281-425-6311 to Register!