



Office of
Continuing
Education

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Media Release

FOR IMMEDIATE RELEASE

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The Ohio State University Office of Continuing Education Online Courses Offer Summer Convenience

COLUMBUS, Ohio, May 7 — The Ohio State University Office of Continuing Education, in partnership with Gatlin Education Services, provides a variety of online career training programs designed to help individuals or businesses with professional development over the summer.

WHAT:

Online classes in the medical field are:

- Administrative Dental Assistant
- Administrative Medical Specialist Certification Prep.
- Advanced Coding for the Physician's Office
- Advanced Hospital Coding and CCS Prep.
- Certified National Pharmaceutical Representative
- Coding, Reimbursement, & Documentation for Physicians
- HIPPA Compliance (New!)
- Human Resources for Health Care Professionals
- ICD-10 Medical Coding: Prep. & Instruction for Implementation
- Medical Billing & Coding (New!)
- Medical Transcription
- Personal Fitness Trainer (New!)
- Pharmacy Technician
- Revenue Cycle Management for Health Care Providers
- Veterinary Assistant

New gaming courses include:

- Casino Baccara Dealer (New!)
- Casino Blackjack Dealer (New!)
- Casino Poker Dealer (New!)

Construction technology classes include:

- Home Inspection Certificate
- HVAC Technician
- Modern Automotive Service Technician

Career training programs on business topics include:

- Administrative Professional & Microsoft® Office Specialist (MOS) (New!)
- Bookkeeping the Easy Way with QuickBooks (New!)
- Certified Bookkeeper
- Certified Global Business Professional

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- Certified Wedding Planner (New!)
- Corporate Governance & Ethics
- eBusiness Certificate
- Entrepreneurship: Start Up & Business Owner Management (New!)
- Freight Broker/Agent Training
- English as a Second Language - Global English
- Interior Design (New!)
- Lean Mastery
- Management Training (New!)
- Mediation & Dispute Resolution (New!)
- Microsoft® Office Specialist (MOS)
- Paralegal
- Pay-per-click Marketing (New!)
- Payroll Practice & Management
- Personal Financial Planning (New!)
- Principles of Private Investigation
- Project Management
- Purchasing Management (New!)
- Records Management
- Search Engine Marketing (New!)
- Search Engine Optimization (New!)
- Seven Steps to Leading High Achieving Teams
- Six Sigma Black Belt
- Six Sigma Green Belt
- Technical Writing (New!)
- Travel Agent Training

Internet, design, and technical classes are as follows:

- 3ds Max®
- ASP.NET Training
- AutoCAD® 2009 (New!)
- Comp TIA™ A+ Certification Training
- Comp TIA™ Cisco™ CCNA® Certification Training
- Comp TIA™ Linux+/Linux Prof. Inst. Level 1 Certification Training
- Comp TIA™ Network+/Server+ Certification Training
- Comp TIA™ Security Certification Training
- Digital Arts Certificate
- Fine Arts Training (New!)
- Forensic Computer Examiner (New!)
- Graphic Design Certification
- Help Desk Analyst: Tier 1 Support Specialist
- Management for IT Professionals (New!)
- Microsoft® Certified Desktop Support Technician (MCDST) (New!)
- Microsoft® Certified Systems Administrator 2003 (MCSA)
- Microsoft® Certified Systems Administrator Plus 2003 (MCSA+)
- Microsoft® Certified Systems Engineer 2003 (MCSE)
- Multimedia Design Certificate
- Video Game Art (New!)
- Video Game Design & Development
- Web Database Developer
- Webmaster
- Web Site Design (New!)

WHEN:

Courses are open-enrollment and administered via the Internet, so students may start at their discretion and work at self-paced rates. Assigned individual instructors for one-on-one assistance,

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students generally complete courses within 90 days.

For more information or to register, visit ced.osu.edu and click on "Online Noncredit Courses," or contact Sarah Sieling in the Office of Continuing Education at (614) 292-8571.

The Ohio State University Office of Continuing Education provides credit and noncredit programs for students with nontraditional needs.

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