



GALE COURSES

THIS YEAR, I WILL ...

Make this year count. Enroll in one of 350+ online courses to learn a new skill or strengthen a passion with *Gale Courses*.

TOP ENROLLED COURSES



Classes are six-weeks long, and new classes start each month. Once the session starts, the course and all materials can be accessed 24/7 in the online classroom. See the library's website for access to the full *Gale Courses* catalog.

ACCOUNTING & FINANCE

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Introduction to Microsoft Excel 2016

Become proficient in using Microsoft Excel 2016 (now available through Office 365) and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

Stocks, Bonds, and Investing: Oh, My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

Introduction to QuickBooks Online

Use this cloud-based accounting program to record income and expenses; enter payments; track payables, inventory, and much more.

BUSINESS

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Project Management Fundamentals

This course provides essential information to enhance or refresh your skills and competencies as you prepare and complete your first project. The course will also help you prepare for the internationally recognized Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute, PMI®.

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

COMPUTER APPLICATIONS

Introduction to Adobe Acrobat X

Learn how to use Adobe Acrobat X to create PDF files and to take advantage of its many time-saving features, communication options, and forms.

Introduction to Photoshop CC

Learn how to use Adobe Photoshop CC, the world's best graphics program, to edit and process photos and create original images.

Introduction to Microsoft Word 2016

Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

DESIGN & COMPOSITION

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

HEALTHCARE & MEDICAL

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career in Nursing

Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

LANGUAGE & ARTS

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

LAW & LEGAL

Explore a Career as a Paralegal

Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

PERSONAL ENRICHMENT

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in daily life as the various stages of health and illness are explored. Also discover how true health includes wholeness of the mind, body, and spirit.

Lose Weight and Keep It Off

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.





TEACHING & EDUCATION

Grammar Refresher

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

Prepare for the GED Test

Want to pass the GED® test? This course will help you develop the skills you'll need to succeed.

TECHNOLOGY

Basic CompTIA A+ Certification Prep

Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

Introduction to Python 3 Programming

Enhance your résumé by adding Python to your programming skills.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

WRITING

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them engaged.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.