

# Free enrollment

WITH YOUR LIBRARY CARD!

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**COURSES**

## ONLINE COURSES for BASIC COMPUTING & ADVANCED IT

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**COURSES**

Computers are part of everyday life. If you're feeling a little technologically challenged in a particular area, Gale Courses makes getting up to speed easier than ever. From basic keyboarding all the way to blogging, Gale Courses cover the gamut of computing skills and popular applications from Microsoft Office and Adobe.

If you're in the IT field, there are courses in networking, coding, and more. Acquire new proficiencies to further your career!

Increasing your computer knowledge has never been easier! To find out more about course offerings or how to enroll, simply visit your library's website today!

Our instructor-facilitated, online continuous education courses are informative, fun, convenient, and highly interactive. And, our instructors are skilled at creating an inviting and supportive learning environment.

Courses run for six-weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

You can complete any course entirely from your home or office.

**ANY TIME OF THE DAY OR NIGHT.**



No library card? No problem!  
Use job center code: WCWORKFORCE123



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**COURSES**

# Enroll Today!

Comprehensive online courses  
with assignments and final exams

Record of completion  
awarded with a passing score

New classes offered  
each month



## ONLINE COURSES for BASIC COMPUTING & ADVANCED IT

### **Blogging & Podcasting for Beginners**

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

### **Computer Skills for the Workplace**

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

### **Intro to MS Excel**

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

### **Introduction to MS Word**

Learn how to create and modify documents using Microsoft Word, the world's most popular word processing program.

### **Intro to Networking**

Covers networking software and hardware fundamentals to help prepare you for the computer networking field.

### **Intro to PC Troubleshooting**

Learn how to diagnose and repair PC hardware and operating system problems.

### **Introduction to Windows 7 & 8**

Get up to speed quickly on Microsoft Windows 7 or 8 with this fun and easy hands-on course for beginners.

### **Keyboarding**

Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

### **What's New in Microsoft Office 2010?**

Get up to speed on MS Office 2010 and learn how to use the new features of Word, Excel, PowerPoint, and Access.

### **Wireless Networking**

Industry expert shows you how wireless networking works, as well as how to plan, deploy, and connect to wireless networks.

### **Introduction to Programming**

Take your first steps toward a career as a computer programmer as you master basic programming concepts and get hands-on practice in writing applications containing GUIs, sound, and graphics.

### **Basic CompTIA A+ Certification Prep**

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

**And more!** Visit your library's website to browse a complete course catalog.

Requirements: All courses require Internet access, email, and a web browser. Some courses may have additional requirements.

## Walworth County Job Center

For a complete list of available courses, detailed course descriptions, requirements, demonstrations, and additional information, visit:

<http://education.gale.com/l-math1590/>