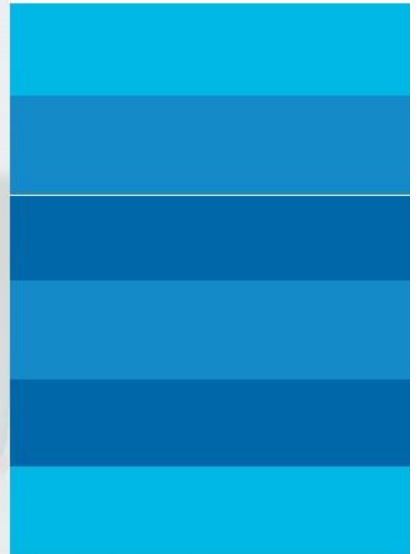


# GALE COURSES



Haldimand County  
Public Library  
online learning  
opportunities

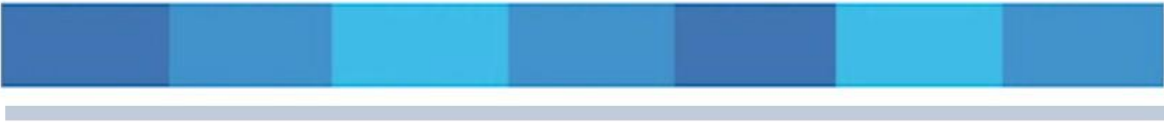


*Learn something new today!*





*Gale Courses*, Haldimand County Public Library’s new online learning service, offers you the chance to learn new skills through highly interactive, flexible, instructor-led courses that you can take from the comfort of your own home. All you need is an Internet connection and a library card to start your learning experience. Whether you want to master the art of sign language, start playing the guitar, develop an awesome video game or enhance your knowledge of office software, *Gale Courses* provides opportunities for you to expand your horizons.



All courses are free to Haldimand County Public Library members.

Courses run for six weeks and new sessions begin every month.

Hundreds of courses are available and cover an array of topics: writing and publishing, hobbies, business, computer applications, design, health care, technology and teaching. Whatever your interest, you’ll discover engaging courses to help you grow and succeed.

Many of the courses available are listed at the end of this guide; you’ll find a complete listing at the library’s *Gale Courses* website. Each course listing includes a description of the course, course requirements and other useful information.

## WHAT TO EXPECT

When you register for an online Gale Course, you'll receive an email from your instructor confirming your enrollment. The email will include contact information, a description of the course delivery system, course mechanics and a course schedule.

Course materials become available on the course start date. When you log into the Gale Courses website, known as the *Online Instruction Centre*, the "My Classroom" link will give you access to any lessons and materials for courses that have started and for which you have registered.



During each six-week course, you'll have access to two lessons per week. Each lesson will be accompanied by a short, multiple-choice quiz and some lessons may include other assignments. To ensure your progress, quizzes and assignments are to be submitted within two weeks of receipt.

Each lesson is accompanied by an interactive, online discussion area. When you need help with a lesson and want to contact your instructor or other students in your course, all you have to do is post your question in the discussion area.

At the end of a course, an exam will give you the chance to test your newly acquired knowledge and showcase your skills. Exams are to be completed within two weeks of the end of a course.

After you have successfully finished your course, you can download a **Certificate of Completion** as testament to your achievement!

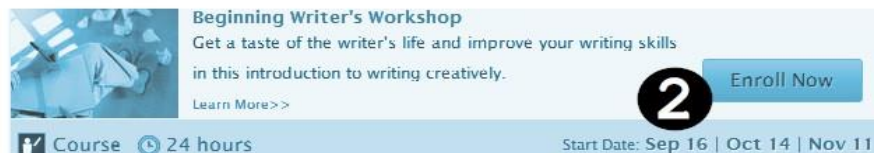
# HOW TO REGISTER



Visit [www.haldimandlibrary.ca](http://www.haldimandlibrary.ca) and click the Gale Courses link.

1. Find courses by browsing through the categories on the left of the Gale Courses website or use the “*Search for Courses*” field to look up a specific course topic or title.

2. Click the “*Enroll Now*” button next to the description of the course in which you are interested.



Select a Start Date:

Start Date
<input checked="" type="radio"/> Sep 16, 2015
<input type="radio"/> Oct 14, 2015
<input type="radio"/> Nov 11, 2015

Continue Enrollment >

3. Select your desired course *start date* from the date options listed

4. Create a free Gale Courses account by entering your email address in the “*New Students Start Here*” window. Your registration confirmation will later be emailed to this address. When you choose to “*Create a New Account*”, you’ll then complete an account and student information page and continue. You’ll later use your email address and Gale password to log into *My Classroom* and access your lessons.

5. Enter your library barcode number (without spaces) in the box labelled *Submit*. Then click “*Use Library Card*” to complete your enrollment.

New Students Start Here

Create an account if this is your first time taking an online course with us.

E-mail Address  
email@address.com

Create A New Account

Submit

Card Number:  
23990000XXXX

Use Library Card

## Change your mind?

Sometimes other priorities arise or perhaps a course just isn't to your liking. Never fear! If lessons are not completed within 13 days after the start date of a course, you'll be automatically dropped ... without penalty! You can continue to enroll in other courses or re-register in a dropped course at a later time.

# COURSES

## PERSONAL ENRICHMENT

Interpersonal Communication  
Stress Management  
Food and Nutrition  
Weight Loss  
Low-fat Cooking  
Brain Health  
Dealing with Difficult People  
Single Parenting  
Marriage Success  
Sign Language  
Assertiveness  
Handling Medical Emergencies  
Public Speaking  
Speed Reading  
Decision-making Skills  
Divorce Issues  
Understanding Adolescents  
Pregnancy  
Individual Excellence

## BRUSH UP ON HIGH SCHOOL

Algebra  
Biology  
Chemistry  
Math Refresher

## HOBBIES

Writing Courses: *Beginner's Workshop, Creativity Training, Fiction, Screenwriting, Fantasy, Non-fiction, Autobiographies, Children's Fiction, Mystery, Young Adult, Romance, Travel, Magazines and Research Methods*  
Publish and Sell Your eBooks



## HOBBIES ... *Continued*

Journaling  
Interior Design  
Drawing for Beginners  
Music  
Guitar for Beginners  
Gardening: Edible Produce  
Digital Scrapbooking  
Photography Courses: *Digital Cameras, Photographing People, Nature Photography, Travel Photography*

## COMPUTERS & TECHNOLOGY

Windows 7 & 8  
Microsoft Excel, Word, Access, PowerPoint, Outlook, Project, Publisher

Web Page Design  
HTML and CSS, XML  
Google Analytics  
Dreamweaver  
Flash  
Java  
Blogging & Podcasting  
WordPress  
LinkedIn  
Mobile Apps  
Search Engines  
Understanding the Cloud  
PHP and MySQL  
Visual Basic  
ASP.NET  
Oracle  
Crystal Reports

Photoshop  
Photoshop Elements  
CorelDraw  
Camtasia Studio  
Adobe Acrobat  
Adobe Edge Animate  
Illustrator  
InDesign  
Lightroom

Programming for Beginners  
C# and C++ Programming  
Video Game Development  
Mac, iPhone, iPad Programming



Final Cut Pro  
Python

PC Troubleshooting  
Database Development  
Computer Security  
Wireless Networking

## TEACHING

Classroom Discipline  
Classroom Instruction  
Creating Classroom Centres  
Creative Classrooms  
Internet in the Classroom  
Singapore Math  
Students with Disabilities  
Teaching Adult Learners  
Teaching ESL  
Teaching Math  
Teaching Science  
Teaching Students with ADHD  
Technology in the Classroom

## HEALTH SCIENCES

Brain Health  
End of Life Care  
Food and Nutrition  
Gerontology  
Healing Environments  
Holistic and Integrative Health  
Human Anatomy and Physiology  
Integrative Mental Health  
Introduction to Nursing  
Medical Assistant  
Medical Math  
Medical Terminology  
Meditation  
Natural Health and Healing  
Pain Assessment and Management  
Perinatal Issues  
Pharmacy Technician  
Physical Therapy Aide  
Spirituality, Health & Healing  
Veterinary Assistant

## BUSINESS

Administrative Assistant  
Business Analysis  
Business Plans  
Business Writing  
Customer Service  
Distribution and Logistics  
eBay Buy and Sell  
Finance  
Keyboarding  
Leadership  
Manufacturing  
Marketing  
Marketing for Nonprofits  
Payroll  
Project Management  
Purchasing Fundamentals  
QuickBooks  
Selling  
Six Sigma  
Social Media for  
    Businesses  
Starting Your Own  
    Business  
Statistics  
Supervision &  
    Management  
Supply Chain  
    Management  
Teamwork



*Browse Haldimand  
County's Gale Courses  
website for many more  
courses ... and start  
learning today!*

[www.haldimandlibrary.ca](http://www.haldimandlibrary.ca)