

WINTER/SPRING 2018  
Business

# GALE

# COURSES

**Instructor-led Courses in** Accounting and Finance · **Business** · Computer Applications  
Design and Composition · Healthcare and Medical · Language and Arts · Law and Legal  
Personal Development · Teaching and Education **START NOW!** **360+ ONLINE Classes**

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## Business

145+ Classes Offered Including:

### BUSINESS COMMUNICATION

- Effective Business Writing

### BUSINESS SOFTWARE

- Introduction, Intermediate, and Advanced Classes in QuickBooks and Microsoft such as Excel, Access, Word, PowerPoint, Project, Outlook

### GENERAL BUSINESS SKILLS

- Computer Skills for the Workplace
- Manufacturing Fundamentals

### GRANT WRITING

- Writing Effective Grant Proposals

### MANAGEMENT AND LEADERSHIP

- Mastering Public Speaking
- Employment Law Fundamentals

### NONPROFIT

- Starting a Nonprofit

### PROJECT MANAGEMENT

- Project Management Professional (PMP)® Prep I and Prep II

### SALES AND MARKETING

- Using Social Media in Business
- Achieving Top Search Engine Positions

### START YOUR OWN BUSINESS

- Creating a Successful Business Plan
- Learn to Buy and Sell on eBay

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