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

## Creating Web Pages

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

## Effective Business Writing

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

## Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

## Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

## Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

## Introduction to CSS3 and HTML5

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

## Introduction to Final Cut Pro X

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## Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

## Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

## Introduction to SQL

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

## Leadership

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## Performing Payroll in QuickBooks

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## 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.

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