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### Computer Skills for the Workplace

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.

### Getting Started with Google Workspace

Get started with Google Workspace by learning the basics of nine key Google apps: Gmail, Docs, Sheets, Slides, Drive, Contacts, Calendar, Meet, and Chat.

### Grammar Refresher

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

### Introduction to CSS3 and HTML5

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

### Introduction to Microsoft Excel 2019

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

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

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