## Use Your Time to Learn Online



# Learn from the Comfort of Home.

Our **Fundamentals** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners.

Complete any of these courses entirely from your home or office and at any time of the day or night.

# SELF-PACED FREE ONLINE COURSES

#### **Creating Web Pages**

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

### Creating WordPress Websites

Learn how to create websites with WordPress, the world's most popular website building platform.

#### Fundamentals of Supervision and Management

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

### Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

### **Keys to Effective Communication**

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

This promotion ends June 30th, 2020.

#### **Managing Customer Service**

Become indispensable to any organization by understanding how to identify and meet customer needs.

### Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

#### **Personal Finance**

Protect your assets and discover how best to achieve all your financial goals.

### **Small Business Marketing** on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profitsall for little or no money.

#### **Individual Excellence**

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

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