Recommended Collections 12/2022

**Proficiency With Office Software**
- Everyday Excel, Part 1
- Everyday Excel, Part 2

**Building Your Excel Expertise**
- Excel Skills for Business: Intermediate I
- Excel Skills for Business: Intermediate II

**Starting Your Own Business**
- Essentials of Entrepreneurship: Thinking & Action
- Developing An Entrepreneurial Mindset: First Step Towards Success
- The Search for Great Ideas: Harnessing Creativity to Empower Innovation
- Planning: Principled, Proposing, Proofing & Practicing to a Success Plan

**Entry Level/IT Support Specialist**
- Technical Support Fundamentals
- The Bits and Bytes of Computer Networking
- Operating Systems and You: Becoming a Power User
- Google IT Support Certificate

**Healthcare Careers**
- Career 911: Your Future Job in Medicine and Healthcare
- Spanish for Successful Communication in Healthcare Settings
- Clinical Terminology for International and U.S. Students
- Vital Signs: Understanding What the Body Is Telling Us

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Additional titles include….
- Entry Level Cybersecurity Analysts
- Digital Manufacturing and Design Technology
- Multiple Project Management Offering
- Business English (for speakers of other languages)
- Experienced Hire Software Developer
- Leadership for Supervisors and Managers