

Online Learning *Anytime, Anywhere...* **Just a click away!**



Online Courses For Small Business Owners

**Most
Courses Are Only**

School Name

Sharpen your skills, or learn new ones with our instructor facilitated online courses. Online Continuing Education courses run for six-weeks (with a 10-day extension period available at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results.

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

Creating Web Pages

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

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work.

Performing Payroll in QuickBooks

Learn to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Enroll Today!

Details on any of these courses can be found at:

You can also reach us by calling