

ONLINE COURSES FOR

SMALL Business OWNERS



Learn all the skills you need to make your small business a success, anywhere, any time!

COURSE FEATURES:



100% Online



24/7 Course access



6-Week instructor-moderated or
3-month self-guided formats



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We offer more than 190
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POPULAR COURSES:

Accounting Fundamentals

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

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.

Designing Effective Websites

Learn powerful graphic design techniques and build websites that are both attractive and effective.

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.

Employment Law Fundamentals

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

Introduction to Business Analysis

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

Introduction to QuickBooks

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

Leadership

This course will teach you how to use the principles of great leaders to achieve success in your professional and personal life.

Marketing Your Business on the Internet

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

Performing Payroll in QuickBooks

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

Understanding the Human Resources Function

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

To learn more and enroll, visit: