

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



## Online Courses For Small Business Owners

# Phoenix College Downtown

Most  
Courses Are Only  
**\$109**

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.

### **Business Law for the Small Business Owner**

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

### **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.

### **Accounting Fundamentals**

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

### **Designing Effective Websites**

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

### **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.

### **Introduction to QuickBooks**

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

### **Performing Payroll in QuickBooks**

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

### **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:

**[www.ed2go.com/ctepc](http://www.ed2go.com/ctepc)**

You can also reach us by calling

**(602) 223-4051**