

Computerized Business Management

52 Weeks
1220 Hours



Discovering Computers

Concepts for a Digital World (90 Hours)

Learn what computers can do for your business, what the latest software and peripheral advancements there are for the work world, and what new computer products are essential for your small or home office. Gain knowledge of e-commerce, high-tech talk, and what the technological trailblazers did.

OR choose

Keys to Success

(90 Hours)

Get creative and practical skills that promote success. Learn to focus on content, take tests, and communicate ideas. Improve your time management and listening skills. Wrap it up with tips on living a successful life.

Windows

(30 Hours)

Learn the operating system of your computer successfully so you can manage more effectively. Business case scenarios are presented throughout the tutorials. Complete practical, real-world tasks like customizing desktops, managing files and folders, security, and viruses.

Discovering the Internet

(98 Hours)

This module covers searching, communicating, and getting more out of the internet. Gain knowledge of technologies and Internet security, web pages, and understanding e-business.

Microsoft Word

(145 Hours)

Create high-quality brochures, and advertisements. Assemble merge documents for customer advertising, create letterheads and envelopes, mailing labels, and professional newsletters. Learn to set up a document efficiently and check for errors.

Microsoft Excel

(150 Hours)

Students develop detailed graphics and charts that can be used to sell their ideas to potential employers, investors, or customers. Create financial and statistical spreadsheets with accompanying charts and graphs, set up a schedule for amortization, auto calculate figures, and link worksheets.

College Accounting

(150 Hours)

Provides a solid coverage of accounting concepts and principles from basic journal entry to financial statement preparation and analysis. It serves as the foundation for automated accounting and is a prerequisite to Simply Accounting. It provides a firm, basic foundation for students who wish to pursue advanced accounting courses.

Using Simply Accounting for Windows

(363 Hours)

Students acquire computerized accounting skills in Accounts Payable, Accounts Receivable, General Ledger, Inventory, Payroll, and Project Costing using authentic business simulations and transactions. Easy and highly effective.

Entrepreneurship and Small Business Management

(89 Hours)

Create, develop, and manage a new venture. Put together a business plan. Identify new opportunities and good ideas. Perform a market analysis and learn how to obtain financing. An invaluable and enjoyable module.

E-Commerce-

Doing Business on the Internet

(105 Hours)

Students discover what types of companies do business on the Internet, how to conduct personal finances, how to post a resume, and how to buy and sell products, plus much, much more.

The Power Of Financial Freedom!

“ Thanks to this course, I have been given the opportunity to be Marketing Advisor and Business Manager for Le Bon Vivant... and recently hired by Dun & Bradstreet, as a Business Marketing Analyst.
Now, I begin to reap the rewards from a job well done. Taking this course allowed me to further my education and enhance my self-confidence. Finally working towards financial freedom!!! ”

Joanne Roy
HomeEd Graduate, 2003
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