

HOME & SMALL BUSINESS SERIES



The online **Desktop Computing Series** of courses is a low priced training option on topics such as Office Management, Accounting, Interview skills and Budgeting.

Do you want to run your own business? Are you trying to manage your finances or prepare for retirement? Are you looking for a new job and need to update your resume and gain valuable interviewing skills? The Small Office Home Office (SOHO) workers and individuals alike can benefit from the powerful courses in this package.

When you sign up for the Series you receive access to all of the courses listed below for only £200.00 for a one year Period. However, if you only want to study 1 course on the list then you can that course individually for £75.00.

How do the courses work?

Shortly after you have signed up for the Series, we will email you with your start up information and your username and password.

All you then need to do is then go to the Course Log-In page and enter your information and you will get instant access to this wide range of exciting, engaging and successful e-learning courses. You then have one year to access the course materials online, so when you want to study, just Log in and off you go...

You can get a **Free Trial** of selected online lessons. Visit our www.distance-learning-centre.co.uk Website for further information.

System Requirements:

All you need to complete these courses is an Internet Ready PC and Microsoft Internet Explorer. You are required to install Macromedia Authorware Player on accessing the course.

Online Course Features:

- Flash-based instructional demonstrations applying course concepts.
- Instructional audio with graphics highlighting key points.
- Exercises allow learners to practice in the actual application being studied.
- Supplied sample files include sample documents, application files, programs, and programming code that enable learners to practice with these files, enhancing the learning experience.
- A Course Topics list contains active hyperlinks, permitting quick access to specific topics.
- Find-A-Word allows learners to look up an unfamiliar term in the Glossary, on the Web, or in a dictionary. In addition, it lets them find other occurrences of the term in the same course.
- Search text enables learners to rapidly search all text within a course to easily retrieve information required.
- Courses challenge the learner with a variety of question formats, including multi-step simulations, true/false, multiple choice, and fill-in-the-blank.
- Bookmarking tracks the learner's progress in a course.

Price:
£200.00

Instalment Options:
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £80.00, followed by 3 monthly payments of £40.00.

Course Format:
Online Courses

Assessment:
Non-Assessed Exercises

Approximate Study Time:
200 Hours of Self Study

When you sign up for this series, you will get access to the following online courses for a one-year period:

➤ **401(K) PLANS COURSE**

This Course is for those who are thinking about participating in a 401(k) plan, or who already are participating, and want basic information presented in a clear manner on how such a plan functions. In concise fashion, the Course explains essential 401(k) rules and covers the important features and benefits of a 401(k) plan, how to enrol in a 401(k) plan, and even some points to keep in mind about protecting investments.

The Course Covers the Following Lesson: 401(k) Basics

➤ **BUDGETING & SAVING COURSE**

This Course is designed to teach money management and investing skills to help the average consumer get the greatest return for his or her money. The Course is for users who wish to learn how to control debt, choose credit and banking accounts wisely, and create a solid plan for retirement.

The Course Covers the Following Lessons: Confronting debt; Eliminating debt; Banking basics; Choosing bank accounts; Planning your retirement; Making 401(k) plans work; and Exploring investment options.

➤ **ESTATE PLANNING COURSE**

This Course helps users understand the various considerations in planning an estate. It provides an overview of the terms and resources needed to prepare an estate plan, and explains how to determine assets, will preparation strategies and considerations, trusts, and retirement issues. Also covered are tax strategies to implement in your estate planning. This Course also offers guidance on revising an estate plan throughout life changes.

The Course Covers the Following Lessons: Starting an Estate Plan; Sorting Out Your Assets; Preparing Your Will; All About Probate; Considering Your Family; Taxes to Expect; Tax Strategies; Retirement Issues; and Revising an Estate Plan.

➤ **HOME BUSINESS COURSE**

This Course offers guidance on starting and managing a home-based business. It provides an overview of the options available in creating a home-based business and how to evaluate these options. Topics related to financing are examined, including writing a business plan and preparing financial statements, evaluating financing options, planning for personal expenses, and preparing for the loan application process. Office management considerations are covered, including equipment and insurance, hiring others, keeping the books and other tax considerations, and maintaining a professional image.

The Course Covers the Following Lessons: Choosing a Home Business; Raising Financing; Office Management; and Managing Your Business.

➤ **INTERVIEW SKILLS COURSE**

This Course examines the interview process, from obtaining an invitation to an interview to follow-up after the interview. The employer's perspective is discussed, and interview preparation is covered in detail. Proper interview demeanour, including listening and answering, asking questions, effective communication, and negotiating is discussed. Strategies for getting past screening interviews, navigating tough interviews, resolving objections, and managing the follow-up process are also provided.

The Course Covers the Following Lessons: Getting the Interview; Preparing Yourself; Making an Entrance; Listening and Answering; Taking the Reins; Asking Questions; Opening Interviews; Tough Interviews; and Following Through.

➤ **INVESTING FUNDAMENTAL COURSE**

This Course covers basic investing information and strategies. Fundamental topics covered include planning your financial goals, budgeting, managing diversification and risk, and options for retirement savings. Organisation of finances is covered in detail, including analyzing net worth, putting aside emergency funds, and proper record keeping. An in-depth examination of investment options, including stocks, bonds, and mutual funds, is provided. The Course concludes with a thorough discussion of planning for the future with solid investment strategies, retirement planning, and insurance coverage.

The Course Covers the Following Lessons: The Basics; Organizing; Stocks; Bonds; Mutual Funds; and Planning.

➤ **QUICKBOOKS COURSE**

This Course is designed for users who want to use QuickBooks 6.0 as a business accounting system. An overview of the application is presented, including using the EasyStep Interview process to enter basic company information and set up accounts. Tasks covered including setting up company records, entering historical data, managing accounts, and creating lists, reports, and graphs. Managing invoices, sales tax information, bills, and assets is also covered. Additional topics covered include managing payroll and employee data, managing taxes, online banking, and creating budgets.

The Course Covers the Following Lessons: The First Time in QuickBooks; Setting Up Accounting; Entering Historical Data; Managing Accounts and Lists; Invoices and Sales Tax; Paying Bills; Managing Assets and Reports; Paying Employees; Managing Taxes; and Online Banking and Budgets.

➤ **QUICKBOOKS 2004 COURSE**

This Course is designed for learners who want to use QuickBooks 2004 as a business accounting system. Tasks covered include using the EasyStep Interview to set up QuickBooks; adding accounts and customers; setting up security; tracking invoices, purchases, and payments; using timesaving features; recording inventory and assets; and working with taxes, equity, and liabilities.

The Course Covers the Following Lessons: Setting up QuickBooks; Adding Information & Security; Invoices, Purchases & Payments; Timesaving Features; Recording Inventory & Assets; Working with Taxes, Equity & Liability; and Extra Features & Reports.

➤ **RETIREMENT PLANNING COURSE**

This Course is designed to help users plan for a financially secure retirement. Basic concepts of financial planning, goal setting, and maximizing assets are discussed. Also covered are strategies for finding good professional financial advisers. An in-depth discussion of investing strategies is provided, including company retirement plans, stocks, bonds, mutual funds, allocation and diversification of funds, and tax strategies.

The Course Covers the Following Lessons: Money Management; and Investing.

➤ **MICROSOFT WORKS COURSE**

This Course provides a comprehensive look at Microsoft Works. It discusses basic tasks for getting started with Works, including operating the Works Task Launcher, using Task Wizards and help, managing documents, printing files, and working with multiple windows and applications. It explains how to use the Works word processor to create and edit documents, and how to format Works documents. It also covers how to use the Works spreadsheet, including entering, selecting, and manipulating data, using formulas and functions, formatting the spreadsheet, and creating charts. Additional topics include using the Works database for basic organisation and presentation tasks, using the Calendar, and Works functions that can be used across multiple applications in Works.

The Course Covers the Following Lessons: Getting Started; Introducing the Word Processor; Formatting Word Processor Pages; Using the Spreadsheet; Managing Spreadsheet Data; Using the Database; and Calendar and Cross-Works Tools.