Community Business Partnership Building Businesses in Fairfax County and Beyond

Online Course List

START YOUR OWN BUSINESS

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Marketing Your Business on the Internet

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

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.

Publish It Yourself: How to Start and Operate Your Own Publishing Business Convert manuscripts into income by producing and selling books like the pros.

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

Mason Enterprise Center

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Creating a Successful Business Plan

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

Start Your Own Arts and Crafts Business Learn how to start your own arts and crafts business from a professional artist.

Fundamentals of Technical Writing Learn the skills you need to succeed in the wellpaying field of technical writing.

BUSINESS COURSES

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

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Professional Sales Skills

Discover how to begin a successful & rewarding career in sales.

Principles of Sales Management Master the art of managing sales teams from a sales pro.

Introduction to QuickBooks Quickly and efficiently gain control over the financial aspects of your business.

Distribution and Logistics Management Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis Master powerful techniques to improve your decision-making skills.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

Introduction to Peachtree Accounting

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Project Management Fundamentals Gain the skills you need

to succeed in the fastgrowing field of project management.

Understanding the Human Resources Function

Learn to handle 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.

Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

High Speed Project Management

Learn to deal with the realities of managing projects at high speeds despite short timelines, inadequate staffing, and skimpy budgets.

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

To learn more, and to sign up for training, Visit <u>www.ed2go.com/cbponline</u>



Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

Listen to Your Heart, & Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Individual Excellence

Master 12 careerenhancing skills including goal setting, time management, personal organization, and creativity.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Goodbye to Shy

Become more confident in social, professional, and romantic situations.

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, students, neighbors, or relatives.

Keys to Effective

Communication Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others.

PERSONAL FINANCE

Where Does All My Money Go? Learn how to get control of your money once and for all.

Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

Stocks, Bonds, and

Investing: Oh, My! Make wise investment decisions so you have enough to live comfortably through your retirement.

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks.

Introduction to Stock Options

Learn how stock options can help you profit in any type of market.

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes.

Introduction to

Microsoft Excel Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

GRANT WRITING/ NONPROFITS

Starting a Nonprofit Industry veteran shows you how to take a nonprofit business from vision to reality.

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.

And Many More...

- Computer literacyComputer
- Applications
- Programming
- Law & Legal Careers
- Career Training
- Certification Prep
- Writing
- Teaching
- Healthcare
- Family and Friends
- Fun and Hobbies

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