



# BHSU | SD CEO Women's Business Center eLearning

## Short-Term, Non Credit, Online Courses Sharpen Your Skills - Learn New Ones

### Fundamentals of Supervision and Management

Learn how to become a more effective manager

### QuickBooks for Contractors

Contractors have many unique bookkeeping needs; this class is designed from the ground up specifically for the construction industry

### Creating a Successful Business Plan

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

### Payroll in Quickbooks

By using the payroll feature in QuickBooks you can master efficient techniques for creating paychecks.

### Building Teams that Work

Learn the components of successful teams. Master the skills you'll need to effectively manage projects, make decisions, and solve problems in a team setting.

### Project Management Options:

Project Management Fundamentals  
Project Management Applications  
High-Speed Project Management  
...and more!



Instructor-Facilitated

24-Hour Access

Online Discussion Areas

6 Weeks of Instruction

100s of Courses to Choose From

Prices start as low as: **\$99**



Over 200 online courses available

[www.ed2go.com/BHSU](http://www.ed2go.com/BHSU)

Contact SD CEO at (605) 642-6435 or [www.BHSU.edu/SDCEO](http://www.BHSU.edu/SDCEO)





Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program.

One-On-One Instructor Assistance

24-Hour Access

All Materials and Books are Included!

Certificate Upon Successful Completion

Courses Start Anytime

3-6 Months of Instruction

# On-Line Career Training Programs

## **Carpentry - 80 hrs**

This program will teach you the basic skills you need to get a job as a residential carpenter.

## **Building Analyst Quick Start -60 hrs**

Learn about the principles of green building- from insulation to indoor air quality- as well as how to perform comprehensive building assessments.

## **Principles of Green Building - 30 hrs**

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

## **Human Resource Professional - 120 hrs**

Master the skills to gain an entry-level position in human resources and prepare to take the PHR (Profession in human resources) certification exam.

## **Administrative Professional - 120hrs**

Teaches you the fundamental skills needed to obtain employment as an Administrative Professional.

## **Certified Bookkeeper 140 hrs**

Leads to national certification with the American Institute of Professional Bookkeepers.



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