

MIND YOUR BUSINESS

A Small Business Development series of courses

Social Media Marketing

3 days (T & TH)

5:30 – 7:30pm

Venue: Online via ZOOM

Registration Fee: \$200

Unincorporated Business Tax

3 days (T - TH)

5:30 – 7:30pm

Venue: Online via ZOOM

Registration Fee: \$150

Human Resource Management

4 weeks (M & W)

5:30 – 7:00pm

Venue: Online via ZOOM

Registration Fee: \$300

Excel Boot Camp I

5 days (M - F)

5:30 – 9:00pm

Venue: Online via ZOOM

Registration Fee: \$300

Excel Boot Camp II

5 days (M - F)

5:30 – 9:00pm

Venue: Online via ZOOM

Registration Fee: \$300

QuickBooks I

3 weeks (T& TH)

5:30 – 7:30pm

Venue: Online via ZOOM

Registration Fee: \$300

QuickBooks II

3 weeks (T & TH)

5:30 – 7:30pm

Venue: Online via ZOOM

Registration Fee: \$300

Tax Filing

2 days (M & W)

5:30 – 7:30pm

Venue: Online via ZOOM

Registration Fee: \$150

Costing & Pricing

3 weeks (T & TH)

5:30 – 7:30pm

Venue: Online via ZOOM

Registration Fee: \$200

Marketing I

5 days (M - F)

5:30 – 7:30pm

Venue: Online via ZOOM

Registration Fee: \$200

Marketing II:

5 days (M - F)

5:30 – 7:30pm

Venue: Online via ZOOM

Registration Fee: \$200

Customs Knowledge

2 days (M & W)

5:30 – 7:30pm

Venue: Online via ZOOM

Registration Fee: \$200

Payroll

2 weeks (M&W / T&TH)

5:30 – 7:00pm

Venue: Online via ZOOM

Registration Fee: \$200

Managing the Customer Experience

4 weeks (M&W / T&TH)

5:30 – 7:00pm

Venue: Online via ZOOM

Registration Fee: \$200

***NEW Record Keeping for Small
Business**
2 days
5:30 – 7:00pm
Venue: Online via ZOOM
Registration Fee: \$100

***NEW Business Plan and Financial
Planning**
4 weeks (M&W / T&TH)
5:30 – 7:00pm
Venue: Online via ZOOM
Registration Fee: \$250

BUNDLE DEALS

QuickBooks I & II - \$550.00

Excel I & II - \$550.00

Marketing I & Social Media Management - \$350.00

Marketing I & Marketing II - \$350.00