

Course Content for Home and Small Business

Chapter	Details
Budgeting & Saving	<ul style="list-style-type: none"> Confront Debt Eliminating Debt
Banking Basics	<ul style="list-style-type: none"> Choosing Bank Accounts Planning Your Making 401(k) Plans Exploring Investment Options
Estate Planning	<ul style="list-style-type: none"> Starting an Estate Plan Sorting Out Your Assets Preparing Your Will All About Probate Considering Your Family Taxes to Expect Tax Strategies Retirement Issues Revising an Estate Plan
Home Business	<ul style="list-style-type: none"> Choosing a Home Business Raising Financing Office Management Managing Your Business
Interview Skills	<ul style="list-style-type: none"> Getting the Interview Preparing Yourself Making an Entrance Listening & Answering Taking the Reins Asking Questions Opening Interviews Tough Interviews Following Through
Investing Fundamentals	<ul style="list-style-type: none"> The Basics Organizing Stocks Bonds Mutual Funds Planning

Course Content for Home and Small Business

Chapter	Details
Money 98	Getting Started Plan and Budget for Life
QuickBooks	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 Online Banking and Budgets
Quicken 98	Getting Started Planning and Budgeting
Resumes	Choosing a Resume Format Starting Out With a Bang Packing a Powerful Resume Circulating Your Resume
Retirement Planning	Money Management Investing
SAT Preparation	Test Strategies Practice Test 1 Practice Test 2
Works	Getting Started Introducing the Word Processor Formatting Word Processor Pages Using the Spreadsheet Managing Spreadsheet Data Using the Database Calendar and Cross-Works Tools