Business & Managment
E-Learning Programs

Our Business & Management eLearning courses and certification programs offer students a chance to hone their skills as business professionals and leading executives. Whether starting a company from scratch or building on existing management skills, all of these courses are essential to any business leaders' toolbox. With introductory classes tailored for Business novices alongside seminars and classes designed for seasoned Business Professionals, our classes range from business communications and technical writing, project management and supervision all the way through strategic time management and leadership training. Browse our extensive catalog below to see how our Business & Management courses can work for you!

Programs	Contact Hours	Tuition
Certified Associate Business Manager	60	$ 3,099
Communication Skills for Managers	34	$ 289
Effective Business Writing Skills	34	$ 289
Effective Time Management	34	$ 289
Finance & Accounting for Nonfinancial Managers	34	$ 289
First Line Supervision & Leadership	34	$ 289
How to Manage Conflict in an Organization	34	$ 289
Interpersonal Communication Skills in the Workplace	34	$ 289
Business Communication	48	$ 219
Introduction to Business	48	$ 199
Introduction to Business Information Systems	48	$ 229
Principles of Marketing	48	$ 229
Business Math	48	$ 229
Business Law	48	$ 239
Principles of Management	48	$ 239
Introduction to Finance	48	$ 229
Entrepreneurship	48	$ 229
Supervision	48	$ 219
Human Resources Management	48	$ 239
Accounting I	48	$ 249
Accounting II	48	$ 249

CABM
CERTIFIED ASSOCIATE BUSINESS MANAGER
Association of Professionals in Business Management

ASSOCIATION OF PROFESSIONALS
IN BUSINESS MANAGEMENT

myedtoday

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Certified Associate Business Manager (CABM)

The mission and vision for the APBM's credentials is to bring professionalism to business management using a Common Body of Knowledge for Business. The CABM is an educational, training, and developmental online course in business management based on a mini-MBA curriculum. The goal of the CABM is to master the principles of business management in ten major learning modules such as General Management, Leadership, and Strategy; Operations Management; Marketing Management; Quality and Process Management; Human Resources Management; Accounting; Finance; Information Technology; Corporate Control, Law, Ethics, and Governance; and International Business.

Communication Skills for Managers

The Communications Skills for Managers course provides students with an overview of effective methods of communication for managers. Students will gain a working knowledge of the difference between hearing and listening, and will apply strategies for improving listening, speaking, and writing skills. In addition, students will examine various methods for effectively delivering criticism, asking questions, and teaching someone a process. Designed for individuals in lower-level management or new to management, this course also covers how to create effective business communications, such as presentations and documents.

Effective Business Writing Skills

The Effective Business Writing Skills for Managers course provides students with an overview of sound business writing skills. It introduces the student to the process of business writing, including prewriting strategies, organizational methods, and revision techniques. Students will also examine different types of business writing, such as memos, emails, formal letters, and presentations. In addition, students will gain experience in identifying and correcting grammatical errors and structural flaws in writing. Throughout the course, students will develop a familiarity with writing in a professional tone.

Effective Time Management

The Effective Time Management course provides students with an overview of time management skills, concepts, and techniques. Students will learn strategies for maximizing personal effectiveness, including organization, delegation, and the proper use of technology. The course encourages the student to identify time challenges and set goals for prioritizing and planning in order to more effectively use his or her time. Students will also learn to identify signs of stress, and how to alleviate common stressors through effective time management. Today's business is moving at a faster clip than ever before, making it imperative that individuals keep pace with fast-moving projects within multiple mediums.

Finance and Accounting for Non-Financial Managers

The Finance and Accounting for Non-Financial Managers course provides students with an overview of the principal areas of financial management. The course will introduce students to financial terminology, relate financial measures to operating information, and enable the student to understand and apply these measures to operating performance. Important finance and accounting decisions are made constantly at every level of business across all industries.

First Line Supervision and Leadership

The First Line Supervision and Leadership course provides students with an overview of general supervision concepts and methodologies. It helps the students understand requirements for making the transition to first-line leadership, and introduces the paradoxes of first-line supervision. Students will examine the role of a supervisor and the qualities of an effective leader and then develop strategies for effective communication, management, and training. Targeted toward individuals new to the management field who do not have a business education background, the course also explores team development and technological factors that affect leadership.

Entrepreneurship

This course in Entrepreneurship focuses on conceiving and recognizing a business opportunity and developing that opportunity into a successful venture, whether an independent company or a new division of the company you already work for. Starting a successful venture requires navigating through a number of challenges whether legal or economic considerations. Whether faced with accounting, finance, marketing, or management issues, successful entrepreneurs have the initiative and drive to take on all of these unique challenges and get their product or service to market.

Business Communication

Clear and concise communication is a must for today's fast-paced business world. Business professionals require the ability to communicate efficiently and effectively on a range of complex subjects. Without effective communication skills, both menial tasks and strategic business decisions can result in costly mistakes for any organization. Moreover, effective business communication can mean the difference between closing a deal with a prospective client or losing their business altogether. The Business Communication course ensures students have the skills to meet these challenges from their first day on the job.

Principles of Management

Designed for students interested in pursuing further business studies or degrees as well as those individuals currently in management and/or seeking further promotion, the Principles of Management course is a must for everyone who wishes to lead business effectively and succeed in a management position. Effective managers have unique skill sets that promote collaborative, orderly and productive work environments from which everyone can benefit. The Principles of Management course introduces students to management philosophies in today's changing world.

How to Manage Conflict in an Organization

The How to Manage Conflict in the Organization course provides students with an overview of effective ways to manage conflict in the workplace. Students will learn to identify a range of types of conflict, as well as techniques for eliminating each type of conflict. They will examine a variety of methods for conflict resolution and identify differences between interpersonal and structural conflicts in the workplace. Finally, they will learn why it is so important to resolve conflicts right away.

Interpersonal Communication Skills in the Workplace

The Interpersonal Communication Skills course provides students with an overview of the principle areas of Interpersonal Communication. This course will introduce the participant to the importance of effective interpersonal communication in the workplace as they examine the key skills and methods related to workplace communication, and learn how to develop and apply those skills. Ideal for every organization, manager, leader, supervisor or employee, the Interpersonal Communication Skills course provides key strategies for effective communication between individuals and beyond the immediate work group.

Introduction to Business

Whether planning on entering the world of business or even thinking of starting a business yourself, the Introduction to Business course offers students the chance to figure out what it takes to succeed in these dynamic fields, learn more about the company you're in already or just build your general business knowledge. This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements of business.

Introduction to Business Information Systems

The Introduction to Business Information Systems examines the intricacies and uses of information technology from a business enterprise perspective. Students will explore the individual components and of business information technology systems, their interconnectivity as well as the development of such components based on particular business types. Students will understand how various information systems are useful to enhance productivity and facilitate management practices. This course introduces the various information and communications technologies used to solve problems and make better business decisions.

Business Law

The laws governing business and the operations within are based on fundamental principles that stretch back to the simplest beginnings of commerce and trade. Despite these basic principles, business has become more and more sophisticated, requiring a number of ways to codify certain aspects of business transactions and ensure that all corporate entities are operating in a way that serves the common good. This Business Law course is designed to introduce students to all of these concepts from their roots in common law through to elements of American and international law that make up this area of robust jurisprudence.

Business Math

This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics. Upon completion of this course, students will have a fundamental understanding of how to solve mathematical problems as they pertain to various business transactions. Further, students will also analyze common business problems using mathematical equations and concepts as well as useful business statistics calculations.

Introduction to Finance

The Introduction to Finance course presents students with the frameworks and tools used to measure value – both in terms of corporate and personal assets. Students will gain a fundamental understanding of the principles of valuation, the concepts of time value of money and risk as well as the major determinants of value creation. Taking students through both theoretical and real-world examples to demonstrate the valuation of assets, this course will help students in various decision-making processes not only in business, but in personal finance as well. This is an introductory course that provides students with a foundational knowledge of financial management.