



# Certified Business Development Course

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Joyful Living Services is giving a Certified Business Development Online and CD-ROM Course.

## **Course Details**

This course contains 16 lessons on the web or on CD-ROM. If you are taking this course online, the files are in Adobe PDF format and are ready to download. If you are taking this as a CD-ROM course, the files are in Adobe PDF format on the CD-ROM. You will receive a certificate at the end of this course. There is homework with each session and there is a test at the end of the course. The homework and test will be graded as you turn them in. They will need to be mailed, faxed, or e-mailed to us. This course is on your own time so you can complete the lessons at your own pace. If you are going on vacation, are ill, or don't have the time every week to read the lesson and complete the homework you will not be penalized. Because this course is online or on CD-ROM and is on your own time, you are responsible for turning in your homework when it is done. You will receive your certificate once all the homework has been turned in and once your final exam is graded and passed.

## **Course Cost**

This course costs \$300. The course can be paid in full up-front, in two payments, or monthly (whichever is easier for you). It can be paid by check, credit card, or bank wire. This course must be paid in full up-front if on CD-ROM.

## **Special Double Course Discount**

If you would like to take two courses at the same time, you can take them for a discount of \$100. Both courses you choose will cost \$500 instead of the regular price of \$600. Let us know if you want to take advantage of this special double course discount when you register.

## **Questions & Registration**

Fill out the attached registration form and mail it to us along with your payment to Joyful Living Services, P.O. Box 485, Weimar, CA 95736-0485, USA or fax it to us at 530-878-1119. You can also contact us via e-mail at [iridology@netzero.net](mailto:iridology@netzero.net), by phone at 530-878-1119 or 800-704-9800. We will need your name, company if you have one, mailing address, phone, fax, e-mail, and payment information to complete your registration process.

## **Who Can Take This Course**

Everyone and anyone who wants to learn how to create a business either in their home or online can take this course. It does not matter where you live because the course is via the web at your home or office. As long as you have e-mail and access to the web you can take this course from any state in the USA and any country in the world.

The following items are covered in the course:

**Session 1**: Getting Started: Naming Your Business, Making Your Business Legal, Publishing, Protecting Your Business Name

**Session 2**: Setting Goals & Determining Your Purpose & Mission Statement

**Session 3**: Money & Business Planning

**Session 4**: Building a Customer Base using the Mail, Databases, E-mail, and Word-Of-Mouth

**Session 5**: Local Resources

**Session 6**: Book Keeping and Record Keeping

**Session 7**: Marketing Your Products

**Session 8**: Creating a web site, updating your web site by doing it yourself, or by choosing a web hosting and design service that fits your needs

**Session 9**: Accepting Credit Cards Online - Accepting Credit Cards In Your Business

**Session 10**: SS-4 Federal Employer ID Number (EIN)

**Session 11**: Developing a Partnership Agreement: Certificate of Limited Partnership LP-1 and Securities Filing 25102(f)

**Session 12**: Odds and Ends: Insurance, Mailing Permits, Patents, Trademarks and Copyrights

**Session 13**: Introduction to Tax Deductions

**Session 14**: Finish Registering Your Business: Are You An Employer?

**Session 15**: Finish Registering Your Business: Federal Licenses, Permits and Regulations

**Session 16**: Application for Seller's Permit

**Session 17**: Final Exam, Certification & Course Evaluation



# Certified Business Development Course Registration

Please fill out the following information to register for our courses. Mail it to us along with your payment to Joyful Living Services, P.O. Box 485, Weimar, CA 95736-0485, USA or fax it to us at 530-878-1119. You can also contact us via e-mail at [iridology@netzero.net](mailto:iridology@netzero.net), by phone at 530-878-1119 or 800-704-9800 M-F 8-5 PST. Please fill out one form for each registrant and for each course you are taking:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Type Preferred: (Please Circle One)      Online      Correspondence      CD-ROM

Manuals: (If Correspondence Course – Please Circle One or Both)      Printed & Bound      On CD-ROM

There is an additional charge of \$25 for manuals for courses on CD-ROM.

Payment By: (Please circle one)    VISA    MasterCard    American Express    Bank Wire    Check    Money Order

Payment Option: (Please circle one)      1 payment      2 payments      4 payments

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Date Funds were Wired (if bank wire): \_\_\_\_\_ Check Number (if personal check mailed): \_\_\_\_\_

Referred By: \_\_\_\_\_