

**Online Certificates on Your Schedule**

## 6 Easy Ways to Register



**ONLINE**

ce.unm.edu



**EMAIL**

ceregistration@unm.edu



**PHONE**

505-277-0077 Option 1  
M-F, 8:00am-5:00pm  
Most credit cards accepted.



**MAIL**

UNM Continuing Education  
Attn: Registration  
MSC07 4030  
1 University of New Mexico  
Albuquerque, NM 87131-0001



**FAX**

505-277-1990  
Fax/Mail instructions:  
see website.



**IN PERSON**

M-F, 8:00am-5:00pm  
UNM Continuing Education  
1634 University Blvd. NE  
South Building, Room 101  
(just north of Indian School)

**Tuition Remission Benefit**

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes.



**CONTINUING EDUCATION**

ce.unm.edu



### Professional Bookkeeping with QuickBooks-Online



Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2017, the leading financial software tool for small businesses. Even with no bookkeeping experience, you can prepare do professional bookkeeping for a small business with this course. Learn basic accounting, double-entry bookkeeping, how to plan a budget, manage payroll systems, and manage accounting. Learn about the legal standards that apply to accounting methods, and gain the proper credentials you need to practice bookkeeping with confidence. **TEXTBOOK INCLUDED:** Bookkeeping Made Simple. QuickBooks 2017 must be installed on your computer to take this course.

<b>Self-paced Online</b>	<b>120 hours</b>	
<b>QuickBooks 2017 Software NOT INCLUDED</b>		<b>\$1895</b>
<b>QuickBooks 2017 Software INCLUDED</b>		<b>\$1995</b>

*Ed2Go Career Training Center Professional Instructor*

\*NOTE: Students may start the course at any time.

### Accounting with Computer Applications NEW Certificate Online

Learn the real-world accounting skills needed for your organization or businesses. Evaluate your business and organizational health and establish a solid foundation of knowledge for managing your entire financial environment. These courses will help you refine or expand your financial skills in the accounting field.

___ <b>Business Finance for Non-Financial Personnel</b>	<b>24 hours</b>	<b>\$129</b>
<i>Basics of Budgeting and Financial Statements may be substituted for this course</i>		
___ <b>Accounting Fundamentals</b>	<b>24 hours</b>	<b>\$129</b>
___ <b>Accounting Fundamentals II</b>	<b>24 hours</b>	<b>\$129</b>
___ <b>QuickBooks (choose two):</b>		
Introduction to QuickBooks 2017	<b>24 hours</b>	<b>\$100</b>
Intermediate QuickBooks 2017	<b>24 hours</b>	<b>\$100</b>
Performing Payroll in QuickBooks 2015	<b>24 hours</b>	<b>\$129</b>
QuickBooks 2015 for Contractors	<b>24 hours</b>	<b>\$129</b>
___ <b>Excel (choose one based on your skill level):</b>	<b>24 hours</b>	<b>\$159</b>
Introduction to Microsoft Excel 2016	<b>24 hours</b>	<b>\$159</b>
Intermediate Microsoft Excel 2016	<b>24 hours</b>	<b>\$159</b>
Advanced Microsoft Excel 2016	<b>24 hours</b>	<b>\$159</b>

**Total 144 hours    \$746-804**

\*NOTE: Students may also take UNMCE in-class Excel class as substitution.



## Accounting & Finance

### UNM Staff, Faculty and Retirees:

#### Use your Tuition Remission:

Fees up to \$2,626.88 for Fall, \$2,626.88 for Winter & Spring, \$1,313.44 for Summer may be applied to Professional Development courses.

Questions about this benefit?

Visit us online at:

<http://ce.unm.edu/TR>

or call the benefits office at (505-277-MyHR).

To register, send completed forms for registration & tuition remission to [ceregistration@unm.edu](mailto:ceregistration@unm.edu) or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).

### Certified Bookkeeper—Online

Experienced bookkeepers can prepare for national certification with the American Institute of Professional Bookkeepers (AIPB), the only national standard for bookkeepers.

The program consists of six separate subject areas:

- Adjusting entries
- Correction of accounting errors (including the bank reconciliation)
- Book and tax depreciation
- Basic payroll
- Merchandise inventory
- Internal controls and fraud prevention

The cost of the exam is included. You receive six (6) months from the date of registration to complete this program and one year (365 days) from the date of enrollment to submit your application to take the AIPB exam at any Prometric Test Center.

#### Self-paced Online

**140 hours**    **\$1995**

*Ed2Go Career Training Center Professional Instructor*

\*NOTE: Students may start the course at any time.

### Stock Trading Suite—Online

- Stock, Bonds, and Investing: Oh, My!
- The Analysis and Valuation of Stock
- Introduction to Stock Options

Starting dates: **Jan 17, Feb 14, Mar 14**

**\$261**

\*NOTE: Students may take these courses individually, each course will cost \$129. Student may freely choose the starting Month.



**CONTINUING  
EDUCATION**

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#### According to O\*Net

**Bookkeeping, Accounting, and Auditing positions have been identified as a "Bright Outlook" careers**, meaning that they are expected to grow rapidly in the next several years. The Bureau of Labor Statistics shows the annual salary range for this field in New Mexico is \$38K-100K. Our online **Bookkeeping and Accounting** certificates are terrific stepping stones for these in-demand careers!

[www.onetonline.org](http://www.onetonline.org)

**More information:** [bizskills@unm.edu](mailto:bizskills@unm.edu) | 505-277-6033 | [ce.unm.edu](http://ce.unm.edu)