Online Certificates on Your Schedule

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.

Self-paced Online                                120 hours
QuickBooks 2017 Software NOT INCLUDED    $1895
QuickBooks 2017 Software INCLUDED        $1995
Ed2Go Career Training Center Professional Instructor
*NOTE: Students may start the course at any time.

Accounting with Computer Applications 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.

__ Business Finance for Non-Financial Personnel__ 24 hours     $149
 Basics of Budgeting and Financial Statements may be substituted for this course

__ Accounting Fundamentals__ 24 hours     $149
 __ Accounting Fundamentals II__ 24 hours     $149

__ QuickBooks (choose two):__
 Introduction to QuickBooks 2017 24 hours     $149
 Intermediate QuickBooks 2017 24 hours     $149
 Performing Payroll in QuickBooks 2015 24 hours     $149
 QuickBooks 2015 for Contractors 24 hours     $149

__ Excel (choose one based on your skill level):__
 Introduction to Microsoft Excel 2016 24 hours     $159
 Intermediate Microsoft Excel 2016 24 hours     $159
 Advanced Microsoft Excel 2016 24 hours     $159

Total 144 hours     $904

*NOTE: Students may also take UNMCE in-class Excel class as substitution.
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: Apr 11, May 16 $399

*NOTE: Students may take these courses individually, each course will cost $149. Student may freely choose the starting Month.

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!

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 or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).