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
- 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
Ed2Go Career Training Center Professional Instructor

140 hours $1995

*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: Jun 13 | Jul 18 | Aug 15 $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!

www.onetonline.org

More information: bizskills@unm.edu | 505-277-6033 | ce.unm.edu