Professional Bookkeeping with QuickBooks—Online

Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2015, the leading financial software tool for small businesses. Even with no bookkeeping experience, you can prepare 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 2015 must be installed on your computer to take this course.

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<thead>
<tr>
<th>Type</th>
<th>Duration</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Self-paced</td>
<td>120 hours</td>
<td>$1895</td>
</tr>
<tr>
<td>QuickBooks 2017 Software NOT INCLUDED</td>
<td>$1895</td>
<td></td>
</tr>
<tr>
<td>QuickBooks 2017 Software INCLUDED</td>
<td>$1995</td>
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**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.

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<th>Type</th>
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<tr>
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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 $20K-45K. Our online Bookkeeping and Accounting certificates are terrific stepping stones for these in-demand careers!

**Tuition Remission Benefit:**

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes. Visit ce.unm.edu/TR for more details.
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
- $129

**Accounting Fundamentals**
- 24 hours
- $129

**Accounting Fundamentals II**
- 24 hours
- $129

**QuickBooks (choose two):**
- Introduction to QuickBooks 2015
- Intermediate QuickBooks 2015
- Performing Payroll in QuickBooks 2015
- QuickBooks 2015 for Contractors
- 48 hours
- $258

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

**Total 144 hours**
- $804

According to O*Net

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