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 for 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.

**Self-paced Online**
**For:** 120 hours
QuickBooks 2017 Software NOT INCLUDED $1895
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**Accounting with Computer Applications**

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

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

**Total 144 hours $804**

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**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.

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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!
BOOKKEEPING & ACCOUNTING

Easy Ways to Register

Online
ce.unm.edu

Phone
505-277-0077, Option 1
M-F, 8am-5pm

Email
ceregistration@unm.edu

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, 8am-5pm
UNM Continuing Education
1634 University Blvd. NE
(just north of Indian School)

Tuition Remission Benefit:
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Bookkeeping Master Certificate

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 AIPB certification is a high professional standard for bookkeepers. This program was created by the AIPB, and it is also the best course to prepare for AIPB Certified Bookkeeper Exam. Textbook: the textbook will be provided for this course.

Course # Dates Days Time Cost
37151 SUA-PD Jun 6-Aug 1 TTh 5:30pm-8:30pm $1,995.00
37151 SUB-PD Jul 10-Aug 3 MTWTh 9:00am-12:00pm $1,995.00

Professor Norman H. Colter is a full-time faculty member in the department of accounting at the Anderson Schools of Management and has been for the past 17 years. He has taught introductory Principles of Financial Accounting and accounting information systems classes to thousands of students.

Professor Colter has earned several degrees including an Associate in Liberal Arts degree from New Mexico Military Institute in Roswell, New Mexico; a Bachelor in Business Administration degree from Eastern New Mexico University in Portales, New Mexico; an MBA with concentrations in Accounting and Management Information Systems from the University of New Mexico in Albuquerque, NM.

Norman H. Colter
MBA, CPA
Senior Lecturer

Professor Colter has been a certified public accountant in the State of New Mexico since November 2000. Along with his teaching duties, he participates on various boards in the Albuquerque and Rio Rancho communities.

He was, recently, recognized by UNM student athletes as being an “Inaugural All-Star Faculty Member,” and by the New Mexico Society of CPAs as the “Outstanding Accounting Educator of the Year.”

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