Small Business Management Online Certificate

Running a small business has a lot of challenges and risks. As an entrepreneur or solopreneur, you are expected to understand all aspects of business management in order to be successful. Whether you are an individual with a new business idea or someone who has a small business that is looking to expand, our small business management certificate will help gain practical knowledge in a wide range of topics, such as: supervision and management; finance; sales and marketing; communication; operations; and strategic planning.

Required Classes

**Introduction to Small Business**
- __Start Your Own Small Business__ $125
- __Start and Operate Your Own Home-Based Business__ $125
- __Starting a Consulting Practice__ $125

**Accounting and Finance**
- __Business Finance for the Non-Financial Personnel__ $125
- __Accounting Fundamentals I__ $125

**Business Software**
- __Accounting Software Classes (Choose two)__
  - __Introduction to Microsoft Excel 2013__ $125
  - __Intermediate Microsoft Excel 2013__ $125
  - __Introduction to QuickBooks 2015__ $125
  - __Intermediate QuickBooks 2015__ $125
  - __Performing Payroll in QuickBooks 2015__ $125
  - __QuickBooks 2015 for Contractors__ $125
- __Introduction to Microsoft Project 2013__ $125
- __Introduction to Microsoft Access 2013__ $125

**Business Operations**
- __Creating a Successful Business Plan__ $125
- __Fundamentals of Supervision and Management I__ $125
- __Project Management Fundamentals__ $125
- __Mastery of Business Fundamentals__ $125

**Sales and Marketing**
- __Marketing Your Business on the Internet__ $125
- __Small Business Marketing on a Shoestring__ $125

For more information:
Contact bizskills@unm.edu or 505-277-6033 or visit our website at ce.unm.edu.
Small Business Management
at UNM Continuing Education

These Ed2Go classes are online and instructor led. You can take courses at the times that are most convenient for you. For more details, visit our website at ce.unm.edu.

Electives:

(Choose two from the list below. You may also use the additional options from the lists above)

- Achieving Success with Difficult People  $125
- Building Teams that Work  $125
- Keys to Effective Communication  $125
- Business and Marketing Writing  $125
- Effective Selling  $125
- Managing Customer Service  $125
- Understanding the Human Resources Function  $125
- Wow, What a Great Event!  $125
- A to Z Grant Writing  $125
- Writing Effective Grant Proposals  $125
- Creating Web Pages  $125
- Designing Effective Websites  $125
- Creating WordPress Websites  $125
- Introduction to Photoshop CS6  $125
- Introduction to Illustrator CS6  $125
- Using Social Media in Business  $125
- Introduction to InDesign CC  $125
- Intermediate Microsoft Access 2013  $125

Total 384 hrs (16 Classes)  $2,000

Every Ed2Go class is instructor led. You can ask questions and give or receive advice during the course. All courses run for eight weeks and are composed of 12 lessons representing 24-30 hours of instruction. New lessons are released on Wednesdays and Fridays for the first six weeks and the last two weeks allow you to review the material and prepare for the final exam. There is a quiz after each lesson and a final at the end. A new section of each course starts monthly. For course descriptions, dates/times, and information about instructors, go to www.ed2go.com/unm.

For more information:
Contact bizskills@unm.edu or 505-277-6033 or visit our website at ce.unm.edu.