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**
- **1 Class (Choose one)**
  - _4900196_ Start Your Own Small Business $125
  - _4200026_ Start and Operate Your Own Home-Based Business $125
  - _4200027_ Starting a Consulting Practice $125

**Accounting and Finance**
- **2 Classes**
  - _4200001_ Accounting Fundamentals I $125
  - _4900101_ Business Finance for the Non-Financial Personnel $125

**Business Software**
- **4 Classes**
  - Accounting Software Classes
    - _4900194_ Introduction to Microsoft Excel 2013 $125
    - _4900208_ Intermediate Microsoft Excel 2013 $125
    - _4900263_ Introduction to QuickBooks 2015 $125
    - _4900264_ Intermediate QuickBooks 2015 $125
    - _4900265_ Performing Payroll in QuickBooks 2015 $125
    - _4900267_ QuickBooks 2015 for Contractors $125
  - _4900202_ Introduction to Microsoft Project 2013 $125
  - _4900225_ Introduction to Microsoft Access 2013 $125

**Business Operations**
- **4 Classes**
  - (Includes Management & Supervision)
    - _4200006_ Creating a Successful Business Plan $125
    - _4200010_ Fundamentals of Supervision and Management I $125
    - _4210001_ Project Management Fundamentals $125
    - _4900138_ Mastery of Business Fundamentals $125

**Sales and Marketing**
- **2 Classes**
  - _4200034_ Marketing Your Business on the Internet $125
  - _4900271_ Small Business Marketing on a Shoestring $125

For more information:
Contact careertraining@unm.edu or 505-277-3975 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.

Easy Ways to Register

Online
ce.unm.edu

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

Fax
505-277-1990
Fax/Mail instructions see website.

Mail
UNM Continuing Education
Attn: Registration
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001

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

Email
ceregistration@unm.edu

Electives:

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

- __4100001 Achieving Success with Difficult People $125
- __4100003 Building Teams that Work $125
- __4100016 Keys to Effective Communication $125
- __4200005 Business and Marketing Writing $125
- __4200008 Effective Selling $125
- __4200016 Managing Customer Service $125
- __4200032 Understanding the Human Resources Function $125
- __4200033 Wow, What a Great Event! $125
- __4230001 A to Z Grant Writing $125
- __4230008 Writing Effective Grant Proposals $125
- __4550002 Creating Web Pages $125
- __4550006 Designing Effective Websites $125
- __4900043 Creating WordPress Websites $125
- __4900129 Introduction to Photoshop CS6 $125
- __4900170 Introduction to Illustrator CS6 $125
- __4900197 Using Social Media in Business $125
- __4900216 Introduction to InDesign CC $125
- __4900226 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.

Tuition Remission Benefit

UNM employees may use tuition remission for ALL UNM Continuing Education non-credit classes. Visit ce.unm.edu for more details.

For more information:
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