



6 Easy Ways to Register



ONLINE

ce.unm.edu



EMAIL

ceregistration@unm.edu



PHONE

505-277-0077 Option 1
M-F, 8:00am-5:00pm
Most credit cards accepted.



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, 8:00am-5:00pm
UNM Continuing Education
1634 University Blvd. NE
South Building, Room 101
(just north of Indian School)

Tuition Remission Benefit

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes.



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)	24 hours
__Start Your Own Small Business		\$149
__Start and Operate Your Own Home-Based Business		\$149
__Starting a Consulting Practice		\$149
Accounting and Finance	2 Classes	48 hours
__Accounting Fundamentals I		\$149
__Business Finance for the Non-Financial Personnel		\$149
Business Software	4 Classes	96 hours
Accounting Software Classes	2 Classes (Choose two)	
__Introduction to Microsoft Excel		\$159
__Intermediate Microsoft Excel		\$159
__Introduction to QuickBooks		\$149
__Intermediate QuickBooks		\$149
__Performing Payroll in QuickBooks		\$149
__QuickBooks for Contractors		\$149
__Introduction to Microsoft Project		\$159
__Introduction to Microsoft Access		\$159
Business Operations	4 Classes	96 hours
(Includes Management & Supervision)		
__Creating a Successful Business Plan		\$149
__Fundamentals of Supervision and Management I		\$149
__Mastery of Business Fundamentals		\$149
__Project Management Fundamentals		\$149
Sales and Marketing	2 Classes	48 hours
__Marketing Your Business on the Internet		\$149
__Small Business Marketing on a Shoestring		\$149

Classes continued on next page

Every Ed2Go class is instructor led. You can ask questions and give or receive advice during the course. All courses run for six weeks and are composed of 12 lessons representing 24-30 hours of instruction. 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.



CONTINUING
EDUCATION

Small Business Management

UNM Staff, Faculty and Retirees:

Use your Tuition Remission:

Fees up to \$2,626.88 for Fall, \$2,626.88 for Winter & Spring, \$1,313.44 for Summer may be applied to Professional Development courses.

Questions about this benefit?

Visit us online at:

<http://ce.unm.edu/TR>

or call the benefits office at (505-277-MyHR).

To register, send completed forms for registration & tuition remission to ceregistration@unm.edu or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).

Electives (Choose Three):

___ Achieving Success with Difficult People	24 Hrs	\$149
___ Building Teams that Work	24 Hrs	\$149
___ Keys to Effective Communication	24 Hrs	\$149
___ Business and Marketing Writing	24 Hrs	\$149
___ Effective Selling	24 Hrs	\$149
___ Managing Customer Service	24 Hrs	\$149
___ Understanding the Human Resources Function	24 Hrs	\$149
___ Wow, What a Great Event!	24 Hrs	\$149
___ A to Z Grant Writing	24 Hrs	\$149
___ Writing Effective Grant Proposals	24 Hrs	\$149
___ Creating Web Pages	24 Hrs	\$149
___ Designing Effective Websites	24 Hrs	\$149
___ Creating WordPress Websites	24 Hrs	\$149
___ Introduction to Photoshop CS6	24 Hrs	\$149
___ Introduction to Illustrator CS6	24 Hrs	\$149
___ Using Social Media in Business	24 Hrs	\$149
___ Introduction to InDesign CC	24 Hrs	\$149
___ Intermediate Microsoft Access 2016	24 Hrs	\$159

Total 384 hrs (16 Classes) \$2,424-\$2,434



CONTINUING
EDUCATION

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