UNM Continuing Education

SMALL BUSINESS MANAGEMENT

6 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:
UNM employees may use tuition remission for most UNM Continuing Education non-credit classes. Visit ce.unm.edu/TR for more details.

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 $129
__Start and Operate Your Own Home-Based Business $129
__Starting a Consulting Practice $129

Accounting and Finance 2 Classes 48 hours
__Accounting Fundamentals I $129
__Business Finance for the Non-Financial Personnel $129

Business Software 4 Classes 96 hours
Accounting Software Classes 2 Classes (Choose two)
__Introduction to Microsoft Excel $129-$159
__Intermediate Microsoft Excel $129-$159
__Introduction to QuickBooks $129-$159
__Intermediate QuickBooks $129-$159
__Performing Payroll in QuickBooks $129-$159
__QuickBooks for Contractors $129-$159
__Introduction to Microsoft Project $129-$159
__Introduction to Microsoft Access $129-$159

Business Operations 4 Classes 96 hours
(Includes Management & Supervision)
__Creating a Successful Business Plan $129
__Fundamentals of Supervision and Management I $129
__Mastery of Business Fundamentals $129
__Project Management Fundamentals $129

Sales and Marketing 2 Classes 48 hours
__Marketing Your Business on the Internet $129
__Small Business Marketing on a Shoestring $129

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.

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

Electives (Choose Three):

- Achieving Success with Difficult People 24 Hrs $129
- Building Teams that Work 24 Hrs $129
- Keys to Effective Communication 24 Hrs $129
- Business and Marketing Writing 24 Hrs $129
- Effective Selling 24 Hrs $129
- Managing Customer Service 24 Hrs $129
- Understanding the Human Resources Function 24 Hrs $129
- Wow, What a Great Event! 24 Hrs $129
- A to Z Grant Writing 24 Hrs $129
- Writing Effective Grant Proposals 24 Hrs $129
- Creating Web Pages 24 Hrs $129
- Designing Effective Websites 24 Hrs $129
- Creating WordPress Websites 24 Hrs $129
- Introduction to Photoshop CS6 24 Hrs $129
- Introduction to Illustrator CS6 24 Hrs $129
- Using Social Media in Business 24 Hrs $129
- Introduction to InDesign CC 24 Hrs $129
- Intermediate Microsoft Access 2016 24 Hrs $129

Total 384 hrs (16 Classes) $2,064-$2,164

Other Business Certificates—Online:

Entrepreneurship Certificate $495

Required classes:
- Entrepreneur Boot Camp Jun 5-30
- The Business Plan Jul 3-28
- Entrepreneurial Marketing Aug 7-Sep 1

Certificate in Business Writing $495

Required classes:
- Business Writing Jun 3-28
- Effective Copywriting Jul 5-30
- Business News and Press Releases Aug 7-Sep 1

Social Media for Business Certificate $495

Required classes:
- Introduction to Social Media Jun 5-30
- Marketing Using Social Media Jul 3-28
- Integrating Social Media in Your Organization Aug 7-Sep 1

UNM Staff, Faculty and Retirees:

Use your Tuition Remission:
Fees up to $2,449.12 for Fall, $2,449.12 for Winter & Spring, $1,224.56 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).

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