



Computer Skills Classes at UNM Continuing Education

Computers are an essential part of our daily lives. Introduce yourself to the things a computer can do for you, or decide to increase your skills to enhance your job satisfaction. If you are wanting to go beyond basic applications, more advanced classes are also available.

6 Easy Ways to Register



Online
ce.unm.edu



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



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)



Email
ceregistration@unm.edu

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 the Windows Operating System

Our Computer Skills courses are a great choice for someone who is not familiar with computers, or for someone looking to expand his or her skills.

Windows Basics

51010	SUA-PD	Computer Basics for New Computer Users	Jun 6-8	MW	6:00pm-8:30pm	\$125
51012	SPA-PD	Email and the Internet	May 3-5	TTh	8:30am-11:00am	\$125
51101	SUA-PD	Windows: Beginning	Jun 22-29	MW	6:00pm-9:00pm	\$249
51202	SPA-PD	Explore Windows 10	May 7	Sa	1:00pm-4:00pm	\$95
51202	SUA-PD	Explore Windows 10	Jul 23	Sa	1:00pm-4:00pm	\$95
51202	SUB-PD	Explore Windows 10	Aug 10	W	6:00pm-9:00pm	\$95

Microsoft Office

52021	SUA-PD	Discover Office 2016	Jun 21	T	1:00pm-4:00pm	\$95
52021	SUB-PD	Discover Office 2016	Aug 3	W	6:00pm-9:00pm	\$95
52030	SPA-PD	Basic Applications	May 2-5	MW & Th	6:00pm-8:30pm 6:00pm-8:00pm	\$195
52035	SPA-PD	OneNote for Modern Note-Taking	May 6	F	9:00am-11:00am	\$79
52035	SUA-PD	OneNote for Modern Note-Taking	Jul 26	T	1:00pm-4:00pm	\$79
52141	SUA-PD	Word: Beginning	Jul 5-Jul 12	TTh	6:00pm-9:00pm	\$249
52142	SPA-PD	Word: Intermediate	May 9-13	MWF	2:00pm-5:00pm	\$249
52142	SUA-PD	Word: Intermediate	Jul 26-Aug 2	TTh	6:00pm-9:00pm	\$249
52144	SPA-PD	Word: Expert	May 2-6	MWF	2:00pm-5:00pm	\$249
52161	SUA-PD	Excel: Beginning	Jun 7-14	TTh	1:00pm-4:00pm	\$249
52161	SUB-PD	Excel: Beginning	Jul 6-13	MW	6:00pm-9:00pm	\$249
52162	SPB-PD	Excel: Intermediate	May 9-13	MWF	8:00am-11:00am	\$249
52162	SUA-PD	Excel: Intermediate	Jul 5-12	TTh	1:00pm-4:00pm	\$249
52162	SUB-PD	Excel: Intermediate	Aug 1-8	MW	6:00pm-9:00pm	\$249
52163	SPA-PD	Excel: Advanced	May 4-11	W	1:00pm-5:30pm	\$249
52164	SPA-PD	Excel: Expert	May 16-20	MWF	2:00pm-5:00pm	\$249
52175	SUA-PD	Excel: Programming with Visual Basic for Applications	Jun 6-17	MWF	1:00pm-4:00pm	\$495
52181	SUA-PD	Access: Beginning	Jun 23-30	TTh	1:00pm-4:00pm	\$249
52182	SPB-PD	Access: Intermediate	May 3-10	TTh	9:00am-12:00pm	\$249
52182	SUA-PD	Access: Intermediate	Jul 14-21	TTh	1:00pm-4:00pm	\$249
52185	SUA-PD	Access: Mastering Queries	Aug 9-11	TTh	1:30pm-4:00pm	\$239
52190	SPA-PD	Access: Relational Database Design	May 11-18	MW	6:00pm-9:00pm	\$295
52195	SPA-PD	Access: Programming with				
52241	SUA-PD	PowerPoint: Beginning	Aug 8-12	MWF	2:00pm-5:00pm	\$249

For more information contact:

Caroline Orcutt, 505-277-6037, digitalarts@unm.edu
For course descriptions and more detailed certificate information please visit our website at ce.unm.edu.



Continuing Education

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Digital Arts Information Session

Get information on certificate programs, courses and employment for Graphic Design, Web Design and Development, Digital Photography, Digital Filmmaking, Multimedia, Instructional Media, Music Production, Apple Certified Professional, Apple computer maintenance and more.

Presented by Digital Arts Program Supervisor, Caroline Orcutt.

Aug 12 Wednesday 5:15pm-6:30pm
RSVP to digitalarts@unm.edu

FREE sessions open to the public.
Held at UNM Continuing Education,
1634 University Blvd. NE

UNM Staff, Faculty & Retirees:

Use your Tuition Remission!

Questions about this benefit?
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).

Authorized Training Center

Differentiate Yourself with Apple Certification

UNM Continuing Education is the only Apple Authorized Training Center in New Mexico. Get certified with us.

For information, call 505-277-6037.

For the Mac & the iPad

Learn how the Mac Operating System works and gain more control over optimizing, maintaining and troubleshooting your computer. Navigate your iPad more successfully with our series of iPad classes.

Apple: Mac and iPad

54010	SUA-PD	Mac for New Computer Users	Jun 13-15	MW	6:00pm-8:30pm	\$125
54101	SUA-PD	Mac OS X: Beginning	Jul 6-13	MW	6:00pm-9:00pm	\$249
54131	SPA-PD	Mac OS X Security for Home and Business	May 14-15	SuSa	9:00am-4:00pm	\$395
54151	SUA-PD	El Capitan 101: OS X Support Essentials 10.11	Jun 21-23	TWTh	8:00am-5:00pm	\$1995
54305	SUA-PD	Navigating the iPad	Jun 22-29	W	6:00pm-8:30pm	\$95
57911	SUA-PD	Final Cut Pro X: Professional Post Production	Jun 6-8	MTW	8:00am-5:00pm	\$995
57911	SUB-PD	Final Cut Pro X: Professional Post Production	Jul 11-13	MTW	8:00am-5:00pm	\$995
57981	SUA-PD	Logic Pro X 10.1: Professional Music Production	Jul 18-28	MTWTh	6:00pm-9:00pm	\$995
57990V	SPB-PD	Apple Certification Exam Session	May 13	F	1:30pm-3:30pm	\$150
57990V	SUA-PD	Apple Certification Exam Session	Jun 24	F	2:00pm-4:00pm	\$150
57990V	SUB-PD	Apple Certification Exam Session	Jul 15	F	2:00pm-4:00pm	\$150

For Desktop Publishing

Expand your office skills by adding desktop publishing with the Adobe Creative Suite. Create flyers, ads, newsletters and other office publications like the pros.

Adobe Creative Suite

56005	SUA-PD	Discover the Adobe Creative Suite	Jun 14-15	TW	6:00pm-8:30pm	\$125
56041	SUA-PD	Photo Editing: Basics	Aug 1-2	MT	6:00pm-8:30pm	\$125
56101	SUA-PD	Computer Graphics: Raster and Vector Art	Jun 6-9	MTTh	6:00pm-9:00pm	\$249
56121	SUA-PD	InDesign: Beginning	Jun 13-17	MWF	2:00pm-5:00pm	\$249
56122	SPA-PD	InDesign: Intermediate	May 9-12	MWTh	2:00pm-5:00pm	\$249
56123	SUA-PD	InDesign: Advanced	Jul 18-22	MWF	2:00pm-5:00pm	\$249
56124	SPA-PD	InDesign: Expert	May 3-10	TTh	6:00pm-9:00pm	\$249
56134	SPA-PD	InDesign: Digital Publishing for Tablets	May 11-18	MW	6:00pm-9:00pm	\$249
56145	SUA-PD	InDesign: Creating PDF Forms	Aug 9-11	TTh	1:30pm-5:00pm	\$195
56146	SPA-PD	InDesign: Creating Interactive PDFs	May 17-19	TTh	1:00pm-4:30pm	\$195
56181	SUA-PD	Acrobat Pro: Working with PDFs	Aug 3-10	MW	6:00pm-9:00pm	\$249
56211	SUA-PD	Illustrator: Beginning	Jun 16-23	TTh	6:00pm-9:00pm	\$249
56212	SUA-PD	Illustrator: Intermediate	Jul 6-13	MW	6:00pm-9:00pm	\$249
56213	SUA-PD	Illustrator: Advanced	Jul 26-Aug 2	TTh	6:00pm-9:00pm	\$249
56214	SPA-PD	Illustrator: Expert	May 3-10	TTh	2:00pm-5:00pm	\$249
56311	SUB-PD	Photoshop: Beginning	Jun 23-30	TTh	6:00pm-9:00pm	\$249
56312	SPA-PD	Photoshop: Intermediate	May 16-20	MWF	2:00pm-5:00pm	\$249
56313	SUA-PD	Photoshop: Advanced	Jul 21-28	TTh	6:00pm-9:00pm	\$249
56314	SPA-PD	Photoshop: Expert	May 12-19	TTh	6:00pm-9:00pm	\$249
56318	SUA-PD	Drawing with Photoshop	Jul 14	Th	6:00pm-9:00pm	\$95

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