



## 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.



## CONTINUING EDUCATION

ce.unm.edu

## Microsoft Office Certificates

### Prerequisite

- \_\_\_ Basic computer experience  
OR choose one:
- \_\_\_ 51101 Windows OS: Beginning
- \_\_\_ 54101 Mac OS X: Beginning

Hours Cost

9 \$249  
9 \$249

### Word Specialist

4 courses required to earn this certificate

#### Required Courses (3)

		Hours	Cost
___	52141 Word: Beginning	9	\$249
___	52142 Word: Intermediate	9	\$249
___	52143 Word: Advanced	9	\$249

**Total 27 \$747**

### Excel Specialist

4 courses required to earn this certificate

#### Required Courses (4)

		Hours	Cost
___	52161 Excel: Beginning	9	\$249
___	52162 Excel: Intermediate	9	\$249
___	52163 Excel: Advanced	9	\$249
___	52164 Excel: Expert	9	\$249

**Total 36 \$996**

### Access Specialist

4 courses required to earn this certificate

#### Required Courses (4)

		Hours	Cost
___	52181 Access: Beginning	9	\$249
___	52182 Access: Intermediate	9	\$249
___	52183 Access: Advanced	9	\$249
___	52184 Access: Expert	9	\$249

**Total 36 \$996**

### PowerPoint Specialist

4 courses required to earn this certificate

#### Required Courses (3)

		Hours	Cost
___	52241 PowerPoint: Beginning	9	\$249
___	52242 PowerPoint: Intermediate	9	\$249
___	52243 PowerPoint: Advanced	9	\$249

**Total 27 \$747**

Get 10% discount when you register for 3 or more courses through one transaction.

Microsoft Office is the world's best and famous work program for studying, personal use, and office work.

Become a specialist in the Microsoft Office applications that are critical for employment in any working environment. Choose a specialist certificate program from Word, Excel, Access or PowerPoint or all four.

Learn just the basic Office Survival Skills to get started or master the entire Office suite with the Application Specialist Certificate. Specialize in database management with the Access Database Manager Certificate.



## 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 [ce.registration@unm.edu](mailto:ce.registration@unm.edu) or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).

## Microsoft Office Certificates (Continued)

### MS Office Survival Skills

4 courses required to earn this certificate

#### Required Courses (2)

		Hours	Cost
___	52141 Word: Beginning	9	\$249
___	52161 Excel: Beginning	9	\$249
	Choose two:		
___	52142 Word: Intermediate	9	\$249
___	52162 Excel: Intermediate	9	\$249
___	52181 Access: Beginning	9	\$249
___	52241 PowerPoint: Beginning	9	\$249

**Total 36 \$996**

### MS Office Applications Specialist

10 courses required to earn this certificate

#### Required Courses

		Hours	Cost
	Choose Ten:		
___	52141 Word: Beginning	9	\$249
___	52142 Word: Intermediate	9	\$249
___	52143 Word: Advanced	9	\$249
___	52161 Excel: Beginning	9	\$249
___	52162 Excel: Intermediate	9	\$249
___	52163 Excel: Advanced	9	\$249
___	52181 Access: Beginning	9	\$249
___	52182 Access: Intermediate	9	\$249
___	52183 Access: Advanced	9	\$249
___	52241 PowerPoint: Beginning	9	\$249
___	52242 PowerPoint: Intermediate	9	\$249
___	52243 PowerPoint: Advanced	9	\$249

**Total 90 hrs \$2,490**

### Access Database Manager

4 courses required to earn this certificate

#### Required Courses (4)

		Hours	Cost
___	52181 Access: Beginning	9	\$249
___	52182 Access: Intermediate	9	\$249
___	52183 Access: Advanced	9	\$249
___	52190 Access: Relational Database Design	9	\$295

**Total 36 \$1,042**



**CONTINUING EDUCATION**

[ce.unm.edu](http://ce.unm.edu)

**For more information:** Visit our website at [ce.unm.edu](http://ce.unm.edu).

**Questions:** Contact [bizskills@unm.edu](mailto:bizskills@unm.edu) | 505-277-6033