

Business Skills

Fall 2017

MICROSOFT OFFICE CERTIFICATES

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.

Microsoft Office Certificates

Prerequisite

		Hours	Cost
___	Basic computer experience		
	OR choose one:		
___	51101 Windows OS: Beginning	9	\$249
___	54101 Mac OS X: Beginning	9	\$249

Word Specialist

4 courses required to earn this certificate

Required Courses (4)

		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 (4)

		Hours	Cost
___	52241 PowerPoint: Beginning	9	\$249
___	52242 PowerPoint: Intermediate	9	\$249
___	52243 PowerPoint: Advanced	9	\$249
	Total	27	\$747

For More Information:

Program Supervisor

505-277-6033

bizskills@unm.edu

2017

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

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

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

For More Information:

Program Supervisor

505-277-6033

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