

Administrative Professional Certificates

Discover and master the essentials of managerial and staff support to become an indispensable member of your team. Learn how to identify opportunities and implement solutions to turn your office into a high productivity machine. Understand how time management, accounting, effective communication, organizational behavior, and management affect administrative assistant responsibilities and activities.



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)

Administrative Professional Online Certificate

Focus on the essential skills needed to succeed in the workplace with 5 core courses, then choose two electives to customize this certificate program.

Required Classes (5)

Administrative Assistant Fundamentals	\$129
Administrative Assistant Applications	\$129
Computer Skills for the Workplace	\$129
Achieving Success with Difficult People	\$129
Writing Essentials	\$129

Elective Classes (2)

Introduction to Microsoft Word 2016*	\$159
Intermediate Microsoft Word 2016*	\$159
Introduction to Microsoft Excel 2016*	\$159
Intermediate Microsoft Excel 2016*	\$159
Introduction to Microsoft Access 2016*	\$159
Intermediate Microsoft Access 2016*	\$159
Introduction to Microsoft Outlook 2016*	\$159
Keys to Effective Communication	\$129

* Previous versions of Microsoft and Windows courses may be substituted.

Certificate Completion

Upon completion of these courses, students must submit a written memorandum that explains 7 or more learned skills and how they can be applied. Submit your certificate request, with all class completion certificates and memorandum, to bizskills@unm.edu.

Courses in this certificate program help you prepare for the internationally-recognized Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

Note: This program is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).

- New classes start every month;
- More than one class can be taken at a time;
- Classes can be taken in any order.

These Ed2Go classes are instructor led. You can ask questions, and give and receive advice, during the course. Classes 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 the final at the end. A new section of each course starts monthly.



According to O*Net

Administrative Professional positions have been identified as a "Bright Outlook" careers, meaning that they are expected to grow rapidly in the next several years.

The Bureau of Labor Statistics shows the annual salary range for this field in New Mexico is \$20K-45K, and can increase to \$33K-71K for Executive positions. Our online Administrative Professional certificate is a terrific stepping stone for this in-demand career!

www.onetonline.org

For more information: Visit our website at ce.unm.edu.

Questions: Contact Program Supervisor at bizskills@unm.edu



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