

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



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

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	\$149
Administrative Assistant Applications	\$149
Computer Skills for the Workplace	\$149
Achieving Success with Difficult People	\$149
Writing Essentials	\$149

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	\$149

* Previous versions of Microsoft or 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 six weeks and are composed of 12 lessons representing 24 hours of instruction. New lessons are released on Wednesdays and Fridays. 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