





CERTIFICATE PROGRAMS





Over 75 certificate programs to give you the tools you need to succeed.














Career Training

Biofuel Production Operations 
 Global Career Development Facilitator Certificate—Hybrid
 Human Resources Professional Certificate 
 Legal Assistant Certificate
 Online Instructor Certificate
 Natural Gas Plant Operations 
 Paralegal Post-Baccalaureate Certificate—Hybrid
 Professional Trainer Certificate
 Senior Certified Sustainability Professional 
 Solar Power Professional 
 Wind Energy Professional 
 Certificate in Topics in Forensic Science






Business Skills

Access Database Manager Certificate
 Accounting and Finance for Non-Financial Managers Certificate 
 Accounting with Computer Applications Certificate 
 Administrative Professional Certificate 
 Advanced Supervisory Skills Certificate 
 Alternative Dispute Resolution (ADR) in the Workplace
 Business Research Certificate
 Certificate in Customer Service

Certified Bookkeeper 
 Corporate Event Planning (S.M.A.R.T.) Certificate 
 Data Analysis Certificate 
 Entrepreneurship Certificate 
 Entrepreneurial Finance Certificate 
 Food and Customer Service Training for CPFM Certification 
 Intercultural Communications Competencies Certificate
 MS Office Certificates: Word, Excel, Access, PowerPoint
 MS Office Applications Specialist Certificate
 MS Office Survival Skills Certificate
 Nonprofit Management 
 Professional Bookkeeping with QuickBooks 2015 
 Professional Mediation and Conflict Resolution Specialist
 Project Management Information Systems Certificate
 Project Management Master Certificate
 Project Management Practitioner Certificate
 Project Management Professional (PMP) Fast Track Certificate
 Retail Customer Service Skills Training 
 Small Business Management Certificate 
 Supervisory Skills Certificate 
 Volunteer Management Certificate
 Certified Wedding and Event

Planner Certificate 

Health and Wellness Professions

Administrative Medical Coding and Billing
 Ayureda Certificate
 Clinical Herbalism-Level 1
 Clinical Herbalism-Level 2
 Clinical Lab Assistant/Phlebotomy Certificate
 Clinical Medical Assistant
 Health and Medical Writer
 Medical Administrative Assistant with Electronic Health Records 
 Medical Transcription Editor 
 Pharmacy Technician 
 NASM Certified Personal Trainer and Exam Preparation 
 Professional Medical Coding and Billing 
 Substance Abuse Studies

Computers/IT

Apple Certified Support Professional (ACSP)
 AutoCAD Certificate
 AutoCAD with 3D Modeling Certificate
 CompTIA Certifications: A+, Network+, Security+, Server+
 Computer Literacy Certificate
 Database Development 
 Geographic Information Systems (GIS) Certificates
 ITIL® Certifications: Foundation, Transition, Operation, MALC
 IT Professional Certifications 

Mac for the Real World Certificate
 Mac Support Certificate
 Microsoft Certifications 
 Programming 
 Web Administrator Certificate

Digital Arts

Adobe Series Certificates: InDesign, Illustrator, Photoshop
 Apple Certified Pro: Final Cut Pro & Logic Pro
 Business and Marketing Certificate
 Digital Arts Certificate 
 Digital Filmmaking Certificate
 Digital Photography Certificates: Level I and II
 Graphic Design Certificates: Level I and II
 Instructional Media Developer Certificate
 Marketing Design Certificate 
 Multimedia: Graphic/Web Design, Level I and II
 Multimedia: Motion Graphics
 Multimedia Arts 
 Social Media Certificate
 Web Design Certificates: Level I and II
 Web Design Professional 
 Web Developer Certificate

 = Online

Our detailed certificate program information has moved to our website. UNM Continuing Education continues to offer over 75 certificate and certification programs that focus on workforce and professional development. For financial resources information please visit ce.unm.edu/registration/loans. You'll find details for these programs at ce.unm.edu/certificates, as well as contact information for program supervisors.

Discounts Available:

Enroll for 3 or more classes at one time and receive a 10% discount. UNM Staff, Faculty and Retirees, use your Tuition Remission! Visit our website at <http://ce.unm.edu/TR> for details.



UNM

Continuing
Education

ce.unm.edu

CERTIFICATE PROGRAMS

Over 75 certificate programs to give you the tools you need to succeed.



UNM Continuing Education offers more than 75 certificates in professional development, health and wellness, computers, technology and digital arts. Certificate programs at Continuing Education offer the knowledge, skills and abilities in demand by today's employers. A certificate, along with your degree from UNM, shows employers that you have both the knowledge and the skillset to succeed on the job.

There's a certificate to match nearly every major and degree. Some popular certificates include:

- Project Management
- Substance Abuse Studies
- Geographic Information Systems
- Paralegal Post-Baccalaureate or Legal Assistant
- Human Resource Professional
- Mediation and Conflict Resolution
- Medical Coding and Billing
- Graphic Design
- Web Developer
- AutoCAD
- Personal Trainer

See the entire list online at: <http://ce.unm.edu/professional>

UNM Continuing Education certificate programs feature the latest technologies and business ideas. Instructors are industry experts working in the field who enjoy teaching the concepts and skills that are part of their own daily work.

Certification Training

UNM Continuing Education courses can help you prepare to take national certification exams. You can study for Microsoft certifications (including SharePoint, Access, Excel, Office and Word), CompTIA (Security+, Network+, Server+, A+ Cisco (CCNA), PHR, Certified Crime Scene Investigator and others.

UNM Continuing Education is the only Apple Authorized Training Center (AATC) in New Mexico offering certification training in Mac IT, Final Cut Pro and Logic Pro.

UNM Continuing Education offers certifications in Project Management (PMP/CAPM), Wedding and Event Planning, Medical Coding and Billing (CPC), National Association of Sports Medicine (NASM), Personal Trainer, Phlebotomy Technician PBT (ASCP), Global Career Development Facilitator (GCDF), or Bookkeeping Certification (AIPB).

UNMCE Test Prep - New for Summer 2017!

Considering graduate school? UNM Continuing Education offers in-person and live-online exam prep courses for GMAT®, GRE® and LSAT®.

New Launch! Bookkeeping Master Certificate

Ready for a career change? or to be a certified bookkeeper? This master certificate will take you to the next level in the accounting field.

Students with a valid UNM ID get 10% off UNM Continuing Education classes! (Some restrictions apply.)

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
Albuquerque, NM 87131-0001
(just north of Indian School)

Tuition Remission Benefit

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes. Visit ce.unm.edu for more details.



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