



## 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

This is an Accelerated Certificate Program that covers the spectrum of business disciplines similar to MBA program; however, **this is not a Master degree of Business Administration**. Learn skillsets that will make you more valuable at your job, help you start something on the side or start your own business.

This Certificate Program covers corporate finance, entrepreneurship and startups, accounting, understanding financial statements, becoming a better negotiator, management and leadership, digital marketing and growth hacking, and how to draft and file a patent among other subjects.

This program will help you overcome any fear and intimidation of diving into subject matter that is usually embedded with arcane buzzwords and sophisticated concepts. By applying concepts of accelerated learning I break down business subjects and disciplines and give you the core 20% knowledge that gets you 80% of the practical skills and knowledge. Student will receive a certificate after completing 8 core courses and 2 elective courses.

Don't wait! Sign up for the Certificate Program or pick and choose the courses that seem most important to your career and ambitions.

### Required Core Courses

Learn project management methods, define the best methods for a given project, and discover how to apply these skills to cost and scheduling tools such as Microsoft Project, integrating project management practices with project management software.

#### Eight required courses:

Course#	Course Name	Dates	Days	Time	Cost
20010	Marketing in the Digital Age	Jan 8-17	MW	6-7:30pm	\$125
20011	Financial Literacy: Understanding Financial Statement	Jan 22-31	MW	6-7:30pm	\$125
20012	Accounting Fundamental	Feb 5-14	MW	6-7:30pm	\$125
20013	Operations and Supply Chain Management	Feb 19-28	MW	6-7:30pm	\$125
20014	Corporate Finance	Mar 5-14	MW	6-7:30pm	\$125
20015	Economics 101	Mar 19-28	MW	6-7:30pm	\$125
20016	Management & Leadership	Apr 2-11	MW	6-7:30pm	\$125
20017	Capstone: Strategic Planning and Implementation	May 14-23	MW	6-7:30pm	\$125

#### Elective courses: (Choose two)

Course#	Course Name	Dates	Days	Time	Cost
20018	Become A Better Negotiator	Jan 22-31	MW	7-9:30pm	\$125
20019	Business Law	Apr 2-11	MW	7-9:30pm	\$125
20021	Understanding the Financial Markets	Apr 16-25	MW	6-7:30pm	\$125
20022	Entrepreneurship and Startups	Apr 30-May 9	MW	6-7:30pm	\$125
20023	Intellectual Property	Apr 30-May 9	MW	7-9:30pm	\$125

\*Students will get 10% off by registering for 3 or more courses.

\*UNM Tuition Remission Eligible.