UNM Continuing Education partners with national leaders in the business of online education to offer a comprehensive library of practical, career enhancing classes available at the time and place of your choice, your home, office or wherever you have a computer and high-speed Internet connection.

**Instructor Led Courses**

- Great for a first-time online experience!
- Post questions and give or receive advice at any time during the course.
- Take courses at the times that are most convenient for you.
- A new section of each course starts monthly; new lessons are released on Wednesdays and Fridays until the completion of the course.
- All courses run for six to eight weeks and are composed of 12 lessons representing 24-30 hours of instruction.

**Instructor Guided Courses**

- Comprehensive online career training programs.
- Preparation for jobs in today’s most popular careers.
- Instructors respond questions or concerns.
- Open enrollment, which means all of your lessons are always available to you.
- Each course includes a set of lessons and evaluations.
- Books and materials are mailed to you.
- Access to each course for six months to one year, depending upon the course.

**For more information:**

For course descriptions and more detailed course information please visit our website at ce.unm.edu/OnlineTraining

Program supervisors vary by subject area. Call 505-277-0077 for a directory.

ce.unm.edu/OnlineTraining
Choose classes from these subject areas:

**Business Skills**
- Accounting and Finance
- Business Communication
- Leadership
- Management
- Project Management
- Teaching and Education Themes
- Wedding, Corporate and Event Management

**Career Training**
- Forensics
- Human Resource Management
- Law and Legal
- Sustainable Energies

**College Readiness**
- GED Preparation
- SAT/ACT Preparation
- GRE Preparation
- GMAT Preparation
- Basic Sciences
- Math Review

**Computer/IT Applications**
- Computer Basics
- Apple: Mac and iPad
- Microsoft Office
- CompTIA
- AutoCAD

**Digital Arts**
- Adobe Creative Suite
- Graphic and Web Design
- New Media Marketing
- Photography and Multimedia

**Health & Wellness Professions**
- Alternative Medicine
- End of Life Care
- Ethics, Law and Compliance
- Food, Nutrition and Health
- Health Information Management
- Integrative Health
- Medical Coding and Billing
- Optical Assistant
- Pharmacy Technician
- Physical Therapy

**Personal Enrichment**
- Courses for Parents
- Languages and Arts
- Writing and Publishing

---

**Are you Online ready?**

Do you have consistent internet access?

Do you use Internet Explorer, Mozilla, Firefox, Netscape, or Safari?

Do you have a working email address?

Are you able to organize and manage your time?

Are you willing to contact the instructor when you have questions or concerns?

Can you communicate well in writing?

Have you ever used an online discussion board?

---

**Tuition Remission Benefit**

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

---

ce.unm.edu/OnlineTraining

---

ce.unm.edu