

# University of Phoenix - Prior Learning Assessment - Corporate Articulation



## AGTS

### Credit Recommendation Guide (CRG)

The following courses have been evaluated by Corporate Articulation to potentially fulfill General Education or Elective credits for an Undergraduate Degree. In order to receive any of the credits recommended below, students should submit supporting documents to Prior Learning Assessment. For more information on PLA visit: [ecampus.phoenix.edu/pla](http://ecampus.phoenix.edu/pla) or contact the department toll free at 866-440-4707.

\*NOTE: Fees are applicable for credits evaluated.

PLA will not award credit for certifications or coursework that duplicates the content of credits earned through PLA, transfer credit, National Testing Program credit or University of Phoenix.

Clock hour to semester credit hour conversions are made based on current academic standards as outlined in the academic policy of the University.

#### University of Phoenix Equivalency: (General Education or Elective category to which credit can be applied)

Combinable: Courses may only be combined with courses of similar content, modality and General Education/Elective areas.

Non-Academic: Lack of college level theory and/or principle necessary for credit recognition. Company specific and skill-based training.

Too Few Hours: Courses/training that cannot receive credit because they are less than 1 hour total in length. Similar content in a 1(+) hour timeframe may be eligible for credit.

Applicable Hours: Indicates the total amount of actual learning time. Any breaks or lunch time included in the initial clock hours have been removed.

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
<b>*NOTE - THE ASTERISKS IN THE APPLICABLE HOURS COLUMN INDICATES PREVIOUSLY EVALUATED COURSES.</b>							
	STOP SMOKING!	*	01/1996-12/2000	*	0	0	NON-ACADEMIC
THE CERTIFIED PUBLIC MANAGER PROGRAM (CPMP) IN CONJUNCTION WITH ASU:							
SUP084	THE SUPERVISOR'S ACADEMY	*	01/1995-12/2001	*	*	3	INTERDISCIPLINARY/ ELECTIVE
MGT053	THE MANAGER'S ACADEMY	*	01/1995-12/2001	*	*	3	INTERDISCIPLINARY/ ELECTIVE
	LEVEL IV - MANAGEMENT OF ORGANIZATIONS IN THE PUBLIC SECTOR	*	01/1995-12/2001	*	*	3	INTERDISCIPLINARY/ ELECTIVE

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	LEVEL V - SYSTEMS APPROACH TO PUBLIC MANAGEMENT	*	01/1995-12/2001	*	*	1.5	INTERDISCIPLINARY/ELECTIVE
	LEVEL VI-A - CASE STUDIES IN DECISION MAKING	*	01/1995-12/2001	*	*	1.5	INTERDISCIPLINARY/ELECTIVE
	LEVEL VI-B - MANAGEMENT SIMULATION	*	01/1995-12/2001	*	*	1.5	INTERDISCIPLINARY/ELECTIVE
<b>ACCOUNTING &amp; BUDGETING COURSES</b>							
ACC033	BASIC FUND ACCOUNTING	*	09/1983-12/1985	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
ACC069	FUND ACCOUNTING II	*	01/1984-12/1985	44	*	2	INTERDISCIPLINARY/ELECTIVE
BUD403	BUDGETING BASICS	*	01/1996-12/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
BUD478	BUDGETING BASICS, AN INTRODUCTION TO	*	01/1997-06/2001	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
BUD478	BUDGETING BASICS, AN INTRODUCTION TO	*	01/2001-12/2001	7	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
BUD480	FINANCE FOR NON-FINANCE MANAGERS	*	01/2000-12/2001	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>CAREER MANAGEMENT COURSES</b>							
	CDV010 NETWORKING: NAME YOUR CONTACTS	*	07/1987-06/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV011 CAREER ADVANCEMENT TRAINING	*	09/1983-12/1985	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV011 MARKETING YOUR CAREER	*	01/1988-06/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV011 CAREER ADVANCEMENT SKILLS	*	07/1990-12/1992	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV012 CAREER LIFE PLANNING	*	07/1982-12/1982	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV012 CAREER & LIFE PLANNING	*	01/1983-12/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV012 THE CAREER PLANNING WORKSHOP	*	07/1990-12/1992	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV029 CAREER ADVANCEMENT VS. THE ORGANIZATIONAL CULTURE	*	07/1987-06/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	CDV029 CAREER ADVANCEMENT VS. THE ORGANIZATIONAL CULTURE	*	07/1988-06/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV029 GETTING YOUR CAREER IN GEAR	*	07/1988-12/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV029 FITTING IN WITH YOUR ORGANIZATION	*	07/1989-12/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV030 MANAGING YOUR CAREER	*	01/1989-12/1989	20	*	1	INTERDISCIPLINARY/ELECTIVE
	CDV031 WHAT TO DO WHEN YOUR CAREER PLATEAUS	*	07/1987-06/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV160 GETTING THE MOST OUT OF YOUR PERFORMANCE APPRAISAL	*	07/1988-12/2001	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV359 ARE YOU A SQUARE PEG IN A ROUND HOLE	*	07/1995-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	CDV382 HOW TO BECOME A TRAINER	*	07/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV383 HOW TO DO WELL IN A JOB INTERVIEW	*	07/1995-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	CDV386 PERSONAL VISIONING, & STRATEGIC PLANN	*	07/1995-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV387 SURVIVING ORGANIZATIONAL CHANGE	*	07/1995-06/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	CDV387 SURVIVING ORGANIZATIONAL CHANGE	*	01/2001-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	CDV404 THE ART OF "FOLLOWERSHIP"	*	01/1996-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CDV471 THE CHANGING WORKWORLD: EXPLORING OPTIONS & FINDING A FIT	*	01/1997-12/2000	16	*	0.5	SOCIAL SCIENCE
	CDV480 RESUMES FOR TODAY'S JOB MARKET	*	01/1997-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>COMMUNICATION COURSES</b>							
	COM003 ASSERTIVE COMMUNICATION	*	01/1986-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	COM008 BUSINESS ENGLISH & GRAMMAR REVIEW (FOR SECRETARIES)	*	01/1986-06/1987	8	*	0	NON-ACADEMIC
	COM008 BUSINESS ENGLISH REVIEW FOR MANAGERS & PROFESSIONALS	*	01/1986-12/1986	8	*	0	NON-ACADEMIC
	COM008 BUSINESS ENGLISH & GRAMMAR REVIEW	*	01/1986-12/2001	8	*	0	NON-ACADEMIC
	COM013 HOW TO SELL SERVICES, PRODUCTS & IDEAS	*	07/1987-06/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	COM017 EDITING--FOR YOURSELF, YOUR BOSS, & OTHERS	*	07/1990-12/1990	4	*	0	NON-ACADEMIC
	COM017 EDITING--FOR YOURSELF, YOUR BOSS, & OTHERS	*	01/1991-06/1996	8	*	0	NON-ACADEMIC
	COM024 DEALING WITH DIFFICULT PEOPLE	*	07/1987-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	COM028 THE WRITING SKILLS LAB	*	07/1987-06/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COM031 ADVANCED DEALING WITH DIFFICULT PEOPLE	*	01/1991-12/1995	8	*	COMBINABLE	SOCIAL SCIENCE
	COM047 THAT'S NOT MY JOB DESCRIPTION	*	07/1987-06/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COM050 MANAGING YOUR LEADERSHIP STYLE	*	01/1987-06/1989	8	*	COMBINABLE	SOCIAL SCIENCE
	COM050 LIFO: THE HUMAN RELATIONS WORKSHOP	*	07/1988-12/1988	8	*	COMBINABLE	SOCIAL SCIENCE
	COM050 INFLUENCING KEY PEOPLE	*	01/1989-06/1995	8	*	COMBINABLE	SOCIAL SCIENCE
	COM050 COMMUNICATING WITH KEY PEOPLE	*	07/1995-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	COM051 EFFECTIVE LISTENING SKILLS	*	01/1982-12/1985	8	*	COMBINABLE	COMMUNICATION ARTS
	COM051 LISTENING SKILLS	*	01/1986-12/2001	8	*	COMBINABLE	COMMUNICATION ARTS
	COM052 ORGANIZATIONAL COMMUNICATION	*	09/1983-12/1985	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COM053 COMMUNICATION & PRODUCTIVITY	*	01/1986-12/1986	4	*	COMBINABLE	SOCIAL SCIENCE
	COM058 ANGRY PEOPLE, MANAGING	*	07/1987-06/1991	8	*	COMBINABLE	SOCIAL SCIENCE
	COM058 MANAGING THE ANGRY PUBLIC	*	07/1991-12/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	COM062 BUILDING A POWERFUL VOCABULARY	*	01/1991-06/1996	8	*	0	NON-ACADEMIC
	COM072 THE PREPARATION & DELIVERY OF PRESENTATIONS	*	07/1982-06/1984	8	*	COMBINABLE	COMMUNICATION ARTS
	COM072 PRESENTATION SKILLS	*	07/1984-12/1987	8	*	COMBINABLE	COMMUNICATION ARTS
	COM072 MAKING PRESENTATIONS...THE BASICS	*	01/1988-06/1991	8	*	COMBINABLE	COMMUNICATION ARTS

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	COM072 EFFECTIVE PRESENTATIONS...THE IMPORTANT BASICS	*	07/1991-06/1995	8	*	COMBINABLE	COMMUNICATION ARTS
	COM072 PRESENTATION SKILLS	*	07/1995-12/2001	8	*	COMBINABLE	COMMUNICATION ARTS
	COM078 PROOFREADING	*	01/1986-06/1988	6	*	0	NON-ACADEMIC
	COM078 PROOFREADING	*	07/1988-12/1996	4	*	0	NON-ACADEMIC
	COM080 PERFECT PUNCTUATION	*	07/1987-12/1989	4	*	0	NON-ACADEMIC
	COM080 PUNCTUATION SKILLS	*	01/1990-12/1992	8	*	0	NON-ACADEMIC
	COM085 GETTING MORE OUT OF WHAT YOU READ	*	07/1991-06/1996	8	*	0	NON-ACADEMIC
	COM089 READING SKILLS: IMPROVING SPEED & COMPREHENSION	*	01/1983-12/1987	12	*	0	NON-ACADEMIC
	COM089 SPEED READING	*	01/1985-06/1994	12	*	0	NON-ACADEMIC
	COM089 SPEED READING FOR BUSINESS	*	07/1994-12/1998	8	*	0	NON-ACADEMIC
	COM090 RAPID READING FOR BUSINESS	*	01/2000-12/2001	4	*	0	NON-ACADEMIC
	COM099 THE EFFECTIVE COMMUNICATIONS ACADEMY	*	09/1983-12/1983	40	*	2	INTERDISCIPLINARY/ ELECTIVE
	COM104 TECHNICAL WRITING SKILLS	*	07/1987-12/2001	8	*	COMBINABLE	COMMUNICATION ARTS
	COM120 EFFECTIVE WRITING SKILLS	*	07/1982-06/1995	8	*	COMBINABLE	COMMUNICATION ARTS
	COM120 EFFECTIVE WRITING SKILLS - GRADUATES	*	07/1982-12/1986	4	*	COMBINABLE	COMMUNICATION ARTS
	COM120 BUSINESS WRITING, POWERFUL	*	07/1995-12/2001	8	*	COMBINABLE	COMMUNICATION ARTS
	COM122 HOW TO WRITE POLICIES & PROCEDURES	*	07/1987-12/1988	8	*	COMBINABLE	COMMUNICATION ARTS
	COM122 THE SAVVY SUPERVISOR POLICY & PROCEDURE GAME	*	07/1987-12/1987	8	*	COMBINABLE	COMMUNICATION ARTS
	COM122 DEVELOPING EFFECTIVE, ACCURATE POLICIES & PROCEDURES	*	10/1989-12/2001	8	*	COMBINABLE	COMMUNICATION ARTS
	COM127 OVERCOMING STAGE FRIGHT	*	01/1988-12/2001	8	*	0	NON-ACADEMIC

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	COM128 PROJECTING PERSONAL POWER	*	01/1988-06/1996	8	*	COMBINABLE	COMMUNICATION ARTS
	COM132 VIDEO PRODUCTION PROJECT MANAGEMENT	*	01/1988-06/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM132 INTRODUCTION TO VIDEO SCRIPTING & PRODUCTION	*	07/1989-12/1992	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM133 WRITING VIDEO SCRIPTS	*	01/1988-06/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM134 HIGH IMPACT PRESENTATIONS ADVANCED TECHNIQUES	*	01/1988-12/1995	8	*	COMBINABLE	COMMUNICATION ARTS
	COM134 ADVANCED PRESENTATION SKILLS	*	01/1996-12/2001	8	*	COMBINABLE	COMMUNICATION ARTS
	COM187 VERBAL SELF-DEFENSE	*	07/1989-12/1993	4	*	0	NON-ACADEMIC
	COM200 BRIDGING THE COMMUNICATION GAP	*	01/1990-12/1992	8	*	COMBINABLE	SOCIAL SCIENCE
	COM205 THE ART OF CONVERSATION	*	01/1990-12/1990	4	*	COMBINABLE	COMMUNICATION ARTS
	COM221 WRITING SUCCESSFUL PROPOSALS	*	01/1990-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM223 VOICE DEVELOPMENT & IMPACT	*	01/1986-12/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM228 GETTING THINGS RIGHT	*	01/1990-06/1992	4	*	0	NON-ACADEMIC
	COM228 THE ART OF EFFECTIVE NOTE TAKING	*	07/1992-06/1996	4	*	0	NON-ACADEMIC
	COM256 POSITIVE COMMUNICATION IN A DIVERSE WORKPLACE	*	07/1992-12/1992	24	*	1	SOCIAL SCIENCE
	COM256 HOW TO BE AN EFFECTIVE MEMBER OF A DIVERSE WORKPLACE	*	01/1993-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	COM261 EFFECTIVE INTERPERSONAL COMMUNICATION	*	01/1994-06/1996	4	*	COMBINABLE	COMMUNICATION ARTS
	COM262 MEN & WOMEN WORKING TOGETHER	*	01/1994-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	COM334 GANGS, GANG VIOLENCE & DISRUPTIVE BEHAVIOR	*	07/1994-06/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	COM352 SALES WRITING	*	01/1995-06/1995	8	*	COMBINABLE	COMMUNICATION ARTS
	COM352 WRITING TO PERSUADE	*	07/1995-12/1998	4	*	COMBINABLE	COMMUNICATION ARTS

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	COM353 WRITING STYLES	*	01/1995-12/1998	8	*	COMBINABLE	COMMUNICATION ARTS
	COM355 AUDIENCES, HANDLING HOSTILE	*	01/1995-06/1996	4	*	COMBINABLE	SOCIAL SCIENCE
	COM360 MEDIATION DISPUTE RESOLUTION, CONFLICT PREVENTION	*	01/1995-06/1996	24	*	1	SOCIAL SCIENCE
	COM381 UNDERSTANDING NON-VERBAL COMMUNICATION (READING BODY LANGUAGE)	*	07/1995-12/2001	4	*	COMBINABLE	COMMUNICATION ARTS
	COM396 COMMUNICATING EFFECTIVELY IN CRISIS SITUATIONS	*	01/1996-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COM405 GET THE LEAD OUT! - SYSTEM TO PUT IT IN WRITING	*	01/1996-12/1996	4	*	0	NON-ACADEMIC
	COM449 EFFECTIVE INTERPERSONAL COMMUNICATION	*	07/1996-12/2001	8	*	COMBINABLE	COMMUNICATION ARTS
	COM450 RESOLVING DISPUTES USING MEDIATION TECHNIQUES	*	07/1996-06/1997	8	*	COMBINABLE	SOCIAL SCIENCE
	COM450 HELPING PEOPLE GET ALONG: CONFLICT MANAGEMENT THROUGH DISPUTE RESOLUTION & MEDIATION TECHNIQUES	*	07/1997-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	COM461 THE "GOOF-PROOF" EDITOR: PROOFREADING	*	07/1996-12/2001	8	*	0	NON-ACADEMIC
	COM475 BOOSTING YOUR EQ (WHAT'S YOUR EQ?)	*	01/1997-12/2000	4	*	COMBINABLE	SOCIAL SCIENCE
	COM488 ALL I SAID WAS...: AVOIDING UNINTENDED INSULTS, INJURIES & SLIGHTS IN TODAY'S DIVERSE WORKPLACE	*	07/1997-06/2001	3.5	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COM499 POWERFUL WRITING SKILLS FOR E-MAIL USERS (HOW TO WRITE ACCURATE, EFFECTIVE E-MAILS)	*	07/1998-12/2001	4	*	COMBINABLE	COMMUNICATION ARTS
	COM502 THE PATH OF DIALOGUE	*	07/1998-12/2000	16	*	1.5	COMMUNICATION ARTS
	COM515 DIVERSITY DYNAMICS	*	07/1999-12/2001	3.5	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COM550 HIGH-IMPACT COMMUNICATION SKILLS FOR PROFESSIONALS	*	01/2000-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
<b>COMPUTER COURSES</b>							
	CIS001 INTERMEDIATE DOS (ALL VERSIONS PRIOR TO 6.2)	*	01/1988-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS015 INTRODUCTION TO MICROCOMPUTERS/DOS	*	01/1987-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	CIS023 INTRODUCTION TO DATA BASE MANAGEMENT	*	09/1983-12/1986	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS023 INTRODUCTION TO DATA BASE CONCEPTS	*	01/1987-12/1987	7	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS023 DBASE III FOR BEGINNERS (PLUS)	*	07/1987-06/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS030 ADVANCED DOS	*	07/1987-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS034 INTRODUCTION TO QUATTRO PRO 4.0	*	01/1991-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS036 INTRODUCTION TO WINDOWS 3.0	*	01/1991-06/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS036 INTRODUCTION TO WINDOWS 3.1	*	07/1992-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS037 INTRODUCTION TO WORD FOR WINDOWS 2.0	*	01/1991-06/1994	4	*	0	NON-ACADEMIC
	CIS039 WORDPERFECT 5.1 - DESKTOP PUBLISHING APPLICATIONS	*	01/1991-06/1997	4	*	0	NON-ACADEMIC
	CIS052 INTRODUCTION TO LOTUS 1-2-3 SPREADSHEET, (2.0, 2.01 OR 2.2)	*	07/1987-12/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS067 INTERMEDIATE WORD FOR WINDOWS 2.0	*	07/1991-06/1994	4	*		INTERDISCIPLINARY/ELECTIVE
	CIS086 PARADOX 3.5 REPORTING	*	07/1992-12/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS089 COMPUTER SYSTEM FUNDAMENTALS FOR MANAGERS	*	09/1983-12/1986	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS089 COMPUTER SERIES: W.P., D.B. & S.S.	*	01/1985-12/1985	12	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS089 COMPUTER LITERACY, AN INTRODUCTION FOR MANGERS	*	01/1987-12/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS090 WRITING USER-FRIENDLY COMPUTER SOFTWARE/HARDWARE DOCUMENTATION	*	07/1987-12/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS091 INTRODUCTION TO PERSONAL COMPUTERS	*	09/1983-12/1983	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS099 COMPUTER LITERACY & AN INTRODUCTION TO BASIC PROGRAMMING	*	01/1984-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS099 MICROSOFT PROJECT FOR WINDOWS	*	07/1991-12/1991	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS099 INTRODUCTION TO MICROSOFT PROJECT FOR WINDOWS 4.0	*	01/1994-12/1997	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	CIS100 INTERMEDIATE QUATTRO PRO (4.0)	*	07/1991-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS101 INTRODUCTION TO QUATTRO PRO GRAPHICS	*	07/1991-12/1991	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS110 KEYBOARDING--BUILDING SPEED & ACCURACY	*	07/1992-12/1992	4	*	0	NON-ACADEMIC
	CIS117 INTRODUCTION TO WORD PROCESSING	*	09/1983-12/1986	4	*	0	NON-ACADEMIC
	CIS118 ADVANCED DATA BASE	*	01/1986-12/1986	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS119 ADVANCED WORD PROCESSING	*	01/1986-12/1986	80	*	0	NON-ACADEMIC
	CIS120 INTRODUCTION TO WORD PROCESSING	*	01/1987-12/1987	7	*	0	NON-ACADEMIC
	CIS126 AN INTRODUCTION TO SMART WORD PROCESSING	*	01/1988-06/1989	4	*	0	NON-ACADEMIC
	CIS135 INTERMEDIATE LOTUS 1-2-3 (2.0, 2.01 OR 2.2)	*	01/1988-12/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS137 AN INTRODUCTION TO SMART SPREADSHEET	*	01/1988-06/1989	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS138 AN INTRODUCTION TO SMART DATA-MANAGER	*	01/1988-06/1989	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS139 AN INTRODUCTION TO WORDPERFECT (VER 4.2)	*	01/1988-06/1989	4	*	0	NON-ACADEMIC
	CIS141 INTERMEDIATE WORDPERFECT (VER 4.2)	*	01/1988-06/1989	4	*	0	NON-ACADEMIC
	CIS142 AN INTRODUCTION TO WORDSTAR (VERSION 4.0)	*	01/1988-12/1988	4	*	0	NON-ACADEMIC
	CIS155 INTRODUCTION TO VENTURA PUBLISHER (FOR THE PC)	*	07/1990-12/1992	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS158 INTRODUCTION TO HARVARD GRAPHICS 3.0	*	07/1990-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS161 INTERMEDIATE VENTURA PUBLISHER	*	01/1992-12/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS162 INTRODUCTION TO MICROSOFT WORD 4.0	*	07/1988-06/1990	4	*	0	NON-ACADEMIC
	CIS163 INTERMEDIATE EXCEL 2.2 (MACINTOSH)	*	01/1990-06/1991	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS164 INTERMEDIATE MICROSOFT WORD 4.0	*	01/1989-12/1989	4	*	0	NON-ACADEMIC

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	CIS165 INTERMEDIATE DBASE III PLUS	*	07/1988-06/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS168 INTRODUCTION TO PARADOX 3.5	*	01/1989-12/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS168 INTRODUCTION TO MICROSOFT WORD 5.0	*	01/1990-12/1991	4	*	0	NON-ACADEMIC
	CIS170 INTERMEDIATE MICROSOFT WORD 5.0	*	01/1990-12/1991	4	*	0	NON-ACADEMIC
	CIS171 INTRODUCTION TO WORDPERFECT 5.0	*	01/1989-12/1990	4	*	0	NON-ACADEMIC
	CIS171 INTRODUCTION TO WORDPERFECT 5.1	*	07/1990-06/1997	4	*	0	NON-ACADEMIC
	CIS173 INTERMEDIATE PARADOX 3.5	*	01/1989-12/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS173 ADVANCED MICROSOFT WORD 5.0	*	01/1990-12/1991	4	*	0	NON-ACADEMIC
	CIS174 INTRODUCTION TO PAGEMAKER FOR THE PC (4.0)	*	01/1989-06/1989	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS182 INTRODUCTION TO DBASE III PLUS PROGRAMMING	*	07/1992-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS183 INTERMEDIATE DBASE III PLUS PROGRAMMING,	*	07/1992-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS196 INTRODUCTION TO DBASE IV FOR DOS	*	07/1989-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS198 INTRODUCTION TO FREELANCE	*	01/1990-06/1990	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS198 INTERMEDIATE LOTUS FREELANCE PLUS	*	07/1991-12/1991	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS198 INTRODUCTION TO LOTUS FREELANCE PLUS	*	07/1991-12/1991	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS211 LOTUS 1-2-3 MACROS (2.0, 2.01 & 2.2)	*	07/1988-12/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS211 LOTUS 1-2-3 MACROS (ALL VERSIONS)	*	01/1993-12/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS213 OPERATING YOUR MACINTOSH	*	01/1990-06/1991	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS214 INTRODUCTION TO MICROSOFT WORD 4.0 (MAC)	*	07/1990-06/1991	4	*	0	NON-ACADEMIC
	CIS215 INTERMEDIATE MICROSOFT WORD 4.0 (MAC)	*	07/1990-06/1991	4	*	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	CIS216 INTRODUCTION TO EXCEL 2.2 (MACINTOSH)	*	01/1990-06/1991	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS217 INTRODUCTION TO PAGEMAKER ON THE MACINTOSH	*	01/1990-12/1991	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS229 INTERMEDIATE DBASE IV (FOR DOS)	*	01/1990-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS231 INTERMEDIATE WORDPERFECT 5.0	*	01/1989-12/1990	4	*	0	NON-ACADEMIC
	CIS231 INTERMEDIATE WORDPERFECT 5.1	*	07/1990-06/1997	4	*	0	NON-ACADEMIC
	CIS232 ADVANCED WORDPERFECT 5.0 (MERGE & SORT)	*	07/1989-12/1990	4	*	0	NON-ACADEMIC
	CIS232 ADVANCED WORDPERFECT 5.1	*	07/1990-06/1997	4	*	0	NON-ACADEMIC
	CIS237 INTRODUCTION TO EXCEL 2.1	*	01/1990-12/1991	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS237 INTRODUCTION EXCEL 3.0 (ALSO 4.0)	*	01/1992-06/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS238 INTRODUCTION TO ELECTRONIC SPREAD SHEET	*	09/1983-12/1986	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS238 INTRODUCTION TO ELECTRONIC SPREAD SHEET	*	01/1987-12/1987	7	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS238 INTRODUCTION TO LOTUS 1-2-3 (3.1) (FOR DOS)	*	07/1991-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS238 LOTUS 2.2 TO 3.1 CONVERSION	*	07/1991-06/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS239 INTERMEDIATE LOTUS 1-2-3 (3.1) (FOR DOS)	*	07/1991-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS241 INTERMEDIATE HARVARD GRAPHICS 3.0	*	07/1990-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS242 INTERMEDIATE EXCEL 2.1	*	07/1991-12/1991	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS242 INTERMEDIATE EXCEL 3.0 (ALSO 4.0 & 5.0)	*	01/1992-06/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS243 INTRODUCTION TO EXCEL CHARTS 3.0 (ALSO 4.0 & 5.0)	*	07/1992-06/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS244 ADVANCED SPREAD SHEET, ELECTRONIC	*	01/1986-12/1986	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS244 EXCEL 3.0 (ALSO 4.0 & 5.0)	*	07/1992-06/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	CIS246 INTRODUCTION TO LOTUS FOR WINDOWS (4.0)	*	07/1992-06/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS247 INTERMEDIATE LOTUS 1-2-3 FOR WINDOWS (4.0)	*	07/1992-06/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS250 ADVANCED WORDPERFECT FOR WINDOWS (6.0)	*	07/1992-12/1992	4	*	0	NON-ACADEMIC
	CIS257 WORDPERFECT OFFICE	*	01/1993-06/1993	4	*	0	NON-ACADEMIC
	CIS280 INTRODUCTION TO FOXPRO	*	01/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS281 INTERMEDIATE FOXPRO	*	01/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS282 INTRODUCTION TO FREELANCE FOR WINDOWS	*	01/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS284 MICROSOFT EXCEL 4.0 INTRODUCTION TO MACROS	*	01/1996-06/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS286 INTRODUCTION TO PARADOX FOR DOS 4.0 (4.5)	*	01/1993-06/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS287 INTERMEDIATE PARADOX FOR DOS 4.0 (4.5)	*	01/1993-06/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS291 INTRODUCTION TO HARVARD GRAPHICS FOR WINDOWS (2.0)	*	07/1994-12/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS298 INTRODUCTION TO PARADOX FOR WINDOWS (4.5)	*	07/1993-06/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS299 INTRODUCTION TO ACCESS FOR WINDOWS (1.0)	*	07/1993-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS304 INTERMEDIATE PARADOX FOR WINDOWS (4.5)	*	01/1994-06/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS305 INTERMEDIATE ACCESS FOR WINDOWS (1.0)	*	01/1994-12/1994	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS306 INTRODUCTION TO QUATTRO PRO FOR WINDOWS 5.0	*	01/1995-06/1995	4	*	0	NON-ACADEMIC
	CIS307 ADVANCED PARADOX FOR WINDOWS: DATA ENTRY & FORMS (4.5)	*	01/1994-06/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS308 PARADOX FOR WINDOWS REPORTING (4.5)	*	01/1994-06/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS319 INTRODUCTION TO PARADOX FOR DOS 4.0/4.5	*	07/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS320 INTRODUCTION TO PAGEMAKER 5.0	*	07/1989-12/1997	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	CIS321 INTRODUCTION TO WORDPERFECT FOR WINDOWS 6.0 (AND EARLIER)	*	07/1992-06/1995	4	*	0	NON-ACADEMIC
	CIS322 INTRODUCTION TO WORD FOR WINDOWS 6.0	*	07/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS323 INTERMEDIATE WORD FOR WINDOWS 6.0	*	07/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS327 INTERMEDIATE QUATTRO PRO FOR WINDOWS 5.0	*	01/1995-06/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS328 INTRODUCTION TO EXCEL 5.0	*	07/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS329 INTERMEDIATE EXCEL 5.0	*	07/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS330 INTERMEDIATE PARADOX FOR DOS 4.0/4.5	*	07/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS331 ADVANCED EXCEL 5.0	*	07/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS336 INTERMEDIATE DOS 6.2	*	01/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS337 INTRODUCTION TO ACCESS FOR WINDOWS 2.0	*	01/1995-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS338 INTERMEDIATE ACCESS FOR WINDOWS 2.0	*	01/1995-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS339 INTRODUCTION TO POWERPOINT 4.0	*	01/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS342 ADVANCED ACCESS FOR WINDOWS 2.0	*	01/1995-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS347 LOTUS 1-2-3 DATABASE (2.0, 2.01 & 2.2)	*	01/1989-12/1991	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS347 INTRODUCTION TO LOTUS 1-2-3 VER 3.4	*	07/1995-12/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS348 INTERMEDIATE WORDPERFECT FOR WINDOWS 6.0 (AND EARLIER)	*	07/1992-06/1996	4	*	0	NON-ACADEMIC
	CIS349 LOTUS 1-2-3 DATABASE/GRAPHICS	*	01/1988-12/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS349 LOTUS 1-2-3 GRAPHICS (2.0, 2.01 & 2.2)	*	01/1989-12/1991	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS349 INTERMEDIATE LOTUS 1-2-3 VER 3.4	*	07/1995-12/1995	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CIS351 WORDPERFECT FOR WINDOWS 6.0, MERGE & FORMS	*	01/1995-06/1996	4	*	0	NON-ACADEMIC

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	CIS356 INTRODUCTION TO EXCEL 5.0 CHARTS	*	07/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS362 INTRODUCTION TO INTERNET	*	01/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS366 INTRODUCTION TO WORDPERFECT FOR WINDOWS 6.1	*	07/1995-06/1996	4	*	0	NON-ACADEMIC
	CIS369 INTRODUCTION TO PARADOX FOR WINDOWS 5.0	*	07/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS370 INTERMEDIATE PARADOX FOR WINDOWS 5.0	*	07/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS372 INTERMEDIATE WORDPERFECT FOR WINDOWS 6.1	*	07/1995-06/1996	4	*	0	NON-ACADEMIC
	CIS375 INTRODUCTION TO LOTUS 1-2-3 FOR WINDOWS (5.0)	*	07/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS376 INTERMEDIATE LOTUS 1-2-3 FOR WINDOWS (5.0)	*	07/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS377 ADVANCED PARADOX FOR WINDOWS 5.0	*	07/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS378 PARADOX FOR WINDOWS 5.0 REPORTING	*	07/1995-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS415 INTRODUCTION TO WINDOWS 95	*	01/1996-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS417 INTRODUCTION TO WORD FOR WINDOWS 95 (VERS. 7.0)	*	01/1996-06/1996	4	*	0	NON-ACADEMIC
	CIS418 INTERMEDIATE WORD FOR WINDOWS 95 (VER. 7.0)	*	01/1996-06/1996	4	*	0	NON-ACADEMIC
	CIS423 ACCESS FOR WINDOWS 2.0 APPLICATIONS DEVELOPMENT	*	01/1996-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS424 INTRODUCTION TO ACT! FOR WINDOWS 2.0	*	01/1996-06/1996	8	*	0	NON-ACADEMIC
	CIS425 DBASE 5.0 FOR WINDOWS, INTRODUCTION	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS426 INTRODUCTION TO FOXPRO FOR WINDOWS 2.6	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS427 INTERMEDIATE FOXPRO FOR WINDOWS 2.6	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS428 OS/2 VERSION 2.0 INTRODUCTION	*	01/1994-12/1997	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS429 MICROSOFT EXCEL 4.0 INTRODUCTION TO DATABASE	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	CIS430 PAGEMAKER 5.0 INTERMEDIATE	*	01/1994-12/1997	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS431 EXCEL MACROS 5.0 WITH VISUAL BASIC	*	01/1994-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS432 WINDOWS 3.1 FILE MANAGER & GROUP WINDOWS	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS433 WINDOWS 3.1 SETUP & DATA TRANSFER	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS434 INTRODUCTION TO LOTUS APPROACH 3.0	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS435 INTERMEDIATE LOTUS APPROACH 3.0	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS436 PARADOX 4.0/4.5 REPORTING	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS437 PARADOX 4.0/4.5 ADVANCED	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS438 INTRODUCTION TO PAL PROGRAMMING	*	01/1994-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS439 INTRODUCTION TO CC:MAIL 2.01	*	01/1994-06/1997	4	*	0	NON-ACADEMIC
	CIS440 INTRODUCTION TO MICROSOFT MAIL & SCHEDULE+	*	01/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS441 INTRODUCTION TO NOVELL GROUPWISE 4.1	*	01/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS442 INTRODUCTION TO LOTUS NOTES	*	01/1994-06/1996	8	*	0	NON-ACADEMIC
	CIS443 INTRODUCTION TO ABC FLOWCHART 3.0	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS444 INTRODUCTION TO CORELDRAW 5.0	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS445 INTRODUCTION TO FREELANCE FOR WINDOWS 2.0	*	01/1994-12/1997	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS446 INTRODUCTION TO HTML PROGRAMMING	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS447 INTRO. TO HARVARD GRAPHICS FOR WINDOWS 2.0/3.0 PT. 1 & 2	*	01/1994-06/1997	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS448 INTRODUCTION TO WORDPERFECT PRESENTATIONS 2.0	*	01/1994-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS449 END-USER NOVELL NETWORK TRAINING	*	01/1994-12/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	CIS450 INTRODUCTION TO PROGRAMMING WINDOWS APPLICATIONS IN VISUAL BASIC 3.0	*	01/1994-12/1997	24	*	1	INTERDISCIPLINARY/ELECTIVE
	CIS451 MICROSOFT PROJECT 3.0 INTRODUCTION	*	01/1994-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS452 MICROSOFT PROJECT 3.0 INTERMEDIATE	*	01/1994-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS453 MICROSOFT PROJECT FOR WINDOWS 4.0 INTERMEDIATE	*	01/1994-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS454 INTERMEDIATE LOTUS 1-2-3 VER. 2.4 (FOR DOS)	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS455 INTRODUCTION TO LOTUS 1-2-3 VER. 2.4 (FOR DOS)	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS456 LOTUS 1-2-3 VER. 2.4 GRAPHING	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS457 1-2-3 FOR WINDOWS, CHARTING, RELEASE 5	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS458 INTRODUCTION TO QUATTRO PRO 5.5 (FOR DOS)	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS459 QUATTRO PRO 5.5 (FOR DOS) INTERMEDIATE	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS460 QUATTRO PRO 5.5 (FOR DOS) INTRO TO GRAPHICS	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS461 INTRODUCTION TO QUATTRO PRO FOR WINDOWS 6.0	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS462 QUATTRO PRO FOR WINDOWS 6.0 INTERMEDIATE	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS463 QUATTRO PRO FOR WINDOWS 6.0 GRAPHICS	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CIS464 INTRODUCTION TO AMI PRO FOR WINDOWS 3.0	*	01/1994-06/1997	4	*	0	NON-ACADEMIC
	CIS465 AMI PRO FOR WINDOWS 3.0 INTERMEDIATE	*	01/1994-06/1997	4	*	0	NON-ACADEMIC
	CIS466 AMI PRO FOR WINDOWS 3.0 TABLES, FORMS & MERGE	*	01/1994-06/1997	4	*	0	NON-ACADEMIC
	CIS467 WORD FOR WINDOWS 2.0 MERGE & FORMS	*	01/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS468 WORD FOR WINDOWS 2.0 DESKTOP PUBLISHING	*	01/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS469 WORD FOR WINDOWS 6.0 CONVERSION	*	01/1994-06/1996	4	*	0	NON-ACADEMIC

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	CIS470 WORD FOR WINDOWS 6.0 MERGE & FORMS	*	01/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS471 WORD FOR WINDOWS 6.0 DESKTOP PUBLISHING	*	01/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS472 INTRODUCTION TO WORDPERFECT 6.0 (FOR DOS)	*	01/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS473 INTERMEDIATE WORDPERFECT 6.0 (FOR DOS)	*	01/1994-06/1996	4	*	0	NON-ACADEMIC
	CIS477 INTRODUCTION TO DBASE FOR WINDOWS 5.0 PART II	*	01/1996-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>CONTRACTING COURSES</b>							
	CON001 CONTRACTING CYCLE, OVERVIEW OF THE	*	01/1984-12/1986	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CON018 CONTRACTING FOR SERVICES	*	01/1986-12/1996	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	CON082 WORK STATEMENTS, DEVELOPING	*	01/1985-12/1986	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CON479 THE AGTS CONTRACTING ACADEMY	*	01/1997-12/2001	20	*	1	INTERDISCIPLINARY/ELECTIVE
	CON486 PERFORMANCE CONTRACTING FOR HEALTH & HUMAN SERVICES	*	01/2001-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>CUSTOMER SERVICE COURSES</b>							
	CSV079 PUBLIC CONTACT SKILLS	*	07/1982-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	CSV105 TELEPHONE TECHNIQUES, EFFECTIVE	*	01/1983-12/1985	2	*	0	NON-ACADEMIC
	CSV105 TELEPHONE TECHNIQUES, EFFECTIVE	*	01/1986-12/2001	4	*	0	NON-ACADEMIC
	CSV157 CUSTOMER SERVICE, MANAGING	*	07/1988-12/1998	8	*	COMBINABLE	SOCIAL SCIENCE
	CSV157 CUSTOMER SERVICE, EXCELLENCE IN	*	07/1989-06/1990	8	*	COMBINABLE	SOCIAL SCIENCE
	CSV157 CUSTOMER SERVICE, SUPERVISING	*	07/1990-06/1991	8	*	COMBINABLE	SOCIAL SCIENCE
	CSV219 PUBLIC CONTACT SKILLS, ADVANCED	*	01/1990-12/1995	8	*	COMBINABLE	SOCIAL SCIENCE
	CSV361 CUSTOMER SERVICE SUPERSTAR, HOW TO BE A	*	01/1995-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	CSV472 MANAGING THE ANGRY PUBLIC	*	01/1997-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE

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	CSV545 CUSTOMER SERVICE PROGRAM DEVELOPMENT	*	07/1991-12/1991	VARIES	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CSV545 QUALITY SERVICE IMPROVEMENT PROGRAM	*	01/1992-12/2001	VARIES	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>EXECUTIVE TRAINING COURSES</b>							
	EXE061 EXECUTIVE EFFECTIVENESS PROGRAM, THE	*	07/1987-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	EXE135 EXECUTIVE READING SKILLS	*	07/1987-06/1988	4	*	0	NON-ACADEMIC
<b>FINANCE COURSES</b>							
	FIN176 ACCOUNTING, GOVERNMENTAL, & FINANCIAL REPORTING	*	01/1989-12/1989	24	*	1	INTERDISCIPLINARY/ELECTIVE
	FIN177 ACTING, GOVERNMENTAL, REPORTING & AUDITING UPDATE	*	01/1989-12/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>LAW ENFORCEMENT COURSES</b>							
	LE046 INTERPERSONAL EFFECTIVENESS SKILLS FOR POLICE OFFICERS	*	07/1987-12/1987	8	*	COMBINABLE	SOCIAL SCIENCE
	LE090 STRESS MANAGEMENT FOR POLICE OFFICERS	*	07/1987-06/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	LE255 WRITING SKILLS FOR LAW ENFORCEMENT PERSONNEL	*	01/1984-12/1985	8	*	COMBINABLE	COMMUNICATION ARTS
	LE255 WRITING SKILLS FOR PUBLIC SAFETY PERSONNEL	*	01/1986-12/1989	8	*	COMBINABLE	COMMUNICATION ARTS
	LE255 REPORT WRITING FOR PUBLIC SAFETY PERSONNEL	*	07/1992-06/1996	8	*	COMBINABLE	COMMUNICATION ARTS
<b>LEADERSHIP COURSES</b>							
	LDR481 THE CHALLENGE OF LEADERSHIP	*	01/1997-12/2001	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	LDR295 LEADING WITH HONOR	*	01/2001-12/2001	3	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>MANAGEMENT COURSES</b>							
	MA053 ASSERTIVE COMMUNICATION FOR MANAGERS	*	01/1986-12/1986	12	*	0.5	SOCIAL SCIENCE
	MA053 ASSERTIVE COMMUNICATION FOR MANAGERS	*	01/1987-06/1987	16	*	0.5	SOCIAL SCIENCE
	MA053 ASSERTIVE COMMUNICATION FOR MANAGERS	*	01/1992-12/1993	4	*	COMBINABLE	SOCIAL SCIENCE
	MA053 MANAGER & WRITTEN COMMUNICATION, THE	*	01/1992-12/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	MA053 ASSERTIVE COMMUNICATION FOR MANAGERS	*	01/1994-12/1995	8	*	COMBINABLE	SOCIAL SCIENCE
	MGT038 FACILITATOR TRAINING	*	01/1987-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT053 MANAGER'S ACADEMY	*	01/1986-12/1986	52	*	2.5	INTERDISCIPLINARY/ELECTIVE
	MGT053 MANAGER'S ACADEMY, THE	*	01/1992-12/1993	60	*	3	INTERDISCIPLINARY/ELECTIVE
	MGT053 MANAGER'S ACADEMY, THE	*	01/1994-12/2001	60	*	3	INTERDISCIPLINARY/ELECTIVE
	MGT056 ETHICS IN MANAGEMENT	*	07/1987-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT056 ETHICS AND ETHICAL DECISION MAKING	*	01/1991-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT063 MANAGEMENT, SUCCESSFUL MIDDLE (SPECIAL EVENT)	*	07/1987-12/1987	24	*	1	INTERDISCIPLINARY/ELECTIVE
	MGT066 PARLIAMENTARY PROCEDURES SIMPLIFIED	*	07/1987-12/1987	4	*	0	NON-ACADEMIC
	MGT069 MANAGER & THE LAW, THE	*	01/1992-06/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT070 NEGOTIATION, THE ART OF POSITIVE (S.E.)	*	07/1987-12/1987	8	*	COMBINABLE	SOCIAL SCIENCE
	MGT070 NEGOTIATION, THE ART OF POSITIVE	*	01/1988-06/1988	8	*	COMBINABLE	SOCIAL SCIENCE
	MGT070 NEGOTIATION SKILLS	*	07/1988-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	MGT071 POWER, INFLUENCE & SABOTAGE	*	07/1987-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT071 POWER & INFLUENCE IN THE WORKPLACE	*	01/1988-06/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT071 POWER & INFLUENCE IN THE WORKPLACE	*	07/1988-12/1992	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT071 POWER & INFLUENCE, THE POSITIVE USE OF	*	01/1994-12/2000	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT091 STATISTICS APPLIED, FOR MANAGERS & PROFESSIONALS (BASIC)	*	01/1983-06/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT092 STATISTICS FOR MANAGERS AND PROFESSIONALS	*	01/2001-12/2001	12	*	0.5	MATHEMATICS
	MGT152 PRACTICAL LEADERSHIP -- EVERYDAY BEST PRACTICES	*	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	MGT153 MANAGER, HOW TO BE A SUCCESSFUL	*	07/1988-06/1990	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT153 MANAGER'S WORKSHOP, THE	*	01/1990-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT253 DOWNSIZING IN THE PUBLIC SECTOR, MANAGING (THE SURVIVORS)	*	07/1992-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT254 WORKFORCE 2000, MANAGING (PREPARING FOR)	*	07/1992-06/1996	3	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT297 LEADERSHIP, PRINCIPLE-CENTERED	*	07/1993-12/1994	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT316 STRATEGICALLY, HOW TO THINK & PLAN	*	07/1994-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT492 NO-FAULT MANAGEMENT: PUTTING AN END TO THE "BLAME GAME"	*	01/1998-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT493 MANAGING GENERATION X: THIS AIN'T YOUR FATHER'S GENERATION!	*	01/1998-12/2001	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT504 MANAGING OFF-SITE PERSONNEL	*	07/1998-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT869 ROBERT'S RULES OF ORDER	*	01/2001-12/2001	6	*	COMBINABLE	COMMUNICATION ARTS
	MKT103 MARKETING STRATEGIES FOR SMALL BUSINESS	*	07/1987-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	NFP001 FUND RAISING FOR NOT-FOR-PROFIT ORGANIZATIONS	*	01/1987-06/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>OFFICE PROFESSIONAL COURSES</b>							
	SEC003 OFFICE PROCEDURES, PRINCIPLES & PRACTICES	*	07/1982-06/1990	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SEC075 SECRETARIES, THE PROFESSIONAL DEVELOPMENT ACADEMY	*	01/1986-12/1987	56	*	2.5	INTERDISCIPLINARY/ELECTIVE
	SEC075 SECRETARIES AS A PROFESSIONAL DEVELOPMENT ACADEMY	*	01/1988-12/1990	32	*	1.5	INTERDISCIPLINARY/ELECTIVE
	SEC083 THE OFFICE PROFESSIONAL II (THE PROFESSIONAL SECRETARY II)	*	07/1988-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SEC088 THE OFFICE PROFESSIONAL I (THE PROFESSIONAL SECRETARY I)	*	01/1987-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SEC095 CLERICAL PERSONNEL, SURVIVAL SKILLS FOR	*	07/1987-06/1988	4	*	0	NON-ACADEMIC
	SEC102 MINUTES OF MEETINGS, TAKING	*	01/1986-12/2001	8	*	0	NON-ACADEMIC
	SEC317 RECEPTIONIST, THE INDISPENSABLE	*	01/1994-12/2001	8	*	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	SEC494 GET IT DONE! UNLEASHING YOUR "HIDDEN" POWER	*	01/1998-01/1999	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SEC511 THE ULTIMATE ADMINISTRATIVE ASSISTANT	*	01/1999-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>PERSONNEL ADMINISTRATION COURSES</b>							
	PSL018 PERSONNEL COMPLAINTS, INVESTIGATING	*	07/1987-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL025 POSITION CLASSIFICATION TRAINING	*	01/1983-12/1983	VARIES	*	0	NON-ACADEMIC
	PSL043 HANDICAPPED ACCOMMODATION & THE LAW	*	07/1987-12/1990	2	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL043 HANDICAPPED CLIENT, EMPOWERING THE	*	07/1987-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL043 ADA: UNDERSTANDING & PREPARING FOR THE EMPLOYMENT PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT	*	01/1991-12/2000	4	*	COMBINABLE	SOCIAL SCIENCE
	PSL043 PREVENTING DISCRIMINATION AGAINST PEOPLE WITH DISABILITIES	*	01/2001-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	PSL045 SURVEY, EFFECTIVE TECHNIQUES FOR ORGANIZATIONS	*	09/1983-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL048 DISCRIMINATION COMPLAINTS, INVESTIGATING EMPLOYMENT	*	07/1992-06/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL081 HIRING & REFERENCE CHECKING, NEGLIGENT	*	07/1987-06/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL087 SEXUAL HARASSMENT: THE SUPERVISOR'S ROLE	*	07/1987-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	PSL136 INTERNS, SUPERVISING	*	09/1983-12/1983	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL147 JOB ANALYSIS	*	09/1983-12/1983	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	PSL148 TRAINING & EXPERIENCE EVALUATION	*	07/1983-12/1983	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL152 WORKING WITH PEOPLE WHO ARE DIFFERENT	*	07/1987-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL179 TRAINING & EXPERIENCE RATINGS	*	01/1989-12/1989	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	PSL181 ASSESSMENT CENTER APPROACH, THE	*	09/1983-12/1989	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	PSL181 ASSESSMENT CENTER PROCESS, THE	*	01/1989-06/1994	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	PSL181 ASSESSMENT CENTERS FOR SMALLER JURISDICTIONS	*	07/1994-06/1996	VARIES	*	0	NON-ACADEMIC
	PSL252 OUTPLACEMENT ASSISTANCE WORKSHOP, THE	*	01/1992-06/1996	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	PSL261 VIOLENCE IN YOUR WORKPLACE, ASSESSING THE RISK	*	01/1993-12/1993	4	*	COMBINABLE	SOCIAL SCIENCE
	PSL262 SEXUAL HARASSMENT, FLIRTING WITH DISASTER	*	01/1993-06/1993	8	*	COMBINABLE	SOCIAL SCIENCE
	PSL266 VIOLENCE IN THE WORKPLACE, UNDERSTANDING & DEALING WITH	*	01/1994-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	PSL391 SEXUAL HARASSMENT, EXPOSING, THE HIDDEN AGENDA	*	07/1995-12/2000	4	*	COMBINABLE	SOCIAL SCIENCE
	PSL489 HOW TO INVESTIGATE A SEXUAL HARASSMENT COMPLAINT	*	07/1998-12/2001	7	*	COMBINABLE	SOCIAL SCIENCE
	PSL490 PRE-EMPLOYMENT QUESTIONING & THE AMERICANS WITH DISABILITY ACT	*	01/1998-12/2001	2	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL491 PSYCHIATRIC DISABILITIES & THE ADA: GUIDELINES ON THE TREATMENT OF APPLICANTS & EMPLOYEES	*	01/1998-12/2001	2	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL495 KEY STEPS IN CRISIS MANAGEMENT, WHAT TO DO WHEN THE ROOF FALLS IN	*	01/1998-12/2001	2	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL496 RELIGIOUS ACCOMMODATION IN THE WORKPLACE	*	01/1998-12/2000	2	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL496 RELIGIOUS ACCOMMODATION IN THE WORKPLACE (PRAYERS, PEYOTE & PAGANS)	*	01/2000-12/2001	2.5	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL501 NAVIGATING THE FAMILY & MEDICAL LEAVE ACT	*	07/1998-12/2001	2	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL503 WHEN PUSH COMES TO SHOVE: HAZING, HARASSMENT & "CLONING" IN TODAY'S WORKPLACE	*	07/1998-12/2000	3	*	COMBINABLE	SOCIAL SCIENCE
	PSL506 PREVENTING SEXUAL HARASSMENT: THE EMPLOYEE'S ROLE & PERSPECTIVE	*	07/1998-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	PSL508 PREVENTING HARASSMENT IN THE WORKPLACE	*	01/2001-12/2001	3.5	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PSL516 UNDERSTANDING & COMPLYING WITH THE FAIR LABOR STANDARDS ACT	*	01/2001-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
<b>PLANNING COURSES</b>							
	PLN121 STRATEGIC MANAGEMENT: A VISIONING APPROACH	*	07/1987-12/1987	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	PLN167 STRATEGIC PLANNING RETREAT, THE	*	01/1992-12/2000	8	*	0	NON-ACADEMIC

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<b>PRODUCTIVITY COURSES</b>							
	PRO077 PROJECT MANAGEMENT	*	01/1983-12/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PRO077 WORKING WITH YOUR PROJECT MANAGEMENT TEAM	*	01/1997-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PRO078 PROJECT MANAGEMENT	*	01/2001-12/2001	16	*	0.5	INTERDISCIPLINARY/ ELECTIVE
	PRO093 PRODUCTIVITY IMPROVE THROUGH WORK SIMPLIFICATION	*	07/1982-06/1986	12	*	0.5	INTERDISCIPLINARY/ ELECTIVE
	PRO093 WORK MANAGEMENT	*	01/1985-12/1985	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PRO093 WORK SIMPLIFICATION	*	07/1991-12/1991	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PRO093 WORK SIMPLIFICATION	*	01/1992-12/1992	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PRO106 TIME MANAGEMENT FOR PARA-PROFESSIONALS	*	07/1984-12/1985	4	*	COMBINABLE	SOCIAL SCIENCE
	PRO106 TIME MANAGEMENT FOR THE OFFICE PROFESSIONAL	*	01/1989-06/1990	4	*	COMBINABLE	SOCIAL SCIENCE
	PRO106 TIME MANAGEMENT, THE POWERFUL BASIC	*	01/1986-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	PRO107 TIME MANAGEMENT (FOR MANAGERS & PROFESSIONALS)	*	07/1982-06/1990	4	*	COMBINABLE	SOCIAL SCIENCE
	PRO107 TIME MANAGEMENT WORKSHOP, THE ULTIMATE	*	07/1990-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	PRO108 TIME MANAGEMENT FOR THE BOSS/SECRETARY TEAM	*	07/1987-06/1988	4	*	COMBINABLE	SOCIAL SCIENCE
	PRO108 COST CONTAINMENT...PROVEN METHODS...	*	07/1988-06/1989	12	*	0.5	INTERDISCIPLINARY/ ELECTIVE
	PRO123 POLICY INTO PROCEDURE, TURNING	*	07/1987-06/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PRO209 PRIORITIES, MANAGING MULTIPLE	*	01/1990-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PRO236 FILING & RECORDS MANAGEMENT, (PROFESSIONAL)	*	01/1992-12/2001	8	*	0	NON-ACADEMIC
<b>PROFESSIONAL DEVELOPMENT COURSES</b>							
	PDV002 ETIQUETTE, BUSINESS, & YOUR CAREER	*	07/1989-12/1989	8	*	0	NON-ACADEMIC
	PDV007 MEMORY POWER, BUILDING	*	01/1986-06/1988	4	*	0	NON-ACADEMIC

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	PDV007 MEMORY POWER I, BUILDING	*	07/1988-06/1989	4	*	0	NON-ACADEMIC
	PDV007 MEMORY POWER II, BUILDING	*	07/1988-06/1989	4	*	0	NON-ACADEMIC
	PDV007 MEMORY POWER, BUILDING (YOUR)	*	07/1989-12/2001	8	*	0	NON-ACADEMIC
	PDV009 ETIQUETTE ESSENTIALS	*	01/1990-12/1991	8	*	0	NON-ACADEMIC
	PDV020 FUTURE, CREATING THE (HOW TO CREATE YOUR OWN)	*	07/1987-06/1992	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PDV021 IMPRESSION, HOW TO CREATE A POSITIVE	*	07/1987-12/1987	4	*	0	NON-ACADEMIC
	PDV021 IMPRESSION, CREATING A POSITIVE	*	01/1988-12/2001	8	*	0	NON-ACADEMIC
	PDV022 PROCRASTINATION, OVERCOMING	*	07/1990-06/1996	4	*	0	NON-ACADEMIC
	PDV030 MATH, PRACTICAL BUSINESS (MANAGEMENT)	*	07/1982-06/1983	12	*	0.5	INTERDISCIPLINARY/ ELECTIVE
	PDV030 MATHEMATICS, PRACTICAL, IN GOVERNMENT	*	01/1983-06/1983	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PDV032 EMPOWERMENT TRAINING, (S.E. FIRST)	*	07/1987-06/1992	16	*	0.5	SOCIAL SCIENCE
	PDV044 HUMAN EFFECTIVENESS, INCREASING	*	01/1992-06/1992	16	*	0.5	INTERDISCIPLINARY/ ELECTIVE
	PDV065 SUBORDINANCY, DYNAMIC	*	07/1982-12/1985	12	*	0.5	SOCIAL SCIENCE
	PDV065 PERSONAL EFFECTIVENESS TRAINING	*	01/1986-12/2000	8	*	0	NON-ACADEMIC
	PDV073 IMAGE, YOUR PROFESSIONAL, FOR MEN	*	07/1987-12/1989	8	*	0	NON-ACADEMIC
	PDV073 WARDROBE PLANNING FOR MEN	*	01/1990-06/1990	4	*	0	NON-ACADEMIC
	PDV073 IMAGE FOR MEN, THE SUCCESSFUL	*	07/1990-12/1990	5	*	0	NON-ACADEMIC
	PDV073 IMAGE FOR MEN, THE SUCCESSFUL (BUILDING A)	*	01/1991-12/1994	8	*	0	NON-ACADEMIC
	PDV074 IMAGE, YOUR PROFESSIONAL	*	01/1987-12/1989	8	*	0	NON-ACADEMIC
	PDV074 WARDROBE PLANNING FOR WOMEN	*	07/1987-06/1990	4	*	0	NON-ACADEMIC

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	PDV074 IMAGE FOR WOMEN, THE SUCCESSFUL	*	07/1990-12/1990	5	*	0	NON-ACADEMIC
	PDV074 IMAGE FOR WOMEN, THE SUCCESSFUL (BUILDING A)	*	01/1991-12/1994	8	*	0	NON-ACADEMIC
	PDV074 BUILDING A SUCCESSFUL IMAGE	*	01/1996-06/1996	8	*	0	NON-ACADEMIC
	PDV084 SELF-ESTEEM WORKSHOP (FOR WOMEN), THE	*	07/1987-06/1996	4	*	0	NON-ACADEMIC
	PDV104 ANGER MANAGEMENT	*	07/1987-06/1988	8	*	COMBINABLE	SOCIAL SCIENCE
	PDV111 WORK, ENJOYING (HOW TO ENJOY)	*	07/1987-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV113 ETIQUETTE, BUSINESS	*	07/1987-06/1988	8	*	0	NON-ACADEMIC
	PDV114 SELF-MOTIVATION & THE COMPANY YOU KEEP	*	07/1987-12/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV115 RISKS, TAKING PERSONAL (TAKING)	*	01/1988-06/1991	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV129 SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE (ACADEMY)	*	07/1990-06/1991	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	PDV129 SEVEN HABITS FOLLOW-UP	*	07/1991-12/1994	8	*	0	NON-ACADEMIC
	PDV129 SEVEN HABITS ACADEMY, THE	*	07/1988-06/1989	24	*	1	INTERDISCIPLINARY/ELECTIVE
	PDV143 EXCELLENCE, ATTITUDES OF, BREAKING YOUR BELIEF BARRIERS	*	07/1988-06/1989	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV144 ETIQUETTE, BUSINESS, & YOUR CAREER	*	07/1991-12/1991	4	*	0	NON-ACADEMIC
	PDV145 WINNING, THE PSYCHOLOGY OF	*	07/1989-06/1991	8	*	0	NON-ACADEMIC
	PDV159 ATTITUDE IS YOUR SUCCESS, YOUR	*	07/1991-12/2005	4	*	0	NON-ACADEMIC
	PDV159 ATTITUDE IS YOUR SUCCESS, YOUR	*	01/1989-12/1989	8	*	0	NON-ACADEMIC
	PDV178 BARRIERS, BEYOND	*	01/1990-12/2000	4	*	0	NON-ACADEMIC
	PDV178 BARRIERS, BEYOND	*	07/1989-06/1991	8	*	0	NON-ACADEMIC
	PDV197 MONEY 101	*	07/1991-12/1992	7	*	0	NON-ACADEMIC

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	PDV197 MONEY MANAGEMENT, PERSONAL	*	01/1993-06/1994	7	*	0	NON-ACADEMIC
	PDV197 MONEY MANAGEMENT, PERSONAL	*	07/1994-12/2001	8	*	0	NON-ACADEMIC
	PDV197 SUCCESSFUL MONEY MANAGEMENT	*	01/1995-12/2001	8	*	0	NON-ACADEMIC
	PDV345 UNDERSTANDING YOURSELF & OTHERS: MYERS-BRIGGS	*	01/1995-06/1995	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV358 FAILURE, BUILDING ON	*	07/1995-12/2001	8	*	0	NON-ACADEMIC
	PDV358 LIFE EXPERIENCES, BUILDING ON	*	01/1995-06/1995	8	*	0	NON-ACADEMIC
	PDV359 WORKSTYLE PREFERENCE, UNDERSTANDING & CAPITALIZING	*	07/1995-06/1996	4	*	0	NON-ACADEMIC
	PDV388 TAKE CONTROL! PERSONAL SECURITY TRAINING FOR THE 90'S	*	01/1996-12/2001	4	*	0	NON-ACADEMIC
	PDV400 DEALING POSITIVELY WITH WORKPLACE NEGATIVITY	*	01/1996-12/2000	4	*	0	NON-ACADEMIC
	PDV406 THE DISC WORKSHOP: UNDERSTANDING BEHAVIOR & PERFORMANCE	*	07/1996-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV406 THE DISC WORKSHOP: UNDERSTANDING & MANAGING HUMAN BEHAVIOR	*	01/1999-12/2000	8	*	COMBINABLE	SOCIAL SCIENCE
	PDV512 WORKPLACE SUPERSTARS: WHO THEY ARE, WHAT THEY DO, & HOW YOU CAN BE ONE TOO	*	01/1999-12/2000	8	*	COMBINABLE	SOCIAL SCIENCE
<b>QUALITY/CONTINUOUS IMPROVEMENT/ TEAMS COURSES</b>							
	TQM140 TOTAL QUALITY MANAGEMENT, AN INTRODUCTION	*	01/1992-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM267 VISION, VISIONING & COMMUNICATING	*	01/1993-06/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM267 VISION, CREATING & COMMUNICATING A COMPELLING	*	07/1993-12/2000	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM268 CONTINUOUS IMPROVEMENT & MEASUREMENT, INTRODUCTION & (HOW TO IMPLEMENT)	*	01/1993-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM269 EMPLOYEES, EMPOWERING & INVOLVING	*	01/1993-12/2000	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM269 EMPLOYEES, EMPOWERING & INVOLVING	*	07/1995-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM270 TEAMS I, LEADING HIGH-PERFORMANCE (BUILDING, SELF-DIRECTED)	*	01/1993-12/2000	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	TQM271 TEAM II, BUILDING YOUR HIGH-PERFORMANCE	*	01/1993-06/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM271 TEAM II, BUILDING YOUR HIGH-PERFORMANCE	*	07/1993-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM272 FACILITATE, HOW TO, GROUPS & MEETINGS	*	01/1988-06/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM272 GROUPS, FACILITATING	*	01/1993-12/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM272 GROUPS, FACILITATING	*	01/1994-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM273 PARTNERING: INTER-GROUP TEAM BUILDING (...SUBCONTRACTORS)	*	01/1993-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM274 TQM?, ARE YOU READY FOR	*	01/1993-12/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM274 TQM/CONTINUOUS IMPROVEMENT ENVIRONMENT, THE MANAGER'S ROLE	*	01/1994-12/2000	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM275 TQM, IMPLEMENTING IN A PUBLIC SECTOR OR NOT-FOR PROFIT ENVIRONMENT	*	01/1993-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM276 TURNING YOUR ORGANIZATION UPSIDE DOWN: INCREASING EMPLOYEE INVOLVEMENT	*	07/1987-12/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM276 EMPOWERMENT?, ARE YOU READY FOR	*	01/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM277 LEADERSHIP, THE CHALLENGE OF IN A TQM ENVIRONMENT	*	01/1993-06/1993	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM277 LEADERSHIP, THE CHALLENGE OF (IN A TQM ENVIRONMENT)	*	07/1993-12/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM314 TOTAL QUALITY MANAGEMENT, IMPLEMENTING (TQM/CONTINUOUS IMPROVEMENT)	*	01/1994-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM318 TIMEMAX ACADEMY, THE	*	01/1994-06/1994	20	*	1	INTERDISCIPLINARY/ELECTIVE
	TQM357 INNOVATION, UNDERSTANDING & FOSTERING	*	01/1995-12/2000	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM385 WORKPLACE, WARS IN THE & HOW TO STOP THEM	*	07/1995-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM389 TEAM LEADER'S TOOLBOX (MONSTERS UNDER THE TABLE: HIDDEN BARRIERS TO TEAM EFFECTIVENESS)	*	07/1995-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM407 PROCESS REENGINEERING	*	01/1996-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	TQM408 RE-ENGAGING THE AMERICAN WORKER	*	01/1996-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM409 PERSONAL SKILLS FOR SUCCEEDING IN THE CONTINUOUS IMPROVEMENT ORGANIZATION	*	01/1996-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM410 SYSTEMS THINKING IN ORGANIZATIONS	*	01/1996-12/2000	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM411 BREAKING THROUGH THE BARRIERS OF ORGANIZATIONAL DEFENSIVENESS	*	01/1996-12/2000	4	*	0	NON-ACADEMIC
	TQM412 FEAR IN THE WORKPLACE - HOW TO REPLACE IT WITH PRODUCTIVITY, CREATIVITY, & INNOVATION	*	01/1996-12/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM412 REDUCING FEAR & BUILDING TRUST IN THE WORKPLACE (BUILDING TRUST & REDUCING FEAR IN THE WORKPLACE)	*	01/1997-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM413 HOW TO BUILD SUCCESSFUL SELF-DIRECTED TEAMS	*	01/1996-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM462 WELCOMING DIVERSITY	*	07/1996-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM476 TEAM SKILLS: WHAT EVERY PLAYER MUST KNOW	*	01/1997-12/2001	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM486 CREATIVE THINKING	*	07/1997-12/1998	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM487 JUMPSTART YOUR CREATIVITY	*	01/2001-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TQM500 CRITICAL THINKING: SKILLS THAT PROMOTE REASON OVER REFLEX	*	07/1998-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
<b>SUPERVISION COURSES</b>							
	SUP002 OFFICE MANAGEMENT	*	07/1982-01/1987	12	*	0.5 LD	INTERDISCIPLINARY/ELECTIVE
	SUP006 SUPERVISORY SKILLS, BASIC	*	09/1980-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP016 CONFLICT MANAGEMENT	*	07/1982-12/1982	4	*	COMBINABLE	SOCIAL SCIENCE
	SUP016 CONFLICT MANAGEMENT	*	01/1983-12/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	SUP016 CONFLICT MANAGEMENT	*	01/1997-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	SUP019 GROUP TECHNIQUES, PRODUCTIVE	*	07/1982-06/1984	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP019 GROUP PROBLEM SOLVING & DECISION MAKING	*	01/1984-06/1984	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	SUP019 PROBLEM SOLVING & DECISION MAKING, GROUP	*	07/1984-06/1985	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP019 PROBLEM SOLVING, CREATIVE	*	01/1987-12/1991	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP019 PROBLEM SOLVING & DECISION MAKING, EFFECTIVE	*	01/1992-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP025 DELEGATION SKILLS (GETTING WORK DONE...)	*	07/1986-06/1988	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP026 TEAM BUILDING FOR GROUP LEADERS	*	07/1987-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP026 TEAM BUILDING SKILLS FOR MANAGERS (SUPERVISORS)	*	07/1987-06/1994	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP029 SELECTION INTERVIEWING (TECHNIQUES) (SUPERVISORS)	*	07/1982-12/1982	12	*	0.5	COMMUNICATION ARTS
	SUP029 PERSONNEL SELECTION PROCEDURES (INTERVIEWING)	*	09/1983-12/1983	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	SUP029 INTERVIEWING TECHNIQUES FOR SUPERVISORS	*	01/1984-06/1987	12	*	0.5	COMMUNICATION ARTS
	SUP029 HIRING TECHNIQUES, EFFECTIVE	*	07/1987-06/1988	12	*	0.5	INTERDISCIPLINARY/ELECTIVE
	SUP029 SELECTION INTERVIEWING,...HIRING THE RIGHT ONE	*	07/1988-12/1989	12	*	0.5	COMMUNICATION ARTS
	SUP029 SELECTION INTERVIEWING,...HIRING THE RIGHT ONE	*	01/1990-12/2001	8	*	COMBINABLE	COMMUNICATION ARTS
	SUP033 LEADERSHIP TRAINING FOR ENGINEERS	*	07/1987-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP033 LEADERSHIP SKILLS FOR TECHNICAL PERSONNEL	*	01/1988-06/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP033 TECHNICAL PERSONNEL, HOW TO MANAGE (MANAGING)	*	07/1988-12/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP035 DRUGS IN THE WORKPLACE - WHAT SUPERVISORS...	*	01/1988-12/1992	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP041 EQUAL EMPLOYMENT OPPORTUNITY (HIRING, FIRING & EEO)	*	01/1986-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP042 MEETING SKILLS & GROUP DYNAMICS, BASIC	*	07/1982-12/1982	4	*	COMBINABLE	SOCIAL SCIENCE
	SUP042 MEETING SKILLS, BASIC	*	01/1983-12/1986	4	*	COMBINABLE	SOCIAL SCIENCE
	SUP042 MEETING, HOW TO RUN A SUCCESSFUL	*	07/1987-12/1987	8	*	COMBINABLE	SOCIAL SCIENCE

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	SUP042 LEADING EFFECTIVE MEETINGS (HOLDING SUCCESSFUL MEETINGS)	*	01/1988-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	SUP050 EQUAL EMPLOYMENT OPPORTUNITY UPDATE	*	01/2001-12/2001	3	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP054 CHANGE, MANAGING (MANAGEMENT) (INITIATING &)	*	07/1987-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP054 CHANGE, INITIATING & MANAGING	*	01/1997-12/2001	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP055 AIDS IN THE WORKPLACE	*	01/1988-12/1992	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP057 COUNSELING SKILLS FOR SUPERVISORS	*	07/1982-12/1986	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP057 EMPLOYEE PROBLEM IDENTIFICATION & REFERRAL	*	09/1983-06/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP057 DISCIPLINARY TECHNIQUES, EFFECTIVE	*	01/1986-12/1986	7	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP057 DIFFICULT EMPLOYEE, MANAGING THE	*	01/1987-12/1993	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP057 DISCIPLINE & CORRECTIVE ACTION	*	01/1994-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP059 EMPLOYEES, MOTIVATING	*	01/1986-12/1993	4	*	COMBINABLE	SOCIAL SCIENCE
	SUP060 MULTICULTURAL WORKPLACE, MANAGING THE	*	07/1987-12/1987	4	*	COMBINABLE	SOCIAL SCIENCE
	SUP060 WORKPLACE, MANAGING DIVERSITY IN THE	*	07/1987-06/1992	4	*	COMBINABLE	SOCIAL SCIENCE
	SUP060 EEO LAW, PERCEPTIONS: MOVING BEYOND	*	07/1988-06/1989	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP060 WORKFORCE DIVERSITY, MANAGING (2000)	*	07/1992-06/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	SUP060 MANAGING TODAY'S DIVERSE WORK FORCE	*	07/1996-12/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	SUP060 VALUING & MANAGING DIVERSITY	*	01/1997-12/2001	8	*	COMBINABLE	SOCIAL SCIENCE
	SUP064 PRE-SUPERVISORY TRAINING	*	07/1984-12/1985	12	*	0.5	INTERDISCIPLINARY/ELECTIVE
	SUP064 SUPERVISOR, ON BECOMING A	*	01/1986-12/1986	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP064 SUPERVISOR, ON BECOMING A	*	01/1987-12/1989	12	*	0.5	INTERDISCIPLINARY/ELECTIVE

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	SUP064 SUPERVISION, MAKING A SUCCESSFUL TRANSITION INTO	*	01/1990-06/1990	12	*	0.5	INTERDISCIPLINARY/ELECTIVE
	SUP064 SUPERVISION IN YOUR FUTURE?, IS	*	07/1990-06/1993	12	*	0.5	INTERDISCIPLINARY/ELECTIVE
	SUP064 SUPERVISION IN YOUR FUTURE?, IS	*	07/1993-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP068 PERFORMANCE PLANNING & APPRAISAL	*	07/1982-06/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP068 PERFORMANCE MANAGEMENT	*	07/1988-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP082 SUPERVISOR'S ACADEMY, THE	*	01/1982-12/1988	48	*	2	INTERDISCIPLINARY/ELECTIVE
	SUP082 SUPERVISOR'S ACADEMY, THE	*	01/1989-12/1993	52	*	2.5	INTERDISCIPLINARY/ELECTIVE
	SUP082 SUPERVISOR'S ACADEMY, THE	*	01/1994-06/1995	72	*	3	INTERDISCIPLINARY/ELECTIVE
	SUP082 SUPERVISOR'S ACADEMY, THE	*	07/1995-12/2001	76.5	*	3	INTERDISCIPLINARY/ELECTIVE
	SUP131 EMPLOYEE ORIENTATION, NEW	*	07/1982-12/1982	8	*	0	NON-ACADEMIC
	SUP131 SUPERVISOR AS A TRAINER, THE	*	07/1982-12/1982	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP131 EMPLOYEE ORIENTATION, DEVELOPING OR IMPROVING	*	01/1983-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP131 SUPERVISOR & TRAINING, THE	*	01/1983-12/1986	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP131 EMPLOYEE DEVELOPMENT (DEVELOPING EMPLOYEES)	*	01/1986-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP131 SUPERVISOR & TRAINING, THE	*	01/1987-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP131 SUPERVISOR, AS AN ON-THE-JOB TRAINER, THE	*	01/1988-06/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP131 SUPERVISOR, AS AN ON-THE-JOB TRAINER, THE	*	07/1989-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP169 DELEGATION , THE CHALLENGE OF	*	07/1982-06/1986	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP172 EARLY WARNING PROGRAM, THE	*	07/1987-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP175 COACHING FOR EXCELLENCE (IMPROVED PERFORMANCE)	*	07/1989-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	SUP194 MANAGEMENT, HIGH PERFORMANCE	*	07/1989-06/1991	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP194 EMPLOYEE IN HIGH PRESSURE SITUATIONS, MANAGING	*	01/1992-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP224 EMPLOYEE ANGER & EMOTION, DEALING EFFECTIVELY	*	01/1990-06/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	SUP315 TEAMS, TEAMBUILDING & GROUP PROBLEM SOLVING/DECISION MAKING	*	01/1994-12/2000	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP346 LEADERSHIP, MASTERING THE ART OF SITUATIONAL	*	01/1995-06/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	SUP354 EMPLOYEE "ATTITUDE" PROBLEMS, MANAGING	*	01/1995-12/2001	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP445 THE MANAGER AS CAREER COACH	*	07/1996-12/2001	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>TECHNICAL AND TRADES COURSES</b>							
	TEC002 WELDING ARC (I)	*	07/1987-06/1993	9	*	0	SKILL-BASED
	TEC004 BACKHOE TRAINING	*	01/1986-12/1987	16	*	0	SKILL-BASED
	TEC004 BACKHOE	*	07/1988-06/1989	20	*	0	SKILL-BASED
	TEC004 BACKHOE	*	07/1989-12/1992	24	*	0	SKILL-BASED
	TEC005 BARRICADING	*	07/1987-06/1995	8	*	0	SKILL-BASED
	TEC040 WELDING, GAS (I)	*	07/1987-06/1993	9	*	0	SKILL-BASED
	TEC047 HYDRAULICS, THEORY & BASIC	*	09/1983-12/1986	20	*	0	SKILL-BASED
	TEC049 GENERAL PLANT SCIENCE	*	01/1984-12/1984	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TEC049 MAINTENANCE, LANDSCAPE	*	01/1988-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TEC058 FRONT-END LOADER, A REFRESHER	*	01/1988-12/1989	8	*	0	SKILL-BASED
	TEC059 BLADE	*	01/1984-12/1987	16	*	0	SKILL-BASED
	TEC072 AUTOMOTIVE ELECTRICAL SYSTEMS, BASIC	*	01/1984-12/1984	8	*	0	SKILL-BASED
	TEC072 AUTOMOTIVE FRONT-END SUSPENSION	*	01/1984-12/1984	8	*	0	SKILL-BASED

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	TEC074 FORKLIFT	*	01/1986-12/1987	8	*	0	SKILL-BASED
	TEC078 TOOL USAGE, BASIC	*	07/1983-12/1983	8	*	0	SKILL-BASED
	TEC078 TOOL USAGE, BASIC	*	01/1985-12/1986	16	*	0	SKILL-BASED
	TEC094 MAINTENANCE, ASPHALT	*	07/1989-12/1992	8	*	0	SKILL-BASED
	TEC094 MAINTENANCE TRAINING, STREET	*	09/1983-12/1985	8	*	0	SKILL-BASED
	TEC094 MAINTENANCE, STREET	*	01/1986-06/1989	12	*	0	SKILL-BASED
	TEC116 WATER CONSERVATION & LANDSCAPING	*	01/1985-12/1987	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	TEC116 XERISCAPE - WATER CONSERVATION THROUGH CREATIVE LANDSCAPING	*	01/1988-06/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	TEC116 WATER CONSERVATION THROUGH CREATIVE LANDSCAPING	*	07/1988-06/1996	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	TEC116 WATER REGULATIONS, DRINKING	*	07/1989-12/1989	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	TEC125 FRONT-END LOADER	*	01/1984-12/1987	16	*	0	SKILL-BASED
	TEC146 WELDING SAFETY	*	01/1983-12/1983	4	*	0	SKILL-BASED
	TEC146 WELDING SAFETY & FABRICATION TECHNIQUES	*	01/1984-12/1986	8	*	0	SKILL-BASED
	TEC146 WELDING SAFETY (& FABRICATION)	*	01/1987-06/1996	3	*	0	SKILL-BASED
	TEC149 WELDING, ARC II	*	07/1988-06/1993	9	*	0	SKILL-BASED
	TEC150 WELDING, GAS II	*	07/1988-06/1993	9	*	0	SKILL-BASED
	TEC151 FLAGGING PROCEDURES...THE BASICS	*	07/1988-06/1989	4	*	0	SKILL-BASED
	TEC151 FLAGGING PROCEDURES...THE BASICS	*	07/1989-06/1994	3	*	0	SKILL-BASED
	TEC180 BLUEPRINT READING, ARCHITECTURAL, INTRODUCTION TO	*	01/1990-06/1992	8	*	0	SKILL-BASED
	TEC180 BLUEPRINT READING, ARCHITECTURAL, INTRODUCTION TO	*	07/1992-12/1992	6	*	0	SKILL-BASED

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	TEC184 RADIO OPERATION, TWO-WAY	*	09/1983-12/1985	2	*	0	SKILL-BASED
	TEC185 EQUIPMENT OPERATION, HEAVY	*	09/1983-12/1985	16	*	0	SKILL-BASED
	TEC186 WELDING, FABRICATION TECHNIQUES	*	09/1983-12/1983	3	*	0	SKILL-BASED
	TEC186 METAL FABRICATION TECHNIQUES	*	07/1989-06/1993	12	*	0	SKILL-BASED
	TEC190 MOTOR GRADER	*	07/1989-12/1989	24	*	0	SKILL-BASED
	TEC192 MAINTENANCE, PREVENTIVE	*	07/1989-12/1989	16	*	0	SKILL-BASED
	TEC193 ENGINE CONTROLS, COMPUTERIZED	*	07/1989-12/1989	16	*	0	SKILL-BASED
	TEC199 BLUEPRINT READING, CIVIL, INTRODUCTION TO	*	01/1990-06/1992	8	*	0	SKILL-BASED
	TEC199 BLUEPRINT READING, CIVIL, INTRODUCTION TO	*	07/1992-12/1992	6	*	0	SKILL-BASED
	TEC201 TRENCHING & SHORING	*	01/1984-12/1989	8	*	0	SKILL-BASED
	TEC201 TRENCHING & SHORING, SAFE	*	01/1990-06/1991	6	*	0	SKILL-BASED
	TEC201 TRENCHING & SHORING, SAFE	*	07/1991-12/1994	4	*	0	SKILL-BASED
	TEC202 CONCRETE & CONCRETE SAFETY	*	01/1990-12/1990	6	*	0	SKILL-BASED
	TEC203 PESTICIDE APPLICATION PERSONNEL, INITIAL CERT TRAINING	*	01/1990-12/1992	12	*	0	SKILL-BASED
	TEC204 LABELS & LABELING - PESTICIDES	*	01/1990-12/1991	4	*	0	SKILL-BASED
	TEC204 MATERIAL SAFETY DATA SHEET, UNDERSTANDING	*	01/1990-12/1991	4	*	0	SKILL-BASED
	TEC204 PESTICIDES-LABEL & MSDS TO BEST ADVANTAGE,	*	01/1992-12/1992	8	*	0	SKILL-BASED
	TEC205 PESTICIDES-UNDER, NEW RULES ... UPDATE	*	01/1992-12/1992	4	*	0	SKILL-BASED
	TEC207 PESTICIDE SAFETY & APPLICATION TECHNIQUES (ADV.)	*	07/1990-12/1992	4	*	0	SKILL-BASED
	TEC230 COMMERCIAL DRIVER'S LICENSE TRAINING FOR GKT	*	01/1990-12/1992	12	*	0	SKILL-BASED

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	TEC234 COMMERCIAL DRIVER'S LICENSE TRAINING-	*	01/1990-12/1992	4	*	0	SKILL-BASED
	TEC240 FLEET DRIVER TRAINING (ACCIDENT AVOIDANCE)	*	07/1991-12/1992	8	*	0	SKILL-BASED
	TEC384 ARCHAEOLOGICAL SITE TO THE CONSTRUCTION SITE, FROM	*	07/1995-06/1996	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	TEC464 ARCHAEOLOGICAL SITE TO THE CONSTRUCTION SITE, FROM	*	07/1996-12/1998	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>TECHNICAL AND TRADES - SAFETY COURSES</b>							
	SAF039 BACK INJURY PREVENTION	*	09/1983-12/1986	2	*	0	SKILL-BASED
	SAF098 SAFETY MANAGEMENT, SUPERVISORY OR	*	01/1983-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SAF188 DISINFECTION, THE FUNDAMENTALS OF	*	07/1989-12/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>TRAINER EFFECTIVENESS COURSES</b>							
	TNR300 PLATFORM SKILLS FOR SEMINAR LEADERS	*	07/1987-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TNR300 PRESENTATION SKILLS FOR IN-HOUSE TRAINERS	*	07/1993-12/1993	12	*	0.5	INTERDISCIPLINARY/ELECTIVE
	TNR300 PRESENTATION SKILLS FOR IN-HOUSE TRAINERS	*	01/1994-06/1996	24	*	1	INTERDISCIPLINARY/ELECTIVE
	TNR332 EXPERIENTIAL LEARNING ACTIVITIES	*	07/1994-06/1996	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TNR390 TRAINER'S WORKSHOP, THE	*	09/1983-06/1987	12	*	0.5	INTERDISCIPLINARY/ELECTIVE
	TNR390 TRAIN THE TRAINER	*	01/1986-12/1987	20	*	1	INTERDISCIPLINARY/ELECTIVE
	TNR390 TRAINER'S WORKSHOP, THE	*	07/1987-12/1987	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
	TNR390 TRAIN THE TRAINER (S.E.)	*	07/1987-12/1987	VARIES	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TNR390 TRAINER'S ACADEMY, THE AGTS	*	07/1995-12/2001	36	*	1.5	INTERDISCIPLINARY/ELECTIVE
	TRN505 PEER TRAINING SKILLS: GETTING THE MOST OUT OF OJT	*	07/1998-12/2000	16	*	0.5	INTERDISCIPLINARY/ELECTIVE
<b>VOLUNTEER COURSES</b>							
	VOL251 VOLUNTEER MANAGEMENT	*	07/1992-12/1993	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>WATER/WASTEWATER COURSES</b>							

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	ENV104 CHLORINE USAGE IN WATER AND WASTEWATER	*	01/2001-12/2001	8	*	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	ENV120 ACTIVATED SLUDGE TREATMENT PROCESS: OVERVIEW OF VARIATIONS OF THE ACTIVATED SLUDGE TREATMENT PROCESS	*	01/2001-12/2001	4	*	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	ENV121 ACTIVATED SLUDGE TREATMENT PROCESS: AERATION SYSTEM EQUIPMENT	*	01/2001-12/2001	4	*	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	ENV192 WATER/WASTEWATER FIELD QUALITY ASSURANCE/QUALITY CONTROL TRAINING	*	01/2001-12/2001	4	*	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
<b>WELLNESS COURSES</b>							
	WEL027 HOLIDAYS, RECREATING THE	*	07/1990-12/1990	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WEL045 HUMOR, LAUGHTER & PLAY: THE STRESS BUSTERS (HUMOR & YOUR HEALTH – WORKPLACE)	*	07/1987-12/2001	4	*	COMBINABLE	SOCIAL SCIENCE
	WEL092 SMOKING, STOP, NOW	*	07/1988-06/1992	6	*	0	NON-ACADEMIC
	WEL095 STRESS MANAGEMENT	*	07/1982-12/1986	8	*	COMBINABLE	SOCIAL SCIENCE
	WEL095 STRESS, BEYOND MANAGING YOUR (GRADUATES)	*	01/1983-12/1986	4	*	COMBINABLE	SOCIAL SCIENCE
	WEL095 STRESS MANAGEMENT & FOLLOW-UP	*	01/1987-06/1993	8	*	COMBINABLE	SOCIAL SCIENCE
	WEL095 STRESS MANAGEMENT & BURNOUT PREVENTION	*	07/1993-12/2005	8	*	COMBINABLE	SOCIAL SCIENCE
	WEL096 STRESS MANAGEMENT FOR INSPECTION, ...	*	07/1988-06/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	WEL097 STRESS MANAGEMENT FOR RADIO DISPATCHERS	*	07/1987-06/1996	8	*	COMBINABLE	SOCIAL SCIENCE
	WEL154 WEIGHT LOSS WORKSHOP, THE	*	01/1989-12/1989	12	*	0	NON-ACADEMIC
	WEL154 WEIGHT LOSS WORKSHOP, THE	*	01/1990-06/1992	9	*	0	NON-ACADEMIC
	WEL189 HEALTHY, GETTING	*	07/1989-12/1989	6	*	0	NON-ACADEMIC
	WEL189 HEALTHY, GETTING	*	01/1990-12/1990	4	*	0	NON-ACADEMIC
	WEL189 HEALTHY, GETTING	*	01/1991-12/2001	6	*	0	NON-ACADEMIC

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	WEL191 WORK & FAMILY, BALANCING	*	07/1989-12/1999	4	*	0	NON-ACADEMIC
	WEL191 BALANCING YOUR LIFE	*	01/2000-12/2001	4	*	0	NON-ACADEMIC
	WEL195 SMOKING CESSATION PROGRAMS	*	07/1987-12/1987	4	*	0	NON-ACADEMIC
	WEL208 SMOKING WORKSHOP, THE STOP	*	07/1987-12/1987	12	*	0	NON-ACADEMIC
	WEL210 WELLNESS: THE COMPETITIVE EDGE (YOUR)	*	07/1987-06/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WEL212 WELLNESS, WORKSITE, HOW TO GAIN ORGANIZATIONAL SUPPORT FOR	*	01/1988-06/1988	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WEL218 STRESS MANAGEMENT & THE HOLIDAYS	*	07/1988-12/1988	4	*	COMBINABLE	SOCIAL SCIENCE
	WEL375 MINDFUL MEDICINE: MINDFULNESS TRAINING – AN ADVANCED WELLNESS WORKSHOP	*	01/2001-12/2001	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WEL397 STAYING IN TOUCH WITH YOUR SELF	*	01/1996-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WEL398 STOP BEING A VICTIM	*	01/1996-06/1996	4	*	0	NON-ACADEMIC
	WEL399 HOW TO STAY YOUNG & HEALTHY AFTER FORTY	*	01/1996-06/1996	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WEL414 OFFICE ERGONOMICS FOR EVERYONE	*	01/1996-12/1998	3	*	0	NON-ACADEMIC
	WMN076 WOMEN, PROFESSIONAL DEVELOPMENT FOR, IN GOVERNMENT	*	01/1983-06/1989	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WMN076 WOMEN, CONTEMPORARY ISSUES FOR WOMEN IN PUBLIC EMPLOYMENT	*	07/1987-12/1987	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WMN076 WOMEN IN THE WORKPLACE	*	07/1989-06/1990	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
<b>COMMUNICATION</b>							
	COM173 BUILDING HEALTHIER WORK RELATIONSHIPS	*	01/2003-12/2003	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COM208 COMPLETE COMMUNICATION	*	01/2003-12/2003	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COM360 THE MEDIATOR'S ACADEMY	*	01/2003-12/2003	40	*	2.0	INTERDISCIPLINARY/ ELECTIVE
	COM479 BOOST YOUR EQ	*	01/2003-12/2003	8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	COM115 MESSAGES UNSPOKEN	*	01/2003-12/2003	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM135 HOW TO MAKE PRESENTATIONS TO COUNCILS AND BOARDS	*	01/2003-12/2003	3	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM174 POSITIVE POLITICS	*	01/2003-12/2003	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM485 EFFECTIVE MEDIA RELATIONS	*	01/2003-12/2003	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>MANAGEMENT DEVELOPMENT</b>							
	MGT161 USING THE BALANCED SCORE CARD TO ACCELERATE CHANGE & REFORM	*	01/2003-12/2003	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT310 DESTRUCTIVE MANAGEMENT BEHAVIOR: 13 TIPS FOR AVOIDING THE WORST MISTAKES	*	01/2003-12/2003	3	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT493 UNDERSTANDING AND MANAGING GENERATIONS IN THE WORKPLACE	*	01/2003-12/2003	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>PROFESSIONAL DEVELOPMENT</b>							
	PDV129 THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE	*	01/2003-12/2003	24	*	1.0	INTERDISCIPLINARY/ELECTIVE
	PDV190 CRITICISM: HOW TO GIVE IT AND HOW TO TAKE IT	*	01/2003-12/2003	6	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV163 THINKING OPTIMISTICALLY	*	01/2003-12/2003	3	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PRO202 TIP TIME-SAVING TIPS FOR MICROSOFT WORD USERS	*	01/2003-12/2003	4	0	0.0	NON-ACADEMIC
	PRO210 TURBO CHARGE YOUR PROWERPOINT PRESENTATIONS	*	01/2003-12/2003	4	0	0.0	NON-ACADEMIC
	PRO351 THE BIRTH ORDER WORKSHOP	*	01/2003-12/2003	2	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
<b>PRODUCTIVITY</b>							
	PRO164 GET ORGANIZED!	*	01/2003-12/2003	4	0	0.0	NON-ACADEMIC
	COM173 BUILDING HEALTHIER WORK RELATIONSHIPS	CLASSROOM	01/2004-12/2004	4	*	0	NON-ACADEMIC
	SUP28 EFFECTIVE DELEGATION	CLASSROOM	01/2004-12/2004	3.5	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP32 MOTIVATING AND RETAINING EMPLOYEES (FORMERLY RECOGNIZING AND REWARDING EMPLOYEES)	CLASSROOM	01/2004-12/2004	3.5	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT191 STATISTICS MADE EASY	CLASSROOM	01/2004-12/2004	8	*	0	NON-ACADEMIC

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	MGT152 PRACTICAL LEADERSHIP -- EVERYDAY BEST PRACTICES	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM479 BOOST YOUR EQ: EMOTIONAL INTELLIGENCE 101	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV7 MEMORY POWER-- A KEY CAREER-ENHANCER	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MGT310 DESTRUCTIVE MANAGEMENT BEHAVIOR: BETTER DEFEND AGAINST COMPLAINTS AND CHALLENGES.	CLASSROOM	01/2004-12/2004	3.5	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP82 THE SUPERVISOR'S ACADEMY	CLASSROOM	01/2004-12/2004	71	*	3.5	INTERDISCIPLINARY/ELECTIVE
	CSV361 BE A CUSTOMER SERVICE SUPERSTAR! TIPS AND TECHNIQUES FROM TOP PERFORMERS	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM8 BUSINESS ENGLISH AND GRAMMAR REVIEW	CLASSROOM	01/2004-12/2004	8	*	0	NON-ACADEMIC
	COM3 ASSERTIVE COMMUNICATION	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	COMMUNICATION ARTS
	COM72 PRESENTATION SKILLS	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	COMMUNICATION ARTS
	COM450 HELPING PEOPLE GET ALONG: CONFLICT MANAGEMENT THROUGH DISPUTE RESOLUTION AND MEDIATION TECHNIQUES	CLASSROOM	01/2004-12/2004	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM51 LISTENING SKILLS: THE CORNERSTONE OF EFFECTIVE COMMUNICATION	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	COMMUNICATION ARTS
	CSV79 PUBLIC CONTACT SKILLS: KEY COMMUNICATION SKILLS FOR OUTSTANDING CUSTOMER SERVICE	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	COMMUNICATION ARTS
	TQM500 CRITICAL THINKING: SKILLS THAT PROMOTE REASON OVER REFLEX	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM261 EFFECTIVE INTERPERSONAL COMMUNICATION: THE KEY TO GREAT PEOPLE SKILLS	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV162 ANGER MANAGEMENT 101	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PRO107 ULTIMATE TIME MANAGEMENT WORKSHOP	CLASSROOM	01/2004-12/2004	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM120 POWERFUL BUSINESS WRITING	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	COMMUNICATION ARTS
	MGT70 NEGOTIATION SKILLS	CLASSROOM	01/2004-12/2004	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	COM8 BUSINESS ENGLISH AND GRAMMAR REVIEW	CLASSROOM	01/2004-12/2004	8	*	0	NON-ACADEMIC
	SEC102 TAKING MINUTES OF MEETINGS	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	COMMUNICATION ARTS
	SUP19 EFFECTIVE PROBLEM SOLVING AND DECISION MAKING	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM461 "GOOF-PROOF" EDITOR: PROOFREADING AND EDITING SKILLS FOR ERROR-FREE DOCUMENTS	CLASSROOM	01/2004-12/2004	8	*	0	NON-ACADEMIC
	CSV472 MANAGING THE ANGRY PUBLIC	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SUP6 BASIC SUPERVISORY SKILLS	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SEC511 ULTIMATE ADMINISTRATIVE ASSISTANT	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM122 DEVELOPING EFFECTIVE, ACCURATE POLICIES AND PROCEDURES	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	COMMUNICATION ARTS
	COM134 ADVANCED PRESENTATION SKILLS	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	COMMUNICATION ARTS
	CON479 THE AGTS CONTRACTING ACADEMY	CLASSROOM	01/2004-12/2004	20	*	1	INTERDISCIPLINARY/ELECTIVE
	SUP28 EFFECTIVE DELEGATION	CLASSROOM	01/2004-12/2004	3.5	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COM24 DEALING WITH DIFFICULT PEOPLE	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PDV159 YOUR ATTITUDE IS YOUR SUCCESS	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WEL95 STRESS MANAGEMENT AND BURNOUT PREVENTION	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PRO209 MANAGING MULTIPLE PRIORITIES	CLASSROOM	01/2004-12/2004	8	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
COM139	HOW TO GET ALONG WITH PEOPLE YOU DON'T LIKE (AND WHY BOTHER)	CLASSROOM	07/2005-06/2006	8	*	0.5	INTERDISCIPLINARY/ELECTIVE
CSV105	ESSENTIAL TELEPHONE SKILLS (FORMERLY: EFFECTIVE TELEPHONE TECHNIQUES)	CLASSROOM	07/2005-06/2006	4	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
SUP214	CONTROLLING GOSSIP	CLASSROOM	07/2005-06/2006	8	*	0.5	INTERDISCIPLINARY/ELECTIVE
SUP32	MOTIVATING AND RETAINING EMPLOYEES	CLASSROOM	07/2005-06/2006	3.5	*	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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MGT213	THE ESSENTIAL ONE-MINUTE MANAGER	CLASSROOM	07/2005-06/2006	8	*	0.5	INTERDISCIPLINARY/ ELECTIVE
PSL137	HR ASSISTANT I	CLASSROOM	07/2005-06/2006	8	*	0.5	INTERDISCIPLINARY/ ELECTIVE
PSL138	HR ASSISTANT II	CLASSROOM	07/2005-06/2006	8	*	0.5	INTERDISCIPLINARY/ ELECTIVE
PRO106	EFFECTIVE TIME MANAGEMENT (FORMERLY: TIME MANAGEMENT - THE POWERFUL BASICS)	CLASSROOM	07/2005-06/2006	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
PRO107	LEVERAGE YOUR TIME (FORMERLY: THE ULTIMATE TIME MANAGEMENT WORKSHOP)	CLASSROOM	07/2005-06/2006	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
PRO133	POWER AND POLITICS IN PROJECT MANAGEMENT	CLASSROOM	07/2005-06/2006	8	*	0.5	INTERDISCIPLINARY/ ELECTIVE
PDV239	BRAND YOUR LIFE, LIVE YOUR BRAND™	CLASSROOM	07/2005-06/2006	7	0	0	NON-ACADEMIC
BUS061	AN INTRODUCTION TO SALES	CLASSROOM	07/2005-06/2006	8	0	0	NON-ACADEMIC
WEL136	HAPPINESS: WHERE IT COMES FROM AND HOW TO GET MORE	CLASSROOM	07/2005-06/2006	3	0	0	NON-ACADEMIC
TNR385	ADULT LEARNING TECHNIQUES	CLASSROOM	01/2010-12/2010	16	16	1	INTERDISCIPLINARY / ELECTIVE
MGT420	BUILDING AND MAINTAINING TRUST IN THE WORKPLACE	CLASSROOM	01/2010-12/2010	4	4	COMBINABLE	INTERDISCIPLINARY / ELECTIVE
COM275	CONFLICT, CONFRONTATION, AND COMMUNICATION	CLASSROOM	01/2010-12/2010	8	8	0.5	INTERDISCIPLINARY / ELECTIVE
COM458	EQ BASICS	CLASSROOM	01/2010-12/2010	6	6	COMBINABLE	INTERDISCIPLINARY / ELECTIVE
PDV114	ETIQUETTE ESSENTIALS FOR BUSINESS PROFESSIONALS	CLASSROOM	01/2010-12/2010	4	4	0	NON-ACADEMIC
PSL67	EVERYDAY ETHICS	CLASSROOM	01/2010-12/2010	3.5	3.5	COMBINABLE	HUMANITIES
PDV125	INFLUENCING SKILLS	CLASSROOM	01/2010-12/2010	8	8	0.5	INTERDISCIPLINARY / ELECTIVE
PRO495	INNOVATION, CREATIVITY, AND BREAKTHROUGH THINKING	CLASSROOM	01/2010-12/2010	8	8	0.5	INTERDISCIPLINARY / ELECTIVE
PDV350	INTROVERT POWER	CLASSROOM	01/2010-12/2010	4	4	COMBINABLE	INTERDISCIPLINARY / ELECTIVE
MGT504	MANAGING OFF-SITE EMPLOYEES	CLASSROOM	01/2010-12/2010	8	8	0.5	INTERDISCIPLINARY / ELECTIVE

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PDV387	MASTERING CHANGE	CLASSROOM	01/2010-12/2010	4	4	COMBINABLE	INTERDISCIPLINARY / ELECTIVE
CDV384	PERSONAL CAREER LEADERSHIP (PCL)	CLASSROOM	01/2010-12/2010	16	16	0	NON-ACADEMIC
CDV385	PLANNING FOR THE POWER YEARS	CLASSROOM	01/2010-12/2010	8	8	0	NON-ACADEMIC
PSL280	RECOGNIZING AND ELIMINATING BULLYING IN THE WORKPLACE	CLASSROOM	01/2010-12/2010	4	4	COMBINABLE	INTERDISCIPLINARY / ELECTIVE
PDV348	SITUATIONAL LEADERSHIP	CLASSROOM	01/2010-12/2010	4	4	COMBINABLE	INTERDISCIPLINARY / ELECTIVE
WEL95	STRESS MANAGEMENT	CLASSROOM	01/2010-12/2010	8	8	0.5	INTERDISCIPLINARY / ELECTIVE
COM455	TALKING POINTS	CLASSROOM	01/2010-12/2010	7	7	COMBINABLE	COMMUNICATIONS ARTS
MGT53	THE MANAGER'S ACADEMY	CLASSROOM	01/2010-12/2010	50.5	50.5	3	INTERDISCIPLINARY / ELECTIVE
COM360	THE AGTS MEDIATOR'S ACADEMY	CLASSROOM	01/2010-12/2010	40	40	2.5	COMMUNICATIONS ARTS
PDV348	TRUE COLORS	CLASSROOM	01/2010-12/2010	4	4	COMBINABLE	INTERDISCIPLINARY / ELECTIVE
COM106	WRITING FOR THE WEB	CLASSROOM	01/2010-12/2010	8	8	0.5	INTERDISCIPLINARY / ELECTIVE