

University of Phoenix - Prior Learning Assessment - Corporate Articulation

JACK HENRY AND ASSOCIATES, INC.



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 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
SINGLE COURSES							
	BASIC LEADERSHIP SKILLS	CLASSROOM	01/2006-12/2010	1.5 HOURS	1.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	BASICS OF TRAINING	CLASSROOM	01/2006-12/2010	7 HOURS	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	BROWSER AND WEBHELP SUITE	SELF-PACED	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	BUSINESS ETIQUETTE	SELF-PACED	01/2006-12/2010	1 HOUR	0	0	NON-ACADEMIC
	CAPTIVATE AND E-LEARNING INSTRUCTIONAL DESIGN BASICS	CLASSROOM	01/2006-12/2010	24 HOURS	19.5	1	INTERDISCIPLINARY/ELECTIVE
	COMPUTER OPERATIONS AND ADMINISTRATION	CLASSROOM	01/2006-12/2010	35 HOURS	27.5	1.5	SCIENCE/TECHNOLOGY
	CROSS SELLING TECHNIQUES	CLASSROOM	01/2006-12/2010	1.5 HOURS	1.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DEALING WITH DIFFICULT PEOPLE	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	E-LEARNING INSTRUCTIONAL DESIGN BASICS	CLASSROOM	01/2006-12/2010	7.5 HOURS	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	EFFECTIVE CUSTOMER RELATIONS SKILLS	CLASSROOM	01/2006-12/2010	16 HOURS	13	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	FUNDAMENTALS OF PUBLIC SPEAKING	CLASSROOM	01/2006-12/2010	8.5 HOURS	7.5	0.5	COMMUNICATION ARTS
	GENERAL LEDGER	CLASSROOM	01/2006-12/2010	40 HOURS	32.5	2	INTERDISCIPLINARY/ELECTIVE
	GENERAL LEDGER FOR CARD SERVICES	CLASSROOM	01/2006-12/2010	3 HOURS	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	GENERAL LEDGER REVIEW TOPICS	CLASSROOM	01/2006-12/2010	1 HOUR	1	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	GL PART 1: CHART OF ACCOUNTS, F/S, F/M, AND INQUIRIES (BASIC LEVEL)	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	GL PART 2: TRANSLATIONS, TRANSACTIONS AND BALANCING (BASIC LEVEL)	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	GL PART 3: DAILY ACTIVITY (INTERMEDIATE LEVEL)	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	GL PART 4: MONTH END ACTIVITY (ADVANCED LEVEL)	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	GL PART 5: ACCOUNTS PAYABLE AND CHECKS (BASIC LEVEL)	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	GL PART 6: OPTIONAL GL FUNCTIONS (INTERMEDIATE LEVEL)	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	HANDLING THREATENING PHONE CALLS	CLASSROOM	01/2006-12/2010	2 HOURS	0	0	NON-ACADEMIC
	ILE TOPICS	SELF-PACED	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	INFOPATH FORM DESIGN BASICS AND SHAREPOINT LIBRARY CONNECTION	CLASSROOM	01/2006-12/2010	8 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	INTRO TO CS, ATM/DEBIT PROJECT, ORCC	CLASSROOM	01/2006-12/2010	9 HOURS	8	0.5	INTERDISCIPLINARY/ELECTIVE
	INTRODUCTION TO .NET AND C# PROGRAMMING	CLASSROOM	01/2006-12/2010	40 HOURS	32.5	2	SCIENCE/TECHNOLOGY
	INTRODUCTION TO ISERIES QUERY	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	ISERIES ADVANCED TOPICS IN RPG IV	CLASSROOM	01/2006-12/2010	8 HOURS	7	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES EMBEDDED SQL BASICS	CLASSROOM	01/2006-12/2010	8 HOURS	7	COMBINABLE	SCIENCE/TECHNOLOGY

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	ISERIES EMBEDDED SQL SPECIAL TOPICS	CLASSROOM	01/2006-12/2010	8 HOURS	7	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES FREE FORMAT CODING IN RPG IV	CLASSROOM	01/2006-12/2010	3 HOURS	3	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES FREE FORMAT RPG IV WITH LAB	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES ILE TOPICS	CLASSROOM	01/2006-12/2010	3 HOURS	3	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES ILE TOPICS WITH LAB	CLASSROOM	01/2006-12/2010	8 HOURS	7	COMBINABLE	SCIENCE/TECHNOLOGY
CREDIT FOR ONE OF THE ABOVE COURSES AND NOT FOR BOTH.							
	ISERIES INTERACTIVE SQL BASICS	CLASSROOM	01/2006-12/2010	8 HOURS	7	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION & OPERATIONS	CLASSROOM	01/2006-12/2010	24 HOURS	19.5	1	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO CL PROGRAMMING	CLASSROOM	01/2006-12/2010	32 HOURS	26	1.5	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO CL PROGRAMMING PART 1	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO CL PROGRAMMING PART 2	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO CL PROGRAMMING PART 3	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO CL PROGRAMMING PART 4	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO QUERY	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ISERIES INTRODUCTION TO RPG IV PROGRAMMING	CLASSROOM	01/2006-12/2010	32 HOURS	26	1.5	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO RPG PROGRAMMING PART 1	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO RPG PROGRAMMING PART 2	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO RPG PROGRAMMING PART 3	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES INTRODUCTION TO RPG PROGRAMMING PART 4	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES MODERN RPG IV PROGRAMMING CONCEPTS REVIEW	CLASSROOM	01/2006-12/2010	7 HOURS	0	0	NON-ACADEMIC
*NOTE - THE ABOVE COURSE IS DUPLICATION OF PREVIOUSLY COVERED MATERIALS AND IS NOT ELIGIBLE FOR CREDIT.							

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	ISERIES PERFORMANCE BASED CODING CONCEPTS	CLASSROOM	01/2006-12/2010	8 HOURS	0	0	NON-ACADEMIC
	ISERIES RPG IV: THE POWER OF PROTOTYPING	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES SUBFILE DESIGN & PROGRAMMING USING RPG IV	CLASSROOM	01/2006-12/2010	32 HOURS	26	1.5	SCIENCE/TECHNOLOGY
	ISERIES-SUBFILE DESIGN & PROGRAMMING USING RPG IV-PART 1	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES-SUBFILE DESIGN & PROGRAMMING USING RPG IV-PART 2	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES-SUBFILE DESIGN & PROGRAMMING USING RPG IV-PART 3	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES-SUBFILE DESIGN & PROGRAMMING USING RPG IV-PART 4	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	SCIENCE/TECHNOLOGY
	ISERIES: ADVANCED QUERY WORKSHOP	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	ISERIES: INTRODUCTION TO RSE	CLASSROOM	01/2006-12/2010	3 HOURS	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	ISERIES: WDSC BASICS	CLASSROOM	01/2006-12/2010	3 HOURS	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	ITEM PROCESSING 101	SELF-PACED	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	JHA NEW MANAGER TRAINING	CLASSROOM	01/2006-12/2010	16 HOURS	0	0	NON-ACADEMIC
	JHA SAFETY NEW EMPLOYEE ORIENTATION	SELF-PACED	01/2006-12/2010	2 HOURS	0	0	NON-ACADEMIC
	LISTENING & COMMUNICATION SKILLS	CLASSROOM	01/2006-12/2010	3 HOURS	3	COMBINABLE	COMMUNICATION ARTS
	MANAGER ELEARING TRAINING SUITE	SELF-PACED	01/2006-12/2010	2 HOURS	0	0	NON-ACADEMIC
	MANAGING CHANGE	CLASSROOM	01/2006-12/2010	1.5 HOURS	1.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MANAGING THE HUMAN ELEMENT	CLASSROOM	01/2006-12/2010	2 HOURS	0	0	NON-ACADEMIC
	MANAGING THE OFFSITE ASSOCIATE (MANAGERS ONLY)	CLASSROOM	01/2006-12/2010	4 HOURS	4	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MORTGAGE LENDING: ESCROW ANALYSIS	CLASSROOM	01/2006-12/2010	6 HOURS	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	INTRODUCTION TO NETWORK FUNDAMENTALS	CLASSROOM	01/2006-12/2010	28 HOURS	22	1	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	NETWORKING FUNDAMENTALS 101	CLASSROOM	01/2010-12/2010	16 HOURS	13	0.5	SCIENCE/TECHNOLOGY
PROOF OF FACILITATION AND VERIFIABLE HOURS TO PRIOR LEARNING ASSESSMENT FOR AN IN-HOUSE EVALUATION.							
	PAS & MERIT INCREASES	CLASSROOM	01/2006-12/2010	3.5 HOURS	0	0	NON-ACADEMIC
	PEOPLE... THE HUMAN ELEMENT	CLASSROOM	01/2006-12/2010	1 HOUR	1	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	POWERFUL PRESENTATIONS	CLASSROOM	01/2006-12/2010	3.5 HOURS	3.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PRINCIPLES OF BANKING	CLASSROOM	01/2006-12/2010	14 HOURS	11	0.5	INTERDISCIPLINARY/ELECTIVE
	PROFESSIONALISM WORKSHOP	CLASSROOM	01/2006-12/2010	1 HOUR	0	0	NON-ACADEMIC
	PROJECT MANAGEMENT COURSE	CLASSROOM	01/2006-12/2010	17 HOURS	14	0.5	INTERDISCIPLINARY/ELECTIVE
OR OTHER ORGANIZATIONS. DUPLICATE CREDIT WILL NOT BE AWARDED.							
	REMOTE DEPOSIT CAPTURE PRODUCT DEMONSTRATION	CLASSROOM	01/2006-12/2010	1.5 HOURS	1.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SHARED BRANCHING PROJECT	CLASSROOM	01/2006-12/2010	5 HOURS	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SPEAKING AT THE SYMITAR EDUCATIONAL CONFERENCE	CLASSROOM	01/2006-12/2010	4 HOURS	4	COMBINABLE	COMMUNICATION ARTS
	SPECIALIZED LOAN TOPICS	CLASSROOM	01/2006-12/2010	1 HOUR	1	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SQL BASICS FOR ISERIES DB2	CLASSROOM	01/2006-12/2010	16 HOURS	13	0.5	SCIENCE/TECHNOLOGY
	STRESS MANAGEMENT	CLASSROOM	01/2006-12/2010	1.5 HOURS	1.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TEAM BUILDING	CLASSROOM	01/2006-12/2010	7.5 HOURS	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TELEPHONE AND VOICEMAIL BASICS	SELF-PACED	01/2006-12/2010	.75 HOURS	0	0	TOO FEW HOURS
	THE 3 R'S (REQUISITION, RECEIVING, AND RETURN TO VENDORS) TRAINING	CLASSROOM	01/2006-12/2010	2.5 HOURS	0	0	NON-ACADEMIC
	TIME MANAGEMENT	CLASSROOM	01/2006-12/2010	7.5 HOURS	7.5	0.5	INTERDISCIPLINARY/ELECTIVE
	TIME MANAGEMENT 101	CLASSROOM	01/2006-12/2010	3 HOURS	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TIME MANAGEMENT 102	CLASSROOM	01/2006-12/2010	3 HOURS	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	TROUBLESHOOTING OFFICE MACHINES 101 SUITE	SELF-PACED	01/2006-12/2010	2 HOURS	0	0	NON-ACADEMIC
	TURNOVER ADMINISTRATION CLIENT OVERVIEW	CLASSROOM	01/2006-12/2010	2.5	2.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TURNOVER ADMINISTRATOR CLASS	CLASSROOM	01/2006-12/2010	8 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TURNOVER PROGRAMMER ADVANCED TOPICS	CLASSROOM	01/2006-12/2010	3.5 HOURS	3.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TURNOVER PROGRAMMER WORKLIST MANAGER CLASS	CLASSROOM	01/2006-12/2010	8 HOURS	6.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	UNDERSTANDING ATM DIALOG	CLASSROOM	01/2006-12/2010	3 HOURS	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	UNDERSTANDING PERSONALITIES - EMPOWERING PEOPLE TO IMPROVE	CLASSROOM	01/2006-12/2010	7 HOURS	5.5	COMBINABLE	COMMUNICATION ARTS
COMPUTER APPLICATION COURSES							
RECEIVE CREDITS FOR THE COURSES LISTED BELOW ONCE AND MAY NOT EARN DUPLICATE CREDIT FOR THE SAME COURSE COMPLETED WITH ANOTHER INSTITUTION.							
	MICROSOFT EXCEL LEVEL 1	CLASSROOM	01/2006-12/2010	7 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT EXCEL LEVEL 2	CLASSROOM	01/2006-12/2010	7 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT OFFICE 2007 - THE NEW LOOK	CLASSROOM	01/2006-12/2010	1.5 HOURS	1.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT POWERPOINT - LEVEL 1	CLASSROOM	01/2006-12/2010	7 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT OUTLOOK AND WEBMAIL BASICS	SELF-PACED	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT PROJECT BASICS	CLASSROOM	01/2006-12/2010	8.5 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT PROJECT - (BASIC PLAN & FUNCTIONALITY)	CLASSROOM	01/2006-12/2010	16 HOURS	13.5	0.5	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT SHAREPOINT 101	CLASSROOM/SELF-PACED	01/2006-12/2010	13/8 HOURS	21	0.5	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT WORD FORMS, MERGES, AND MACROS	CLASSROOM	01/2006-12/2010	8 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT WORD LEVEL 1	CLASSROOM	01/2006-12/2010	7 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MICROSOFT WORD LEVEL 2	CLASSROOM	01/2006-12/2010	7 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PC BASICS	CLASSROOM	01/2006-12/2010	7 HOURS	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	PROJECT SERVER 2003 FOR PM'S	CLASSROOM	01/2006-12/2010	8.5 HOURS	7.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PROJECT SERVER BASICS	CLASSROOM	01/2006-12/2010	7.5 HOURS	6.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PROJECT SERVER BASICS FOR MANAGERS	CLASSROOM	01/2006-12/2010	4 HOURS	4	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PROJECT WEB ACCESS (PWA)	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PWA FOR PROJECT MANAGERS LITE	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PWA FOR RESOURCE MANAGER	CLASSROOM	01/2006-12/2010	1.5 HOURS	1.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PWA FOR TEAM MEMBERS - PART 1	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PWA FOR TEAM MEMBERS - PART 2	CLASSROOM	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
THIRD PARTY COURSES							
TEMPORARY BASIS AND WILL NEED TO BE SUBMITTED TO PRIOR LEARNING FOR AN IN-HOUSE EVALUATION. PROOF OF FACILITATION WILL BE NECESSARY							
	ESSENTIAL SKILLS FOR THE BUSINESS ANALYST	CLASSROOM	01/2006-12/2010	40 HOURS	0	0	NON-ACADEMIC
	INTRODUCTION TO ASP.NET	CLASSROOM	01/2006-12/2010	32 HOURS	0	0	NON-ACADEMIC
	INTRODUCTION TO DATABASE PROGRAMMING WITH SQL SERVER & ADO.NET	CLASSROOM	01/2006-12/2010	32 HOURS	0	0	NON-ACADEMIC
	INTRODUCTION TO OBJECT-ORIENTED PROGRAMMING FOR .NET AND C#	CLASSROOM	01/2006-12/2010	16 HOURS	0	0	NON-ACADEMIC
	INTRODUCTION TO SQL SERVER 2005 QUERY & PROCEDURE WRITING	CLASSROOM	01/2006-12/2010	24 HOURS	0	0	NON-ACADEMIC
	INTRODUCTION TO WINDOWS SERVER 2003 AND INTERNET INFORMATION SERVICES	CLASSROOM	01/2006-12/2010	32 HOURS	0	0	NON-ACADEMIC
	IRA ADVANCED (ASCENSUS) SEMINAR	CLASSROOM	01/2006-12/2010	3 HOURS	0	0	NON-ACADEMIC
	IRA BASICS (ASCENSUS) SEMINAR	CLASSROOM	01/2006-12/2010	8 HOURS	0	0	NON-ACADEMIC
	MICROSOFT SHAREPOINT SERVICES & INFORPATH FORMS	CLASSROOM	01/2006-12/2010	24 HOURS	0	0	NON-ACADEMIC
	SQL SERVER 2005 EXPANDED	CLASSROOM	01/2006-12/2010	40 HOURS	0	0	NON-ACADEMIC
ADMINISTRATIVE ASSISTANT'S PROGRAM							
EITHER AS AN INDIVIDUAL COURSE, OR AS PART OF A CERTIFICATE PROGRAM, BUT NOT FOR BOTH.							

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THROUGH PRIOR LEARNING FOR AN IN-HOUSE EVALUATION, WHICH WILL REQUIRE VERIFIABLE PROOF OF HOURS AND COURSE DESCRIPTIONS.***							
AWARD OF ACCOMPLISHMENT							
	TROUBLESHOOTING OFFICE MACHINES 101 SUITE	SELF-PACED	01/2006-12/2010	2 HOURS	0	0	NON-ACADEMIC
	PC BASICS SUITE	SELF-PACED	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COMPANY OVERVIEW	SELF-PACED	01/2006-12/2010	1 HOUR	0	0	NON-ACADEMIC
	TELEPHONE AND VOICEMAIL BASICS	SELF-PACED	01/2006-12/2010	2 HOURS	0	0	NON-ACADEMIC
	LISTENING & COMMUNICATION SKILLS	CLASSROOM	01/2006-12/2010	4 HOURS	4	COMBINABLE	COMMUNICATION ARTS
	MS EXCEL 2007 TRAINING SUITE - LEVEL 1	SELF-PACED	01/2006-12/2010	8 HOURS	8	0.5	INTERDISCIPLINARY/ELECTIVE
	MS OUTLOOK 2007 TRAINING SUITE - LEVEL 1	SELF-PACED	01/2006-12/2010	8 HOURS	8	0.5	INTERDISCIPLINARY/ELECTIVE
	MS WORD 2007 TRAINING SUITE - LEVEL 1	SELF-PACED	01/2006-12/2010	8 HOURS	8	0.5	INTERDISCIPLINARY/ELECTIVE
	BUSINESS ETIQUETTE	SELF-PACED	01/2006-12/2010	4 HOURS	0	0	NON-ACADEMIC
	TEAM BUILDING	CLASSROOM	01/2006-12/2010	4 HOURS	4	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WEBMAIL BASICS	SELF-PACED	01/2006-12/2010	2 HOURS	2	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
AWARD OF ACHIEVEMENT							
	MS EXCEL 2007 TRAINING SUITE - LEVEL 2	SELF-PACED	01/2006-12/2010	8 HOURS	8	0.5	INTERDISCIPLINARY/ELECTIVE
	MS OUTLOOK 2007 TRAINING SUITE - LEVEL 2	SELF-PACED	01/2006-12/2010	8 HOURS	8	0.5	INTERDISCIPLINARY/ELECTIVE
	MS POWERPOINT 2007 TRAINING SUITE - LEVEL 1	SELF-PACED	01/2006-12/2010	8 HOURS	8	0.5	INTERDISCIPLINARY/ELECTIVE
	MS WORD 2007 TRAINING SUITE - LEVEL 2 & 3 COMBINED	SELF-PACED	01/2006-12/2010	8 HOURS	8	0.5	INTERDISCIPLINARY/ELECTIVE
	STRESS MANAGEMENT	CLASSROOM	01/2006-12/2010	1 HOUR	1	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	TIME MANAGEMENT (PART 1 HOW TO GET ORGANIZED AND STAY THAT WAY) (PART 2 MANAGING MULTIPLE PROJECTS AND PRIORITIES) (STEP 3 TIME MANAGEMENT) (PART 4 WORKING WITH MULTIPLE BOSSES)	CLASSROOM	01/2006-12/2010	7 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
AWARD OF EXCELLENCE							
	MS EXCEL 2007 TRAINING SUITE - LEVEL 3 (PART 1 & 2 COMBINED)	SELF-PACED	01/2006-12/2010	8 HOURS	8	0.5	INTERDISCIPLINARY/ ELECTIVE
	UNDERSTANDING PERSONALITIES - EMPOWERING PEOPLE TO IMPROVE	CLASSROOM	01/2006-12/2010	7 HOURS	7	COMBINABLE	COMMUNICATION ARTS
	MS POWERPOINT 2007 TRAINING SUITE - LEVEL 2	SELF-PACED	01/2006-12/2010	7 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POWERFUL PRESENTATIONS	CLASSROOM	01/2006-12/2010	7 HOURS	7	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EFFECTIVE CUSTOMER RELATIONS SKILLS (CSR TRAINING)	CLASSROOM	01/2006-12/2010	12 HOURS	12	0.5	INTERDISCIPLINARY/ ELECTIVE