



# MEMBERS 1ST

## 1993-2013 Credit Recommendation Guide

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.

There are fees associated with your PLA submission. However, you may be eligible for PLA benefits. Please contact your Finance Advisor for more information.

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 by the University using current U.S. Department of Education standards.

**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 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.

Updated: 11/01/2018

Information Technology and Project Management courses offered through Skillssoft may duplicate in content with pre-evaluated certifications listed on the Apollo Quick List. Credit will be awarded for the certification or the pre-certification coursework, but not for both.

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Teller Training	Classroom	01/1993-12/2013	40 Hour(s)	35.83	2.0	Interdisciplinary/Elective
	Advanced Teller	Classroom	01/2002-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	New Accounts	Classroom	01/2003-12/2013	35.5 Hour(s)	29.25	1.5	Interdisciplinary/Elective
	Basic Loans	Classroom	01/2002-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	True Checks Training	Classroom	01/2010-12/2013	1 Hour(s)	1	Combinable	Interdisciplinary/Elective
	IRA Withdraw Training Using Meeting Place	Classroom	01/2010-12/2013	1 Hour(s)	0	0.0	Non-Academic
	Enhanced Due Diligence Training Using Meeting Place	Classroom	01/2010-12/2013	1 Hour(s)	1	Combinable	Interdisciplinary/Elective
	Touch Vault Training	Classroom	01/2010-12/2013	1.5 Hour(s)	0	0.0	Non-Academic
	Seizing the Opportunity	Classroom	01/2003-12/2013	4.5 Hour(s)	4.33	Combinable	Interdisciplinary/Elective

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Leadership Engine	Classroom	01/2002-12/2013	7.5 Hour(s)	6.67	Combinable	Interdisciplinary/Elective
	Supervisor Workshop	Classroom	01/2002-12/2013	28 Hour(s)	26.67	1.5	Interdisciplinary/Elective
	Management Systems	Classroom	01/2004-12/2013	40 Hour(s)	0	0.0	Non-Academic
	Targeted Selection	Classroom	01/2004-12/2013	16 Hour(s)	13.83	0.5	Interdisciplinary/Elective
	Teambuilding	Classroom	01/2004-12/2013	3.5 Hour(s)	3.33	Combinable	Interdisciplinary/Elective
	Career Coaching	Classroom	01/2006-12/2013	8 Hour(s)	0	0.0	Non-Academic
	DiSC Leadership Training	Classroom	01/2007-12/2013	6.5 Hour(s)	5.66	Combinable	Interdisciplinary/Elective
	Trust: A Critical Investment	Classroom	01/2009-12/2013	4 Hour(s)	3.83	Combinable	Interdisciplinary/Elective
	Coaching for Success for Branch Associates	Classroom	01/2006-12/2013	8 Hour(s)	6.75	Combinable	Interdisciplinary/Elective
	Working with the Climate Survey Results	Classroom	01/2009-12/2013	1.5 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
	Diversity Program - Drop by Drop - Supervisors	Classroom	01/2010-12/2013	3.5 Hour(s)	3.33	Combinable	Interdisciplinary/Elective
	How to Keep "EM"	Classroom	01/2011-12/2013	3.5 Hour(s)	3.33	Combinable	Interdisciplinary/Elective
	Use of Delegation and Power	Classroom	12/2012-12/2013	4 Hour(s)	3.83	Combinable	Interdisciplinary/Elective
	Basic Communications	Classroom	01/2003-12/2013	3 Hour(s)	2.83	Combinable	Communication Arts
	Teller Coaching - Leadership	Classroom	01/2005-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Teller Coaching - Coaching	Classroom	01/2005-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Teller Coaching - Communications	Classroom	01/2006-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Teller Coaching - Member/Associate Service	Classroom	01/2002-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Teller Coaching - Diversity	Classroom	01/2007-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Teller Coaching - Stress Management	Classroom	01/2008-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Managing the Change in Your Life	Classroom	01/2003-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Business Writing	Classroom	01/2003-12/2013	7.5 Hour(s)	0	0.0	Non-Academic
	Teamwork	Classroom	01/2004-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Crucial Confrontations	Classroom	01/2004-12/2013	14 Hour(s)	13.33	0.5	Interdisciplinary/Elective
	Emotional Intelligence	Classroom	01/2003-12/2013	3.5 Hour(s)	3.33	Combinable	Interdisciplinary/Elective

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	Building Member Relationships for Operations Group	Classroom	01/2007-12/2013	16 Hour(s)	13.5	0.5	Interdisciplinary/Elective
	Pre Supervisor Workshop	Classroom	01/2007-12/2013	6 Hour(s)	5.67	Combinable	Interdisciplinary/Elective
	Mixing Four Generations	Classroom	01/2007-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Building Member Relationships for Tellers	Classroom	01/2007-12/2013	4 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
	Building Member Relationships for Branch Associates (2 days)	Classroom	01/2007-12/2013	16 Hour(s)	13.5	0.5	Interdisciplinary/Elective
	Building Member Relationships for Support Associates	Classroom	01/2007-12/2013	4.5 Hour(s)	4	Combinable	Interdisciplinary/Elective
	Critical Encounters	Classroom	01/2008-12/2013	6 Hour(s)	5.67	Combinable	Interdisciplinary/Elective
	DiSC Dynamics	Classroom	01/2009-12/2013	3.5 Hour(s)	3.33	Combinable	Interdisciplinary/Elective
	Career Fit	Classroom	01/2008-12/2013	2 Hour(s)	0	0.0	Non-Academic
	Interview Insights	Classroom	01/2008-12/2013	2 Hour(s)	0	0.0	Non-Academic
	Building Member Relationships for Tellers Online Refresher Using Meeting Place	Classroom	01/2009-12/2013	1 Hour(s)	1	Combinable	Interdisciplinary/Elective
	Building Member Relationships Consultative Sales Refresher Using Meeting Place	Classroom	01/2009-12/2013	1.5 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
	Delivering Exceptional Member Service for Support Associates	Classroom	01/2010-12/2013	1.5 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
	Quality Service (Oceans of Opportunity)	Classroom	01/2010-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Workplace Violence	Classroom	01/2009-12/2013	2 Hour(s)	0	0.0	Non-Academic
	Impact of Trust	Classroom	01/2010-12/2013	3.5 Hour(s)	3.33	Combinable	Interdisciplinary/Elective
	Card Services Program 101	Classroom	01/2011-12/2013	3 Hour(s)	0	0.0	Non-Academic
	Presentation Skills - Tips and Techniques	Classroom	01/2011-12/2013	8 Hour(s)	7.67	0.5	Interdisciplinary/Elective
	Member Service Skill for Branch Associates	Classroom	01/2010-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
	Basic Excel	Classroom	01/2002-12/2013	3 Hour(s)	2.83	Combinable	Interdisciplinary/Elective
M01	Fundamentals of Management	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M02	Business Communications	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Communication Arts
M03	Recruiting, Interviewing, and Selecting Employees	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M04	Training and Orienting Employees	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M05	Delegating for Results	Self-Paced	01/2000-12/2013	2.16 Hour(s)	1.08	Combinable	Interdisciplinary/Elective

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M06	Managing Employee Performance	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M07	Managing Teamwork	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M08	Process Improvement: Achieving Quality Together	Self-Paced	01/2000-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
M09	Developing Exceptional Leadership	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M10	Strategic Thinking and Planning	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M11	Compensation Systems	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M12	Workplace Diversity	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M13	Employment Law and Preventing Sexual Harassment	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M14	Managing Conflict	Self-Paced	01/2000-12/2013	2.16 Hour(s)	1.08	Combinable	Interdisciplinary/Elective
M15	Interpersonal Skills: Understanding Your Effect on Others	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M16	Leading and Managing Credit Union Sales	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M17	Credit Union Financial Management for Nonfinancial Executives	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M18	Asset- Liability Management for Executives	Self-Paced	01/2000-12/2013	1.75 Hour(s)	0.87	Combinable	Interdisciplinary/Elective
M19	Managing Change	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M20	Managing Technology	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M21	Credit Union Investments	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M22	Home Equity Lending	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M23	Loan Pricing	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M24	Security Administration	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M25	Managing the Problem Employee	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M26	Marketing Management	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M27	Managing Advertising Guidelines	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M28	Developing Retail Marketing	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M29	Providing Loans to Small Businesses	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M30	Managing Financial Education Programs	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective

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M31	Budgeting and Accounting for Nonaccounting Managers	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M32	Community Involvement and Outreach	Self-Paced	01/2000-12/2013	2 Hour(s)	0	0.0	Non-Academic
M33	Financial Analysis Tools for Decision Making	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M34	Career Mapping for You and Your Staff	Self-Paced	01/2000-12/2013	2 Hour(s)	0	0.0	Non-Academic
M35	Managing Through Motivation	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M36	Online Security	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
M37	Business Communication Skills	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Communication Arts
S10/S1304	Introduction to Credit Unions	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S20	Member Relations	Self-Paced	01/2000-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
S30	Security	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S100	Money and Negotiable Instruments	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S110	Member Services	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S120	Cross-Selling	Self-Paced	01/2000-12/2013	1.75 Hour(s)	0.87	Combinable	Interdisciplinary/Elective
S200	The Lending Process	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S210	Lending Products and Regulations	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S220	Collections	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S300	Basic Accounting	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S310	Accounting for Credit Unions	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S320	Credit Union Financial Analysis	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S400	Bankruptcy and Court Proceedings	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S410	Mortgage Lending	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S420	Loan Marketing	Self-Paced	01/2000-12/2013	2.25 Hour(s)	1.12	Combinable	Interdisciplinary/Elective
S500	Improving and Maintaining Quality Service	Self-Paced	01/2000-12/2013	1.33 Hour(s)	0.66	Combinable	Interdisciplinary/Elective
S510	Credit Union Sales	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S520	Interpersonal Skills: Understanding Your Impact on Members	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
S600	Credit Union Technology	Self-Paced	01/2000-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
S620	Serving Members with Technology	Self-Paced	01/2000-12/2013	1.75 Hour(s)	0.87	Combinable	Interdisciplinary/Elective
S700	Loan Interviewing	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S710	Loan Underwriting	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S720	Loan Servicing	Self-Paced	01/2000-12/2013	1.75 Hour(s)	0.87	Combinable	Interdisciplinary/Elective
S800	Opening New Accounts	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S810	Individual Retirement Accounts	Self-Paced	01/2000-12/2013	1.75 Hour(s)	0.87	Combinable	Interdisciplinary/Elective
S820	Investment Choices for Members	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S900	Preventing Fraud	Self-Paced	01/2000-12/2013	1.58 Hour(s)	0.79	Combinable	Interdisciplinary/Elective
S910	Security Issues	Self-Paced	01/2000-12/2013	1.66 Hour(s)	0.83	Combinable	Interdisciplinary/Elective
S1000	Develop A Career Plan	Self-Paced	01/2000-12/2013	2 Hour(s)	0	0.0	Non-Academic
S1010	Write Effectively	Self-Paced	01/2000-12/2013	2.41 Hour(s)	1.2	Combinable	Communication Arts
S1020	Make Work Manageable	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S1100	Working Effectively with Difficult Members and Staff	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S1110	Helping Members Understand and Solve Problems	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S1120	Using Technology to Improve Member Service	Self-Paced	01/2000-12/2013	1.41 Hour(s)	0.7	Combinable	Interdisciplinary/Elective
S1200	Financial Management Made Easy Part I: Financial Statements and Budgeting	Self-Paced	01/2000-12/2013	2.25 Hour(s)	1.12	Combinable	Interdisciplinary/Elective
S1210	Financial Management Made Easy Part II : Sources and Uses of Money	Self-Paced	01/2000-12/2013	2.16 Hour(s)	1.08	Combinable	Interdisciplinary/Elective
S1300	Member Service: Exceeding Expectations	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S1310	Successful Collections: Balancing Member Service and Credit Union Interests	Self-Paced	01/2000-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
S1320	Robbery Prevention and Preparation	Self-Paced	01/2000-12/2013	2.25 Hour(s)	1.12	Combinable	Interdisciplinary/Elective
S1301	Financial Counseling for Members	Self-Paced	01/2000-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
S1302	Transitioning from Staff to Management	Self-Paced	01/2000-12/2013	1.66 Hour(s)	0.83	Combinable	Interdisciplinary/Elective
S1303	Communication and Telephone Skills	Self-Paced	01/2000-12/2013	1.66 Hour(s)	0.83	Combinable	Communication Arts
1291	Teller Service: Handling Difficult Customers (Video)	Self-Paced	09/2011-12/2013	18 Min(s)	0	0.0	Too Few Hours

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1314	Check 21: Understanding the Act (Video)	Self-Paced	09/2011-12/2013	11 Min(s)	0	0.0	Too Few Hours
20005C	BSA: Wire Transfers and Recordkeeping Requirements	Self-Paced	07/2009-12/2013	30 Min(s)	0	0.0	Too Few Hours
20011C	RMR: Complying with the Flood Disaster Protection Act	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20016C	Teller Success: Money Handling	Self-Paced	07/2011-12/2013	30 Min(s)	0	0.0	Too Few Hours
20017C	Teller Success: Negotiable Instruments	Self-Paced	07/2009-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20019C	Reg CC: An Overview	Self-Paced	10/2010-12/2013	30 Min(s)	0	0.0	Too Few Hours
20020C	Reg CC: How to Comply	Self-Paced	09/2011-12/2013	90 Min(s)	0.75	Combinable	Interdisciplinary/Elective
20021C	Reg CC: Exceptions and the \$100 Rule	Self-Paced	01/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20022C	Reg CC: Member Disclosures	Self-Paced	07/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20026C	Reg B: An Overview	Self-Paced	07/2011-12/2013	30 Min(s)	0	0.0	Too Few Hours
20027C	Reg B: Nine Prohibited Discrimination Factors	Self-Paced	01/2012-12/2013	90 Min(s)	0.75	Combinable	Interdisciplinary/Elective
20031C	Understanding OFAC	Self-Paced	07/2011-12/2013	30 Min(s)	0	0.0	Too Few Hours
20032C	IRA Fundamentals	Self-Paced	01/2012-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20037C	Identity Theft: Minimize the Risk	Self-Paced	02/2010-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20038C	HMDA: Fundamentals and Beyond	Self-Paced	09/2011-12/2013	90 Min(s)	0.75	Combinable	Interdisciplinary/Elective
20039C	Reg Z: Purpose and Application (formally called Reg Z: An Overview)	Self-Paced	01/2012-12/2013	120 Min(s)	1	Combinable	Interdisciplinary/Elective
20040C	Reg Z: Closed-End Credit Disclosures	Self-Paced	01/2012-12/2013	120 Min(s)	1	Combinable	Interdisciplinary/Elective
20041C	Regulation Z: Open-End Credit Disclosures	Self-Paced	01/2012-12/2013	90 Min(s)	0.75	Combinable	Interdisciplinary/Elective
20042C	Reg Z: Real Estate Lending Disclosures	Self-Paced	01/2012-12/2013	180 Min(s)	1.5	Combinable	Interdisciplinary/Elective
20047C	Truth in Savings: An Overview	Self-Paced	02/2010-12/2013	30 Min(s)	0	0.0	Too Few Hours
20048C	Truth in Savings: Disclosure Requirements	Self-Paced	07/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20055C	FCRA: An Overview	Self-Paced	06/2010-12/2013	30 Min(s)	0	0.0	Too Few Hours
20062C	Credit Unions: An Introduction	Self-Paced	10/2010-12/2013	90 Min(s)	0.75	Combinable	Interdisciplinary/Elective
20072C	Fair Lending: Basic Topics and Terms	Self-Paced	01/2012-12/2013	90 Min(s)	0.75	Combinable	Interdisciplinary/Elective
20078C	Safe Deposit Boxes: Daily Routines	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours



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20083C	SAR: Be on Guard	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20084C	Servicemember's Civil Relief Act: The Basics	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20087C	USA PATRIOT Act	Self-Paced	04/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20088C	Reg CC: An Overview of Check Fraud Prevention	Self-Paced	07/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20089C	Reg CC: New Account Security	Self-Paced	09/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20090C	Reg CC: Check Kiting	Self-Paced	07/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20107C	MIP: Identity Verification and Compliance	Self-Paced	02/2010-12/2013	30 Min(s)	0	0.0	Too Few Hours
20110C	Robbery: Before, During and After	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20120C	Member Service: Telephone Excellence	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20121C	Check 21: Purpose of the Act	Self-Paced	02/2010-12/2013	30 Min(s)	0	0.0	Too Few Hours
20203C	Diversity: Valuing Differences	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20204LENC	BSA: Responsibilities for Lenders	Self-Paced	04/2009-12/2013	30 Min(s)	0	0.0	Too Few Hours
20204MGTC	BSA: Management's Perspective	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20204TELC	BSA: Transaction Procedures for Tellers	Self-Paced	02/2010-12/2013	30 Min(s)	0	0.0	Too Few Hours
20205LENC	SAR: Lender Awareness	Self-Paced	04/2011-12/2013	30 Min(s)	0	0.0	Too Few Hours
20205OPSC	SAR: Essentials for Operations	Self-Paced	04/2011-12/2013	30 Min(s)	0	0.0	Too Few Hours
20205TELC	SAR: Tellers on the Alert	Self-Paced	07/2011-12/2013	30 Min(s)	0	0.0	Too Few Hours
20206C	BSA and AML: An Overview	Self-Paced	01/2012-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20207C	HOEPA: Protecting Against Predatory Lending	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20208C	Elder Financial Abuse: Detection and Prevention	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20210C	Health Savings Accounts: Benefits and Requirements	Self-Paced	01/2012-12/2013	30 Min(s)	0	0.0	Too Few Hours
20302C	Consumer Lending Basics	Self-Paced	02/2010-12/2013	120 Min(s)	1	Combinable	Interdisciplinary/Elective
20310	Check Fraud Prevention	Self-Paced	02/2010-12/2013	30 Min(s)	0	0.0	Too Few Hours
20312C	New Account Fraud Prevention	Self-Paced	09/2011-12/2013	90 Min(s)	0.75	Combinable	Interdisciplinary/Elective
20313C	Balancing Daily Transactions	Self-Paced	02/2010-12/2013	30 Min(s)	0	0.0	Too Few Hours



Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
20314	Introduction to Checks	Self-Paced	07/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20315	Building a Foundation for Successful Sales	Self-Paced	01/2012-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20316	Sales: Asking for the Business	Self-Paced	04/2009-12/2013	30 Min(s)	0	0.0	Too Few Hours
20327C	Information Security: Preventing Identity Theft	Self-Paced	01/2011-12/2013	30 Min(s)	0	0.0	Too Few Hours
20328C	Identity Theft "Red Flags": Duties of Financial Institutions and Creditors	Self-Paced	07/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20330C	RESPA: Introduction and Applicability	Self-Paced	02/2010-12/2013	30 Min(s)	0	0.0	Too Few Hours
20331C	RESPA: Key Disclosures and Procedures	Self-Paced	01/2011-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20332C	RML: Complying with Reg Z	Self-Paced	01/2012-12/2013	60 Min(s)	0.5	Combinable	Interdisciplinary/Elective
20336C	Reg E: EFT and Overdraft Compliance	Self-Paced	01/2011-12/2013	30 Min(s)	0	0.0	Too Few Hours
ad_01_a01_bs_enus	Administrative Professionals: Representing Your Boss	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
ad_01_a02_bs_enus	Administrative Professionals: Common Administrative Support Tasks	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
ad_01_a03_bs_enus	Administrative Professionals: Maximizing Your Relationship with Your Boss	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
ad_01_a04_bs_enus	Administrative Professionals: Interacting with Others	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
ad_01_a05_bs_enus	Administrative Professionals: Putting Your Best Foot Forward	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_06_a01_bs_enus	Planning an Effective Business Meeting	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
comm_06_a02_bs_enus	Leading an Effective Business Meeting	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
comm_11_a01_bs_enus	Standard Business Etiquette	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
comm_11_a02_bs_enus	Communication Business Etiquette	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
comm_11_a03_bs_enus	Etiquette at the Business Meeting	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
comm_12_a04_bs_enus	Effective Relationships with Customers	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
comm_17_a01_bs_enus	Using E-mail and Instant Messaging Effectively	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
comm_17_a0 2_bs_enu	Addressing and Redistributing E-mail	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_18_a0 1_bs_enu	Essential Skills for Professional Telephone Calls	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_19_a0 1_bs_enu	Business Writing: Know Your Readers and Your Purpose	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Communication Arts
comm_19_a0 2_bs_enu	Business Writing: How to Write Clearly and Concisely	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Communication Arts
comm_19_a0 3_bs_enu	Business Writing: Editing and Proofreading	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Communication Arts
comm_20_a0 1_bs_enu	Business Grammar: Parts of Speech	Self-Paced	01/2012- 12/2013	1 Hour(s)	0	0.0	Non-Academic
comm_20_a0 2_bs_enu	Business Grammar: Working with Words	Self-Paced	01/2012- 12/2013	1 Hour(s)	0	0.0	Non-Academic
comm_21_a0 1_bs_enu	Interpersonal Communication: Communicating with Confidence	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_21_a0 2_bs_enu	Interpersonal Communication: Targeting Your Message	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Communication Arts
comm_21_a0 3_bs_enu	Interpersonal Communication: Listening Essentials	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Communication Arts
comm_23_a0 1_bs_enu	Working with Difficult People: Identifying Difficult People	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_23_a0 2_bs_enu	Working with Difficult People: How to Work with Aggressive People	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_23_a0 3_bs_enu	Working with Difficult People: How to Work with Negative People	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_24_a0 4_bs_enu	Negotiation Essentials: Persuading	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_27_a0 1_bs_enu	Getting Results without Authority: Building Relationships and Credibility	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_28_a0 2_bs_enu	Listening Essentials: Improving Your Listening Skills	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Communication Arts
comm_29_a0 1_bs_enu	Giving Feedback	Self-Paced	01/2012- 12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
comm_29_a02_bs_enu	Giving Constructive Criticism	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
comm_29_a03_bs_enu	Receiving Feedback and Criticism	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
cust_09_a01_bs_enu	Customer Service Fundamentals: Building Rapport in Customer Relationships	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
cust_09_a02_bs_enu	Customer Service in the Field	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
cust_09_a03_bs_enu	Customer Service over the Phone	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
cust_09_a04_bs_enu	Internal Customer Service	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
cust_09_a05_bs_enu	Customer Service Confrontation and Conflict	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
cust_09_a06_bs_enu	Shaping the Direction of Customer Service in Your Organization	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
fin_02_a01_bs_enu	Principles of Accounting and Finance for Non-financial Professionals	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
fin_02_a02_bs_enu	Cash Flow Management Essentials for Non-financial Professionals	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
fin_02_a04_bs_enu	The Essentials of Budgeting for Non-financial Professionals	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
fin_02_a05_bs_enu	Financial Statements for Non-financial Professionals	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
fin_03_a01_bs_enu	Basic Accounting Principles and Framework	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lead_05_a01_bs_enu	Leadership Essentials: Motivating Employees	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lead_05_a02_bs_enu	Leadership Essentials: Communicating Vision	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lead_05_a03_bs_enu	Leadership Essentials: Building Your Influence as a Leader	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lead_05_a04_bs_enu	Leadership Essentials: Leading with Emotional Intelligence	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lead_05_a05_bs_enu	Leadership Essentials: Leading Business Execution	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lead_05_a06_bs_enu	Leadership Essentials: Leading Innovation	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lead_05_a07_bs_enu	Leadership Essentials: Leading Change	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lead_06_a01_bs_enu	The Benefits and Challenges of Engaging Employees	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lead_06_a02_bs_enu	Maintaining an Engaging Organization	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mgmt_03_a01_bs_enu	Taking on a Management Role	Self-Paced	01/2012-12/2013	3.5 Hour(s)	1.75	Combinable	Interdisciplinary/Elective

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mgmt_03_a02_bs_enus	Becoming a Manager: Responsibilities and Fears	Self-Paced	01/2012-12/2013	3.5 Hour(s)	1.75	Combinable	Interdisciplinary/Elective
mgmt_03_a03_bs_enus	Becoming a Manager: Leading and Communicating	Self-Paced	01/2012-12/2013	4 Hour(s)	2	Combinable	Interdisciplinary/Elective
mgmt_07_a01_bs_enus	The Basics of Delegation	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
mgmt_07_a02_bs_enus	Delegation: the Personal Approach	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
mgmt_07_a03_bs_enus	Managing Delegation	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
mgmt_13_a01_bs_enus	Managing Change: Understanding Change	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mgmt_13_a02_bs_enus	Managing Change: Building Positive Support for Change	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mgmt_14_a01_bs_enus	Business Coaching: Getting Ready to Coach	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mgmt_14_a02_bs_enus	Business Coaching: Conducting Coaching Sessions	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mgmt_15_a01_bs_enus	Management Essentials: Directing Others	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mgmt_15_a02_bs_enus	Management Essentials: Delegating	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mgmt_15_a03_bs_enus	Management Essentials: Developing Your Direct Reports	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mkt_01_a01_bs_enus	Marketing Essentials: Introduction to Marketing	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mkt_01_a02_bs_enus	Marketing Essentials: Planning and People	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mkt_01_a03_bs_enus	Marketing Essentials: Product and Price	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mkt_01_a04_bs_enus	Marketing Essentials: Place	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mkt_01_a05_bs_enus	Marketing Essentials: Promotion	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mkt_01_a06_bs_enus	Marketing Essentials: Marketing and Ethics	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
oper_05_a01_bs_enus	Six Sigma and Lean in the Organization	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective

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oper_10_a01_bs_enus	Introduction to Six Sigma	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
pd_05_a01_bs_enus	Working for Your Inner Boss: Personal Accountability	Self-Paced	01/2012-12/2013	2 Hour(s)	0	0.0	Non-Academic
pd_05_a03_bs_enus	Goals and Setting Goals	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
pd_05_a04_bs_enus	Creating a Positive Attitude	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
pd_06_a03_bs_enus	Optimizing Your Work/Life Balance: Taking Control of Your Stress	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
pd_09_a01_bs_enus	Generating Creative and Innovative Ideas: Enhancing Your Creativity	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
pd_09_a02_bs_enus	Generating Creative and Innovative Ideas: Maximizing Team Creativity	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
pd_11_a01_bs_enus	Time Management: Analyzing Your Use of Time	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
pd_11_a02_bs_enus	Time Management: Planning and Prioritizing Your Time	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
pd_11_a03_bs_enus	Time Management: Avoiding Time Stealers	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
pd_14_a01_bs_enus	Critical Thinking Essentials: What Is Critical Thinking?	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
pd_14_a02_bs_enus	Critical Thinking Essentials: Applying Critical Thinking Skills	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
proj_01_a01_bs_enus	Project Management Fundamentals	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
proj_05_a01_bs_enus	Managing Projects within Organizations	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
proj_05_a02_bs_enus	Project Management Overview	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
proj_05_a03_bs_enus	Project Management Process Groups	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
proj_07_a01_bs_enus	Project Requirements and Defining Scope	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
proj_07_a02_bs_enus	Create Work Breakdown Structure	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
proj_07_a03_bs_enus	Monitoring and Controlling Project Scope	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
proj_08_a01_bs_enus	Defining and Sequencing Project Activities	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
proj_08_a02_bs_enus	Estimating Activity Resources and Durations	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
proj_08_a03_bs_enus	Developing and Controlling the Project Schedule	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
proj_09_a01_bs_enus	Estimating and Budgeting Project Costs	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
proj_12_a01_bs_enus	Stakeholders and the Communication Management Plan	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
proj_12_a02_bs_enus	Processes for Managing Project Communications	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective

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proj_17_a01_bs_enus	IT Project Management Essentials: Introduction to IT Project Management	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
proj_17_a02_bs_enus	IT Project Management Essentials: Initiating and Planning IT Projects	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
proj_17_a03_bs_enus	IT Project Management Essentials: Executing IT Projects	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
sale_01_a01_bs_enus	Introduction to Sales	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
team_02_a01_bs_enus	Being an Effective Team Member	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
team_02_a02_bs_enus	Establishing Team Goals and Responsibilities	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
team_02_a03_bs_enus	Elements of a Cohesive Team	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
team_02_a04_bs_enus	Effective Team Communication	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Communication Arts
team_03_a01_bs_enus	Leading Teams: Launching a Successful Team	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
team_03_a02_bs_enus	Leading Teams: Establishing Goals, Roles, and Guidelines	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
239866_ENG	New Features for End Users in Microsoft Office 2007	Self-Paced	01/2012-12/2013	1.3 Hour(s)	0.65	Combinable	Interdisciplinary/Elective
239874_ENG	Microsoft Office Excel, PowerPoint, and Outlook 2007	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
239976_ENG	Microsoft Access 2007 and Microsoft Publisher 2007	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
250463_ENG	Creating and Managing Personal Sites and Searches in SharePoint 2007	Self-Paced	01/2012-12/2013	2.7 Hour(s)	1.35	Combinable	Interdisciplinary/Elective
mo_aacc_a01_dt_enus	Advanced Importing and Exporting with Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aacc_a02_dt_enus	PivotTables and PivotCharts in Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aacc_a03_dt_enus	Retrieving, Validating, and Attaching Data in Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_acpu_a02_dt_enus	Database Administration in Access 2007	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
mo_adax_a01_dt_enus	Importing and Exporting Data and Data Presentation in Access 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_adax_a02_dt_enus	Advanced Data Management in Access 2007	Self-Paced	01/2012-12/2013	3.5 Hour(s)	1.75	Combinable	Interdisciplinary/Elective
mo_adex_a01_dt_enus	Advanced Formatting in Excel 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_adex_a02_dt_enus	Advanced Data Management in Excel 2007	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective



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mo_adex_a03_dt_enus	Advanced Customization in Excel 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_adol_a01_dt_enus	Customizing Outlook 2007 and Using the Journal	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_adol_a02_dt_enus	Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_adol_a03_dt_enus	Working with SharePoint, Calendars, and Forms in Outlook 2007	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
mo_adpp_a01_dt_enus	Creating Custom Slide Shows in PowerPoint 2007	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_adpp_a02_dt_enus	Distributing Presentations in PowerPoint 2007	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_adpr_a01_dt_enus	Advanced Customization with MS Project 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_adpr_a02_dt_enus	Project Data Management and Performance with MS Project 2007	Self-Paced	01/2012-12/2013	3.5 Hour(s)	1.75	Combinable	Interdisciplinary/Elective
mo_adwd_a01_dt_enus	Advanced Formatting in Word 2007	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
mo_adwd_a02_dt_enus	Advanced Document Navigation and Document Reviews in Word 2007	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
mo_adwd_a03_dt_enus	Using Tables, Charts, and Graphics in Word 2007	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
mo_aexl_a01_dt_enus	Customizing Visual Elements in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aexl_a02_dt_enus	Workbook Settings, Conditional Formatting, and Number Formats in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aexl_a03_dt_enus	Organizing Data and Objects in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aexl_a04_dt_enus	Verifying Excel 2010 Data and Formulas	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aexl_a05_dt_enus	Automating Excel Tasks using Macros	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aexl_a06_dt_enus	Analyzing Data with What-if Analysis	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aexl_a07_dt_enus	PivotTables and PivotCharts in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aexl_a08_dt_enus	PivotTable Filters, Calculations, and PowerPivot	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aout_a01_dt_enus	Formatting E-mail and Configuring Message Options in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aout_a02_dt_enus	Customizing Outlook 2010 and Managing Accounts	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aout_a03_dt_enus	Managing E-mail with Rules, Automatic Replies, and Alerts in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aout_a04_dt_enus	Working with File Transfer and Folders, Searching, and RSS Feeds Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aout_a05_dt_enus	Data Files, Archiving, and Send/Receive Groups in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective



Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
mo_aout_a06_dt_enus	Implementing Security with Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_aout_a07_dt_enus	Accessing Exchange Remotely and Using Forms in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_appt_a01_dt_enus	Using Advanced Slide Show Tools in PowerPoint 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_appt_a02_dt_enus	Collaborating and Sharing Presentations in PowerPoint 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_awrd_a01_dt_enus	Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_awrd_a02_dt_enus	Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_awrd_a03_dt_enus	Forms, Fields, and Mail Merge in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_awrd_a04_dt_enus	Managing, Inspecting, and Recovering Word 2010 Documents	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_awrd_a05_dt_enus	Creating and Formatting Tables in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_awrd_a06_dt_enus	Manipulating Tables in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_awrd_a07_dt_enus	Embedding Charts and Tables into Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bacc_a01_dt_enus	Getting Started with Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bacc_a02_dt_enus	Creating Basic Tables in Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bacc_a03_dt_enus	Data Manipulation and Simple Relationships in Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bacc_a04_dt_enus	Introduction to Forms in Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bacc_a05_dt_enus	Modifying Basic Forms in Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bacc_a06_dt_enus	Introduction to Queries in Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bacc_a07_dt_enus	Introduction to Reports in Access 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a01_dt_enus	Getting Started with Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a02_dt_enus	Applying Basic Data Formatting in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a03_dt_enus	Moving and Getting Around in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a04_dt_enus	Moving Data and Modifying Worksheets in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a05_dt_enus	Saving, Sending, and Printing Excel 2010 Workbooks	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a06_dt_enus	Using Conditional Formatting, Tables, and Sparklines in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a07_dt_enus	Reviewing and Protecting Content in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
mo_bexl_a08_dt_enus	Using Basic Formulas in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a09_dt_enus	Using Basic Functions with Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a10_dt_enus	Inserting Basic Charts in Excel 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bexl_a11_dt_enus	Adding Visuals, Themes, and Styles to Excel Workbooks	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bgac_a01_dt_enus	Getting Started with Access 2007	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
mo_bgac_a02_dt_enus	Basic Access 2007 Tables	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
mo_bgac_a03_dt_enus	Basic Access 2007 Forms	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_bgac_a04_dt_enus	Queries and Reports in Access 2007	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
mo_bgex_a01_dt_enus	Getting Started with Excel 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_bgex_a02_dt_enus	Manipulating and Formatting Data and Worksheets	Self-Paced	01/2012-12/2013	3.5 Hour(s)	1.75	Combinable	Interdisciplinary/Elective
mo_bgex_a03_dt_enus	Reviewing and Printing in Excel 2007	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
mo_bgex_a04_dt_enus	Excel 2007 Formulas and Functions	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_bgex_a06_dt_enus	Excel 2007 Charts, Pictures, Themes, and Styles	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
mo_bgol_a01_dt_enus	Getting Started with Outlook 2007	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
mo_bgol_a02_dt_enus	Formatting and Managing E-mail in Outlook 2007	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
mo_bgol_a03_dt_enus	Using the Calendar in Outlook 2007	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
mo_bgol_a04_dt_enus	Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
mo_bgpp_a01_dt_enus	Getting Started with PowerPoint 2007	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
mo_bgpp_a02_dt_enus	Adding Graphics to Presentations in PowerPoint 2007	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
mo_bgpp_a03_dt_enus	Adding Multimedia and Animations to Presentations in PowerPoint 2007	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bgpr_a01_dt_enus	Creating and Designing a Project with Project 2007	Self-Paced	01/2012-12/2013	3.5 Hour(s)	1.75	Combinable	Interdisciplinary/Elective
mo_bgpr_a02_dt_enus	Specifying and Assigning Resources in Project 2007	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
mo_bgpr_a03_dt_enus	Tracking and Reporting Progress with Project 2007	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Interdisciplinary/Elective
mo_bgvs_a01_dt_enus	Creating Visio 2007 Diagrams	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
mo_bgwd_a01_dt_enus	Getting Started with Word 2007	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective

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mo_bgwd_a02_dt_enus	Working with Text and Paragraphs in Word 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_bgwd_a03_dt_enus	Structuring, Editing, Saving, and Opening Documents in Word 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_bgwd_a04_dt_enus	Printing, Help, and Automated Formatting in Word 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_bgwd_a05_dt_enus	Working with Documents in Word 2007	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mo_bout_a01_dt_enus	Getting Started with Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bout_a02_dt_enus	Managing Conversations and Organizing E-mail in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bout_a03_dt_enus	Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bout_a04_dt_enus	Using the Calendar for Appointments, Events, and Meetings in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bout_a05_dt_enus	Managing Meetings and Customizing the Calendar in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bout_a06_dt_enus	Outlook 2010 Social Connector and Messaging	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bout_a07_dt_enus	Working with Contacts in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bout_a08_dt_enus	Using the Tasks, Notes, and Journal Features in Outlook 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bppt_a01_dt_enus	Getting Started with PowerPoint 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bppt_a02_dt_enus	Visually Enhancing PowerPoint 2010 Presentations	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bppt_a03_dt_enus	Adding Images to Presentations in PowerPoint 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bppt_a04_dt_enus	Using Multimedia and Animations in PowerPoint 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bprj_a02_dt_enus	Introduction to Project 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bprj_a03_dt_enus	Initializing a Project with Project 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bprj_a04_dt_enus	Defining Project Properties in Project 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bprj_a06_dt_enus	Creating Resources in Project 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bprj_a07_dt_enus	Managing Resource Assignments with Project 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bprj_a08_dt_enus	Monitoring Schedule Performance with Project 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bwrdr_a01_dt_enus	Getting Started with Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective

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mo_bwr_d_a02_dt_enu	Formatting and Working with Text in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bwr_d_a03_dt_enu	Organizing and Arranging Text in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bwr_d_a04_dt_enu	Moving Around in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bwr_d_a05_dt_enu	Structuring Word 2010 Documents	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bwr_d_a06_dt_enu	Reviewing Documents in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bwr_d_a07_dt_enu	Saving, Sharing, and Printing in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bwr_d_a08_dt_enu	Customizing the Behavior and Appearance of Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_bwr_d_a09_dt_enu	Drawing and Inserting Graphics in Word 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_nfum_a01_dt_enu	Word 2010, Excel 2010, and the New Office 2010 Interface	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_nfum_a02_dt_enu	Outlook 2010 and Collaboration in Office 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_nfum_a03_dt_enu	New Features for PowerPoint, Publisher, and Access in Office 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_nspe_a01_dt_enu	SharePoint 2010 New Features for End Users	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_nspp_a01_dt_enu	Microsoft SharePoint 2010: New Features for Power Users	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_ospe_a01_dt_enu	Getting Started with SharePoint 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_ospe_a02_dt_enu	Using SharePoint 2010 with Office 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_ospp_a01_dt_enu	Managing SharePoint 2010 Sites, Lists, and Libraries	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_ospp_a02_dt_enu	Managing SharePoint 2010 Pages and Components	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_ospp_a03_dt_enu	SharePoint 2010 Security and Business Intelligence	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_otnf_a01_dt_enu	Office 2010 New Core Features	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_otnf_a02_dt_enu	New Messaging and Collaboration Features in Office 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mo_otnf_a03_dt_enu	Office 2010 Web Apps and New Features in Publisher and Mobile	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
mw_mweu_a01_dt_enu	Getting Started with Windows 7	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
mw_mweu_a02_dt_enu	Setting up and Securing Windows 7	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
mw_mweu_a03_dt_enu	Customizing Windows 7	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective

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116604_ENG	ANSI C Programming: Introducing C	Self-Paced	01/2012-12/2013	4 Hour(s)	2	Combinable	Science/Technology
216104_ENG	Introduction to Oracle and SQL in Oracle Database 10g	Self-Paced	01/2012-12/2013	3.3 Hour(s)	1.65	Combinable	Science/Technology
216518_ENG	Introduction to PL/SQL	Self-Paced	01/2012-12/2013	2.2 Hour(s)	1.1	Combinable	Science/Technology
234171_ENG	SAP Overview	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
235060_ENG	Perl Language Fundamentals	Self-Paced	01/2012-12/2013	3.2 Hour(s)	1.6	Combinable	Science/Technology
252344_ENG	Java Programming with Java SE 6.0: Getting Started with Java	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
254004_ENG	Cisco ICND1 1.0: Network Fundamentals	Self-Paced	01/2012-12/2013	2.2 Hour(s)	1.1	Combinable	Science/Technology
254044_ENG	Cisco ICND1 1.0: Wireless LANs	Self-Paced	01/2012-12/2013	1.8 Hour(s)	0.9	Combinable	Science/Technology
257492_ENG	Oracle Database 11g: Using SQL to Query Your Database	Self-Paced	01/2012-12/2013	2.2 Hour(s)	1.1	Combinable	Science/Technology
78565_ENG	An Overview of Database Design	Self-Paced	01/2012-12/2013	0.7 Hour(s)	0	0.0	Too Few Hours
78978_ENG	Getting Started with Programming	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Science/Technology
es_mesc_a01_it_enus	Planning for Exchange Server 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Science/Technology
es_mesc_a02_it_enus	Installing and Configuring Exchange Server 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Science/Technology
es_mesc_a03_it_enus	Exchange Server 2010 Administrative Tools	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
es_mesc_a04_it_enus	Exchange Server 2010 Mailbox Server Administration	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
es_mesc_a05_it_enus	Exchange Server 2010 Public Folders and Messaging Records Management	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
es_mesc_a06_it_enus	Exchange Server 2010 Message Transport	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
es_mesc_a07_it_enus	Exchange Server 2010 Transport Rules, Message Compliance and Security	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
es_mesc_a08_it_enus	Client Access in Exchange Server 2010	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
es_mesc_a09_it_enus	Exchange Server 2010 High Availability	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Science/Technology
es_mesc_a10_it_enus	Backup and Recovery in Exchange Server 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Science/Technology
es_mesc_a11_it_enus	Monitoring Exchange Server 2010 Mail Flow and Performance	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Science/Technology
es_msst_a01_it_enus	Installing and Configuring Microsoft SharePoint 2010	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Science/Technology
es_msst_a02_it_enus	Core Configuration for SharePoint 2010	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
es_msst_a03_it_enus	Upgrading to Microsoft SharePoint 2010	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Science/Technology

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es_msst_a04_it_enus	Configuring and Administrating SharePoint 2010 Search	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
es_msst_a05_it_enus	Configuring Web Applications for SharePoint 2010	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Science/Technology
es_msst_a06_it_enus	SharePoint Authentication and Web Application Security Configuration	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Science/Technology
es_msst_a07_it_enus	Configuring SharePoint 2010 Site Collections	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
es_msst_a08_it_enus	Managing SharePoint 2010 Features and Solutions	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
es_msst_a10_it_enus	SharePoint 2010 Performance	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
md_mcim_a01_it_enus	SQL Server 2008 Installation	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
mw_mwet_a01_it_enus	Identifying and Resolving Windows 7 Application Issues	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
mw_mwet_a02_it_enus	Management and Maintenance of Windows 7 Client Systems	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
mw_mwet_a03_it_enus	Troubleshooting Logon and Resource Access Issues in Windows 7	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
mw_mwet_a04_it_enus	Resolving Windows 7 Network Connectivity Issues	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
mw_mwet_a05_it_enus	Troubleshooting IE8 and Encryption Issues in Windows 7	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
mw_mwet_a06_it_enus	Protecting Windows 7 against Malware and Vulnerabilities	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
sd_masp_a01_it_enus	Microsoft .NET Framework 4.0: Web Applications with Visual Studio 2010 and Visual Basic 2010	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
sd_masp_a02_it_enus	Microsoft .NET Framework 4.0: Web Form Controls with VB 2010	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Science/Technology
sd_masp_a03_it_enus	Microsoft .NET Framework 4.0: Data Integration with VB 2010	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Science/Technology
sd_masp_a04_it_enus	Microsoft .NET Framework 4.0: Client-Side Scripting and AJAX with VB 2010	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
sd_masp_a05_it_enus	Microsoft .NET Framework 4.0: ASP.NET MVC 2 with VB 2010	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
sd_masp_a06_it_enus	Microsoft .NET Framework 4.0: Configuring and Deploying Web Applications with VB 2010	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Science/Technology
sd_masp_a07_it_enus	Microsoft .NET Framework 4: Debugging, Tracing and Monitoring Web Applications with VB 2010	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology



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sd_masp_a08_it_enu	Microsoft .NET Framework 4.0: Web Application Optimization and Customization with VB 2010	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
sd_sftf_a01_it_enu	Fundamentals of Software Testing	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Science/Technology
wd_dshw_a01_it_enu	Web Development Fundamentals	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
ws_mwcd_a01_it_enu	The Active Directory Infrastructure in Windows Server 2008	Self-Paced	01/2012-12/2013	3 Hour(s)	1.5	Combinable	Science/Technology
ws_wsad_a02_it_enu	Planning Active Directory and Group Policy for Windows Server 2008	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Science/Technology
ws_wsad_a03_it_enu	Windows Server 2008 Management and Delegation	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Science/Technology
ws_wsad_a04_it_enu	Managing File Servers and Data Provisioning in Windows Server 2008	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Science/Technology
ws_wsad_a05_it_enu	Windows Server 2008 Application Server Management and Application Provisioning	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Science/Technology
ws_wsad_a06_it_enu	Windows Server 2008 Application Servers and Services	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Science/Technology
ws_wsad_a07_it_enu	Patch Management and Securing and Monitoring Servers in Windows Server 2008	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
ws_wsad_a08_it_enu	Certificate Services, SANs, and High Availability in Windows Server 2008	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
ws_wsad_a10_it_enu	Windows Server 2008 Backup and Recovery	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
ws_wsfl_a01_it_enu	Introducing Windows Server 2008	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
wt_ajax_a01_it_enu	Ajax Basics	Self-Paced	01/2012-12/2013	2.5 Hour(s)	1.25	Combinable	Science/Technology
wt_ajax_a02_it_enu	Ajax API Essentials	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Science/Technology
esh_sah_a08_sh_enu	Lockout/Tagout for Authorized Persons	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
esh_sah_a21_sh_enu	Emergency and Disaster Preparedness	Self-Paced	01/2012-12/2013	0.5 Hour(s)	0	0.0	Too Few Hours
esh_sah_a22_sh_enu	Bloodborne Pathogen Awareness	Self-Paced	01/2012-12/2013	0.5 Hour(s)	0	0.0	Too Few Hours
esh_sah_a25_sh_enu	Defensive Driving Fundamentals	Self-Paced	01/2012-12/2013	1 Hour(s)	0	0.0	Non-Academic
esh_sah_a27_sh_enu	Hazard Communication: An Employee's Right to Know	Self-Paced	01/2012-12/2013	0.5 Hour(s)	0	0.0	Too Few Hours
esh_sah_a30_sh_enu	Ergonomics in the Workplace	Self-Paced	01/2012-12/2013	0.5 Hour(s)	0	0.0	Too Few Hours



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esh_sah_a38_sh_enu	Forklift Safety Awareness	Self-Paced	01/2012-12/2013	0.5 Hour(s)	0	0.0	Too Few Hours
esh_sah_a39_sh_enu	Heat Stress Recognition and Prevention	Self-Paced	01/2012-12/2013	0.5 Hour(s)	0	0.0	Too Few Hours
esh_trns_a01_sh_enu	DOT Drug and Alcohol Awareness	Self-Paced	01/2012-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
lchp_01_a01_lc_enu	HIPAA Privacy Essentials	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a02_lc_enu	Workplace Ethics	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a03_lc_enu	Workplace Diversity Awareness	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a09_lc_enu	Equal Employment Opportunity and Discriminatory Practices in Hiring	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a10_lc_enu	Privacy and Information Security	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a12_lc_enu	FMLA Leave and More: An Overview of Legally Protected Leave	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a19_lc_enu	Sarbanes-Oxley: What You Need to Know	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a21_lc_enu	Understanding the Risks of Using Internet Media and Electronic Communications	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a25_lc_enu	Interviewing and Hiring Practices	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a26_lc_enu	Fair Labor Standards Act (FLSA)	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
lchr_01_a27_lc_enu	Foreign Corrupt Practices Act	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
lchr_01_a28_lc_enu	Antitrust – Overview	Self-Paced	01/2012-12/2013	0.5 Hour(s)	0	0.0	Too Few Hours
lchr_01_a29_lc_enu	Intellectual Property Overview	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
SAH0412	Computer Ergonomics	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
SAH0429	First Aid--Basic	Self-Paced	01/2012-12/2013	1 Hour(s)	0	0.0	Non-Academic
SAH0431	First Aid--CPR	Self-Paced	01/2012-12/2013	1 Hour(s)	0	0.0	Non-Academic
SAH0432	First Aid--Medical Emergencies	Self-Paced	01/2012-12/2013	1 Hour(s)	0	0.0	Non-Academic
SAH0436	Hazard Communication (HAZWOPER)	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
SAH0456	Material Safety Data Sheets	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
SAH0458	Office Safety	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
SAH0462	Portable Fire Extinguishers	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective

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SAH0475	Safe Work Practices	Self-Paced	01/2012-12/2013	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/Elective
SAH0479	Slips, Trips, and Falls	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
SAH0486	Workplace Safety Orientation	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
SAH0487	Workplace Security Awareness	Self-Paced	01/2012-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective

The University's Central Administration is located at 4035 S. Riverpoint Parkway Phoenix, AZ 85040. University of Phoenix is accredited by The Higher Learning Commission and is a member of the North Central Association. For additional information, contact The Higher Learning Commission, [ncaahlc.org](http://ncaahlc.org).

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