

# University of Phoenix - Prior Learning Assessment - Corporate Articulation

## ROCKY MOUNTAIN BUSINESS ACADEMY



### 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.

#### Recommended Semester Credit Conversion - The standard formula for determining credit value is as follows:

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
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**\*NOTE-** THE FOLLOWING COURSES AND/OR PROGRAMS COURSEWORK MAY BE OFFERED IN PREVIOUS PROGRAMS OR COURSES AND CONSIDERED DUPLICATION. CREDIT WILL NOT BE AWARDED FOR DUPLICATE COURSEWORK.

**\*\*NOTE-** ALL THE FOLLOWING PROGRAMS MAY OFFER ELECTIVES WHICH HAVE NOT BEEN INCLUDED IN THE CREDIT AWARD. PLEASE VIEW COURSES LISTED BELOW THE PROGRAMS FOR CREDIT AWARD.

**\*\*\*NOTE-** THE FOLLOWING PROGRAMS MAY DUPLICATE IT PROGRAMS ALREADY PRE-EVALUATED. PLA WILL ONLY AWARD CREDIT FOR CERTIFICATION OR COURSEWORK. PLEASE VIEW THE APOLLO QUICKLIST AT [HTTP://WWW.PHOENIX.EDU/ADMISSIONS/PRIOR\\_LEARNING\\_ASSESSMENT.HTML](http://WWW.PHOENIX.EDU/ADMISSIONS/PRIOR_LEARNING_ASSESSMENT.HTML)

A COURSE BY COURSE BREAKDOWN FOR EACH PROGRAM IS AVAILABLE AT THE END OF THE CRG

AAL36	**ADMINISTRATIVE ASSISTANT LEGAL OFFICE	SELF-PACED	01/2006-12/2006	752	566	*18.5	*INTERDISCIPLINARY/ELECTIVE
AAS04	**ADMINISTRATIVE ASSISTANT	SELF-PACED	01/2002-12/2002	500	325	*10.5	*INTERDISCIPLINARY/ELECTIVE
AAS03	**AUTOMATED ACCOUNTING SPECIALIST	SELF-PACED	01/2003-12/2003	690	591.5	*19.5	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
APS09	**AUTOMATED PAYROLL SPECIALIST	SELF-PACED	01/2003-12/2003	790	501.5	*16.5	*INTERDISCIPLINARY/ELECTIVE
	**CALL CENTER REPRESENTATIVE	SELF-PACED	01/2009-12/2009	170	49.5	*1.5	*INTERDISCIPLINARY/ELECTIVE
CSS08	**CUSTOMER SERVICE SPECIALIST	SELF-PACED	01/2004-12/2004	530	337.5	*11	*INTERDISCIPLINARY/ELECTIVE
MBC39	**MEDICAL BILLING AND CODING	SELF-PACED	01/2002-12/2002	66	60	*2	*INTERDISCIPLINARY/ELECTIVE
MBA12	**MEDICAL BUSINESS ASSOCIATE	SELF-PACED	01/2002-12/2002	546	571	*19	*INTERDISCIPLINARY/ELECTIVE
MBO40	**MEDICAL BUSINESS WITH MS OFFICE BASIC SKILLS	SELF-PACED	01/2002-12/2002	618	370	*12	*INTERDISCIPLINARY/ELECTIVE
MBO11	**MEDICAL BUSINESS WITH MS OFFICE	SELF-PACED	01/2002-12/2002	906	588	*19.5	*INTERDISCIPLINARY/ELECTIVE
MBA10	**MEDICAL BUSINESS WITH PC ACCOUNTING	SELF-PACED	01/2002-12/2002	1050	708	*23.5	*INTERDISCIPLINARY/ELECTIVE
MCR48	**MEDICAL CLAIMS REPRESENTATIVE	SELF-PACED	01/2009-12/2009	324	538.5	*17.5	*INTERDISCIPLINARY/ELECTIVE
MEDT38	**MEDICAL TERMINOLOGY	SELF-PACED	01/2002-12/2002	84	60	*2	*INTERDISCIPLINARY/ELECTIVE
MSB32	**MS OFFICE BASIC SKILLS	SELF-PACED	01/2006-12/2006	216	144	*4.5	*INTERDISCIPLINARY/ELECTIVE
MSA45	**MS OFFICE BASIC SKILLS WITH ACCOUNTING	SELF-PACED	01/2006-12/2006	880	435	*14.5	*INTERDISCIPLINARY/ELECTIVE
OFA50	**OFFICE ASSISTANT	SELF-PACED	01/2009-12/2009	192	48	*1.5	*INTERDISCIPLINARY/ELECTIVE
QBC40	**QUICKBOOKS COMPRESSIVE	SELF-PACED	01/2003-12/2003	100/*	74/*	*2/*	*INTERDISCIPLINARY/ELECTIVE
SBS51	**SMALL BUSINESS STARTUP	SELF-PACED	01/2009-12/2009	292	205.5	*6.5	*INTERDISCIPLINARY/ELECTIVE
	**BASIC JOB SKILLS	SELF-PACED	01/2006-12/2006	36	0	0	NON-ACADEMIC
HD035	***IT TECHNICAL SUPPORT- HELP DESK	SELF-PACED	01/2006-12/2006	764	575	***19	11 INTERDISCIPLINARY/ELECTIVE; 8 SCIENCE TECHNOLOGY
PCR33	***PC REPAIR A+	SELF-PACED	01/2006-12/2006	426	258.5	***8.5	*SCIENCE TECHNOLOGY
INDIVIDUAL COURSE MODULES							
21	***A+ ESSENTIALS	SELF-PACED	01/2006-12/2006	144	114	***3.5	*SCIENCE TECHNOLOGY

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	GETTING TO KNOW THE A+ EXAMS	SELF-PACED	01/2006-12/2006	6	0	0	*SCIENCE TECHNOLOGY
	THE VISIBLE PC	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING CPU'S	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING RAM	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING BIOS AND CMOS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING THE EXPANSION BUS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING MOTHERBOARDS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING PC POWER	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	IMPLEMENTING HARD DRIVES	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING REMOVABLE MEDIA	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	INSTALLING AND UPGRADING WINDOWS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING WINDOWS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	MAINTAINING WINDOWS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	INPUT/OUTPUT	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING VIDEO	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	PORTABLE COMPUTING	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING PRINTING	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	UNDERSTANDING NETWORKING	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	COMPUTER SECURITY	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	THE COMPLETE PC TECH	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	TESTING/SIMULATIONS	SELF-PACED	01/2006-12/2006	24	0	0	*SCIENCE TECHNOLOGY
22	***A+ PC TECHNICIAN	SELF-PACED	01/2006-12/2006	144	108	***3.5	*SCIENCE TECHNOLOGY
	GETTING TO KNOW THE A+ EXAMS	SELF-PACED	01/2006-12/2006	6	0	0	NON-ACADEMIC
	INSTALLING AND TROUBLESHOOTING CPUS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	INSTALLING TROUBLESHOOTING RAM	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	WORKING WITH BIOS AND CMOS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	INSTALL INTERNAL DRIVES	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	INSTALLING AND TROUBLESHOOTING MOTHERBOARDS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	INSTALLING AND TROUBLESHOOTING POWER SUPPLIES	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	HARD DRIVE TECHNOLOGIES	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	INSTALLING AND TROUBLESHOOTING REMOVABLE-MEDIA DRIVES	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	WORKING WITH THE COMMAND-LINE INTERFACE	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	WINDOWS TROUBLESHOOTING	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	INSTALLING AND TROUBLESHOOTING VIDEO	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	SOUND AND MULTIMEDIA	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	PORTABLE COMPUTING	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	MAINTAINING AND TROUBLESHOOTING PRINTERS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	MAINTAINING AND TROUBLESHOOTING NETWORKS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	THE INTERNET	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	COMPUTER SECURITY	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY

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	THE COMPLETE PC TECH	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	TESTING/SIMULATIONS	SELF-PACED	01/2006-12/2006	30	0	0	NON-ACADEMIC
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2002-12/2002	84	24	1	*INTERDISCIPLINARY/ELECTIVE
	WORKPLACE SKILLS AND RESPONSIBILITIES	SELF-PACED	01/2002-12/2002	6	0	0	NON-ACADEMIC
	WORKING EFFECTIVELY	SELF-PACED	01/2002-12/2002	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	THE WRITTEN WORD	SELF-PACED	01/2002-12/2002	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	ORAL COMMUNICATIONS	SELF-PACED	01/2002-12/2002	6	0	0	NON-ACADEMIC
	PROCESSING THE MAIL	SELF-PACED	01/2002-12/2002	6	0	0	NON-ACADEMIC
	COMPUTERS IN THE OFFICE	SELF-PACED	01/2002-12/2002	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INFORMATION AND RECORDS MANAGEMENT	SELF-PACED	01/2002-12/2002	6	0	0	NON-ACADEMIC
	MEETINGS AND CONFERENCES	SELF-PACED	01/2002-12/2002	6	0	0	NON-ACADEMIC
	BUSINESS TRAVEL	SELF-PACED	01/2002-12/2002	6	0	0	NON-ACADEMIC
	BUSINESS TERMINOLOGY	SELF-PACED	01/2002-12/2002	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	THE OFFICE ENVIRONMENT AND DESIGN	SELF-PACED	01/2002-12/2002	6	0	0	NON-ACADEMIC
	BUSINESS ETIQUETTE	SELF-PACED	01/2002-12/2002	6	0	0	NON-ACADEMIC
	TESTING	CLASSROOM	01/2002-12/2002	6	0	0	NON-ACADEMIC
8	AUTOMATED ACCOUNTING	SELF-PACED	01/2003-12/2003	130	105	3.5	*INTERDISCIPLINARY/ELECTIVE
	GETTING STARTED WITH ACCOUNTING	SELF-PACED	01/2003-12/2003	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	THE ACCOUNTING EQUATION	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH DEBITS AND CREDITS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	WORKING WITH THE ACCOUNTING CYCLE	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH THE GENERAL LEDGER	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	GENERATING FINANCIAL STATEMENTS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH ADJUSTING AND CLOSING ENTRIES	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ACCOUNTING PRACTICE SET	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH FINANCIAL STATEMENTS	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INTRODUCING QUICKBOOKS PRO	SELF-PACED	01/2003-12/2003	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH CUSTOMER TRANSACTIONS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH VENDOR TRANSACTIONS	SELF-PACED	01/2003-12/2003	8	8	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	BANKING WITH QUICKBOOKS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING A COMPANY	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DEALING WITH PHYSICAL INVENTORY	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	SELLING INVENTORY ITEMS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	USING QUICKBOOKS FOR PAYROLL	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH BALANCE SHEET ACCOUNTS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING ESTIMATES AND USING CLASSES, JOB COSTING, AND TIME TRACKING	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DEMISTIFYING "BEHIND THE SCENES" AND CUSTOMIZING QUICKBOOKS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TESTING	CLASSROOM	01/2003-12/2003	25	0	0	NON-ACADEMIC
40	AUTOMATED ACCOUNTING INTRODUCTION	SELF-PACED	01/2003-12/2003	100/*	74/*	2/*	*INTERDISCIPLINARY/ELECTIVE
	GETTING STARTED WITH ACCOUNTING	SELF-PACED	01/2003-12/2003	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE

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	THE ACCOUNTING EQUATION	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH DEBITS AND CREDITS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH THE ACCOUNTING CYCLE	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH THE GENERAL LEDGER	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	GENERATING FINANCIAL STATEMENTS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH ADJUSTING AND CLOSING ENTRIES	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	ACCOUNTING PRACTICE SET	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH FINANCIAL STATEMENTS	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	INTRODUCING QUICKBOOKS PRO	SELF-PACED	01/2003-12/2003	4	4	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH CUSTOMER TRANSACTIONS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH VENDOR TRANSACTIONS	SELF-PACED	01/2003-12/2003	8	8	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	BANKING WITH QUICKBOOKS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING A COMPANY	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TESTING	CLASSROOM	01/2003-12/2003	26	0	0	NON-ACADEMIC
<b>*NOTE-</b> PLEASE ADD ONE CREDIT TO THE AUTOMATED ACCOUNTING INTRODUCTION MODULE IF THE FOLLOWING COURSES ARE COMPLETED							
	*DEALING WITH PHYSICAL INVENTORY	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	*SELLING INVENTORY ITEMS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	*USING QUICKBOOKS FOR PAYROLL	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	*WORKING WITH BALANCE SHEET ACCOUNTS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	*CREATING ESTIMATES AND USING CLASSES, JOB COSTING, AND TIME TRACKING	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	*DEMISTIFYING "BEHIND THE SCENES" AND CUSTOMIZING QUICKBOOKS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

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28	AUTOMATED PAYROLL	SELF-PACED	01/2003-12/2003	100	90	3	*INTERDISCIPLINARY/ELECTIVE
	THE NEED FOR PAYROLL AND PERSONNEL RECORDS	SELF-PACED	01/2003-12/2003	12	12	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	COMPUTING WAGES AND SALARIES	SELF-PACED	01/2003-12/2003	12	12	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	SOCIAL SECURITY TAXES	SELF-PACED	01/2003-12/2003	12	12	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INCOME TAX WITHHOLDING	SELF-PACED	01/2003-12/2003	12	12	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	UNEMPLOYMENT COMPENSATION TAXES	SELF-PACED	01/2003-12/2003	12	12	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ANALYZING AND JOURNALIZING PAYROLL TRANSACTIONS	SELF-PACED	01/2003-12/2003	12	12	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PAYROLL PROJECT	SELF-PACED	01/2003-12/2003	18	18	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	TESTING	CLASSROOM	01/2003-12/2003	10	0	0	NON-ACADEMIC
46	CALL CENTER TECHNIQUES	SELF-PACED	01/2009-12/2009	30	17.5	0.5	*INTERDISCIPLINARY/ELECTIVE
	UNDERSTANDING CALL CENTERS	SELF-PACED	01/2009-12/2009	2.5	0	0	NON-ACADEMIC
	CREATING A POSITIVE WORK CLIMATE	SELF-PACED	01/2009-12/2009	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ADDRESS THE CALL: IT'S ALL ATTITUDE	SELF-PACED	01/2009-12/2009	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	VOICE	SELF-PACED	01/2009-12/2009	2.5	2.5	COMBINABLE	*COMMUNICATION ARTS
	CUSTOMER RAPPORT	SELF-PACED	01/2009-12/2009	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LISTENING AND QUESTIONING	SELF-PACED	01/2009-12/2009	2.5	2.5	COMBINABLE	*COMMUNICATION ARTS
	MANAGING THE CALL	SELF-PACED	01/2009-12/2009	2.5	0	0	NON-ACADEMIC
	STYLE FLEXIBILITY	SELF-PACED	01/2009-12/2009	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	MANAGING STRESS AND HANDLING DIFFICULT CUSTOMERS	SELF-PACED	01/2009-12/2009	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	TELEPHONE SALES	SELF-PACED	01/2009-12/2009	2.5	0	0	NON-ACADEMIC



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	TESTING	CLASSROOM	01/2009-12/2009	5	0	0	NON-ACADEMIC
42	COMPUTER CONCEPTS	SELF-PACED	01/2009-12/2009	48	12.5	COMBINABLE	*SCIENCE TECHNOLOGY
	INTRODUCING BASIC COMPUTER CONCEPTS	SELF-PACED	01/2009-12/2009	10	10	COMBINABLE	*SCIENCE TECHNOLOGY
	WORKING WITH WINDOWS PROGRAMS	SELF-PACED	01/2009-12/2009	10	10	0	NON-ACADEMIC
	USING WORD PROCESSORS AND THE INTERNET	SELF-PACED	01/2009-12/2009	10	10	0	NON-ACADEMIC
	MANAGING COMPUTER FILES	SELF-PACED	01/2009-12/2009	10	10	0	*INTERDISCIPLINARY/ELECTIVE
	TESTING	SELF-PACED	01/2009-12/2009	8	8	0	NON-ACADEMIC
15	COMPUTERS IN THE MEDICAL OFFICE	SELF-PACED	01/2006-12/2006	60	30	1	*INTERDISCIPLINARY/ELECTIVE
	THE MEDICAL OFFICE BILLING PROCESS	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INFORMATION TECHNOLOGY AND HIPAA	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INTRODUCTION TO MEDISOFT	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ENTERING PATIENT INFORMATION	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ENTERING INSURANCE, ACCOUNT, AND CONDITION INFORMATION	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ENTERING CHARGE TRANSACTIONS AND PATIENT PAYMENTS	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING CLAIMS	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	POSTING INSURANCE PAYMENTS AND CREATING PATIENT STATEMENTS	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PRINTING REPORTS	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	COLLECTIONS IN THE MEDICAL OFFICE	SELF-PACED	01/2006-12/2006	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	SCHEDULING	SELF-PACED	01/2006-12/2006	3	0	0	NON-ACADEMIC
	HANDLING PATIENT RECORDS AND TRANSACTIONS	SELF-PACED	01/2006-12/2006	3	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	SETTING UP APPOINTMENTS	SELF-PACED	01/2006-12/2006	3	0	0	NON-ACADEMIC
	PRINTING LISTS AND REPORTS	SELF-PACED	01/2006-12/2006	3	0	0	NON-ACADEMIC
	PUTTING IT ALL TOGETHER	SELF-PACED	01/2006-12/2006	3	0	0	NON-ACADEMIC
	TESTING	SELF-PACED	01/2006-12/2006	15	0	0	NON-ACADEMIC
38	ENTREPRENEURSHIP	SELF-PACED	01/2009-12/2009	60	56.5	1.5	*INTERDISCIPLINARY/ELECTIVE
	DECIDING ON A BUSINESS	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	THE BUSINESS PLAN	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	COMPUTER AND COMMUNICATION TOOLS	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ORGANIZATION	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	BUSINESS LICENSES AND PERMITS	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INSURANCE	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LOCATION AND LEASING	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ACCOUNTING SAND CASH FLOW	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	HOW TO FINANCE YOUR BUSINESS	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	E-COMMERCE	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	BUYING A BUSINESS OR FRANCHISE	SELF-PACED	01/2009-12/2009	3.5	3.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	OPENING AND MARKETING	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	EXPANDING AND HANDLING PROBLEMS	SELF-PACED	01/2009-12/2009	3.5	3.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INTERNATIONAL TRADE	SELF-PACED	01/2009-12/2009	3.5	3.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	START-UP KIT	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	HOME BUSINESS	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	TESTING	CLASSROOM	01/2009-12/2009	3.5	0	0	*INTERDISCIPLINARY/ELECTIVE
14	MEDICAL CODING	SELF-PACED	01/2002-12/2002	66	60	2	*INTERDISCIPLINARY/ELECTIVE
	DIAGNOSTIC CODING 1 EX 1	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DIAGNOSTIC CODING 1 EX 2	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DIAGNOSTIC CODING 1 EX 3	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DIAGNOSTIC CODING 1 EX 4	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DIAGNOSTIC CODING 1 EX 5	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DIAGNOSTIC CODING 1 EX 6	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	ICD-9 FINAL	SELF-PACED	01/2002-12/2002	3	0	0	NON-ACADEMIC
	PROCEDURAL CODING 1 EX 1	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PROCEDURAL CODING 1 EX 2	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PROCEDURAL CODING 1 EX 3	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PROCEDURAL CODING 1 EX 4	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PROCEDURAL CODING 1 EX 5	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	PROCEDURAL CODING 1 EX 6	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CPT/HCPCS FINAL	SELF-PACED	01/2002-12/2002	3	0	0	NON-ACADEMIC
16	MEDICAL INSURANCE	SELF-PACED	01/2002-12/2002	72	72	2	*INTERDISCIPLINARY/ELECTIVE
	INTRODUCTION TO THE MEDICAL BILLING PROCESS	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	HIPAA AND MEDICAL RECORDS	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	PATIENT ENCOUNTERS AND BILLING INFORMATION	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DIAGNOSTIC CODING: INTRODUCTION TO ICD-9-CM	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PROCEDURAL CODING: INTRODUCTION TO CPT	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PROCEDURAL CODING: INTRODUCTION TO HCPCS	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	VISIT CHARGES AND COMPLIANT BILLING	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	HEALTH CARE CLAIM PREPARATION AND TRANSMISSION	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PRIVATE PAYERS/BLUE CROSS AND BLUE SHIELD	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	MEDICARE	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	MEDICAID	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	TRICARE AND CHAMPVA	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKERS' COMPENSATION AND DISABILITY	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PAYMENTS (RAS/EOBS), APPEALS, AND SECONDARY CLAIMS	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PATIENT BILLING AND COLLECTIONS	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	HOSPITAL BILLING AND REIMBURSEMENT	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PRIMARY CASE STUDIES	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	RA/EOB/SECONDARY CASE STUDIES	SELF-PACED	01/2002-12/2002	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
17	MEDICAL OFFICE PROCEDURES	SELF-PACED	01/2002-12/2002	108	32	1	*INTERDISCIPLINARY/ELECTIVE
	THE ADMINISTRATIVE MEDIAL ASSISTANT	SELF-PACED	01/2002-12/2002	8	0	0	*INTERDISCIPLINARY/ELECTIVE
	MEDICAL ETHICS, LAW, AND COMPLIANCE	SELF-PACED	01/2002-12/2002	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	COMPUTER USAGE IN THE MEDICAL OFFICE	SELF-PACED	01/2002-12/2002	8	0	0	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	TELEPHONE PROCEDURES AND SCHEDULING	SELF-PACED	01/2002-12/2002	8	0	0	NON-ACADEMIC
	RECORDS MANAGEMENT	SELF-PACED	01/2002-12/2002	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WRITTEN COMMUNICATIONS	SELF-PACED	01/2002-12/2002	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INSURANCE AND CODING	SELF-PACED	01/2002-12/2002	8	0	0	NON-ACADEMIC
	PATIENT MEDICAL RECORDS	SELF-PACED	01/2002-12/2002	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	BILLING REIMBURSEMENT, AND COLLECTIONS	SELF-PACED	01/2002-12/2002	8	0	0	*INTERDISCIPLINARY/ELECTIVE
	PRACTICE FINANCES	SELF-PACED	01/2002-12/2002	8	0	0	*INTERDISCIPLINARY/ELECTIVE
	OFFICE MANAGEMENT	SELF-PACED	01/2002-12/2002	8	0	0	NON-ACADEMIC
	TESTING AND SIMULATIONS	SELF-PACED	01/2002-12/2002	20	0	0	NON-ACADEMIC
9	MEDICAL TERMINOLOGY	SELF-PACED	01/2002-12/2002	84	60	2	*PHYSICAL/ BIOLOGICAL SCIENCE
	INTRODUCTION TO MEDICAL TERMINOLOGY	SELF-PACED	01/2002-12/2002	5	0	0	*INTERDISCIPLINARY/ELECTIVE
	BODY ORGANIZATION	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	INTEGUMENTARY SYSTEM	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	MUSCULOSKELETAL SYSTEM	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	CARDIOVASCULAR SYSTEM	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	BLOOD AND THE LYMPHATIC AND IMMUNE SYSTEMS	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	RESPIRATORY SYSTEM	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	DIGESTIVE SYSTEM	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	URINARY SYSTEM	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	REPRODUCTIVE SYSTEM	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	ENDOCRINE SYSTEM	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	NERVOUS SYSTEM	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	SPECIAL SENSES: THE EYE AND EAR	SELF-PACED	01/2002-12/2002	5	5	COMBINABLE	PHYSICAL/BIOLOGICAL SCIENCE
	SPECIAL TOPICS	SELF-PACED	01/2002-12/2002	5	0	0	NON-ACADEMIC
	TESTING	SELF-PACED	01/2002-12/2002	14	0	0	NON-ACADEMIC
5	MS ACCESS COMPREHENSIVE	SELF-PACED	01/2006-12/2006	48	35	1	*INTERDISCIPLINARY/ELECTIVE
	EXPLORING ACCESS	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	USING AN ACCESS DATABASE	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	BUILDING A DATABASE	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	MANAGING A DATABASE	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	MAINTAINING AND DOCUMENTING A DATABASE	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DESIGNING A RELATIONAL DATABASE	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	QUERYING A DATABASE	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CUSTOMIZING INPUT FORMS	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING CUSTOM REPORTS	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH ADVANCED QUERIES	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	SETTING UP COMPLEX FORMS	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING COMPLEX REPORTS	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CUSTOMIZING THE DATABASE INTERFACE AND SETTING SECURITY	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INTEGRATING ACCESS WITH OTHER APPLICATIONS	SELF-PACED	01/2006-12/2006	2.5	2.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	TESTING	SELF-PACED	01/2006-12/2006	13	0	0	NON-ACADEMIC
2	MS EXCEL COMPREHENSIVE	SELF-PACED	01/2006-12/2006	120	109	3.5	*INTERDISCIPLINARY/ELECTIVE
	EXPLORING EXCEL 2007	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	EDITING, VIEWING, AND PRINTING WORKSHEETS	SELF-PACED	01/2006-12/2006	7.5	7.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH FORMULAS AND FUNCTIONS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	FORMATTING THE CONTENTS OF CELLS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CHANGING THE APPEARANCE OF WORKSHEETS	SELF-PACED	01/2006-12/2006	7	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DISCOVERING THE MAGIC OF EXCEL CHARTING	SELF-PACED	01/2006-12/2006	6.5	6.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH LARGE WORKSHEETS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	ADDING GRAPHICS TO WORKSHEETS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	USING TEMPLATES AND PROTECTING WORKBOOKS	SELF-PACED	01/2006-12/2006	6.5	6.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	MANAGING MULTIPLE-SHEET WORKBOOKS	SELF-PACED	01/2006-12/2006	6.5	6.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING TABLES AND OUTLINES	SELF-PACED	01/2006-12/2006	6.5	6.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING PIVOTTABLES AND MACROS	SELF-PACED	01/2006-12/2006	6.5	6.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	USING FINANCIAL FUNCTIONS AND DATA ANALYSIS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	AUDITING AND ADDITIONAL FUNCTIONS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	USING ADVANCED FORMATTING AND ANALYSIS TOOLS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	COLLABORATING IN EXCEL	SELF-PACED	01/2006-12/2006	7	7	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	INTEGRATING EXCEL WITH OTHER PROGRAMS	SELF-PACED	01/2006-12/2006	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TESTING	SELF-PACED	01/2006-12/2006	11	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
43	MS OFFICE BEGINNINGS	SELF-PACED	01/2009-12/2009	48	48	1.5	*INTERDISCIPLINARY/ELECTIVE
	INTRODUCING BASIC COMPUTER CONCEPTS	SELF-PACED	01/2009-12/2009	5	5	*COMBINABLE	SCIENCE TECHNOLOGY
	WORKING WITH WINDOWS PROGRAMS	SELF-PACED	01/2009-12/2009	4	0	0	NON-ACADEMIC
	MANAGING COMPUTER FILES	SELF-PACED	01/2009-12/2009	4	0	0	NON-ACADEMIC
	INTRODUCING OUTLOOK AND THE INTERNET	SELF-PACED	01/2009-12/2009	4.5	4.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH THE NEW RIBBON INTERFACE	SELF-PACED	01/2009-12/2009	3.5	3.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH WORD BASICS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING AND EDITING BUSINESS LETTERS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING A MEMORANDUM AND A PRESS RELEASE	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING A SIMPLE REPORT	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	USING MAIL MERGE	SELF-PACED	01/2009-12/2009	4.5	4.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	WORKING WITH TABLES	SELF-PACED	01/2009-12/2009	4.5	4.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	EXPLORING EXCEL 2007	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	EDITING, VIEWING, AND PRINTING WORKSHEETS	SELF-PACED	01/2009-12/2009	5.5	5.5	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
43	MS OFFICE ESSENTIALS	SELF-PACED	01/2009-12/2009	144	106	3.5	*INTERDISCIPLINARY/ELECTIVE
	INTRODUCING BASIC COMPUTER CONCEPTS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*SCIENCE TECHNOLOGY
	WORKING WITH WINDOWS PROGRAMS	SELF-PACED	01/2009-12/2009	4	0	0	NON-ACADEMIC
	MANAGING COMPUTER FILES	SELF-PACED	01/2009-12/2009	4	0	0	NON-ACADEMIC
	INTRODUCING OUTLOOK AND THE INTERNET	SELF-PACED	01/2009-12/2009	4.5	4.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH THE NEW RIBBON INTERFACE	SELF-PACED	01/2009-12/2009	3.5	3.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE



Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	WORKING WITH WORD BASICS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING AND EDITING BUSINESS LETTERS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING A MEMORANDUM AND A PRESS RELEASE	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING A SIMPLE REPORT	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	USING MAIL MERGE	SELF-PACED	01/2009-12/2009	4.5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH TABLES	SELF-PACED	01/2009-12/2009	4.5	4.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	EXPLORING EXCEL 2007	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	EDITING, VIEWING, AND PRINTING WORKSHEETS	SELF-PACED	01/2009-12/2009	5.5	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH FORMULAS AND FUNCTIONS	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	FORMATTING THE CONTENTS OF CELLS	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CHANGING THE APPEARANCE OF WORKSHEETS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DISCOVERING THE MAGIC OF EXCEL CHARTING	SELF-PACED	01/2009-12/2009	5.5	5.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING AND DELIVERING A PRESENTATION	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DESIGNING THE PRESENTATION	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ADDING CLIP ART, ANIMATION, AND SOUND	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING TABLES AND ENTERING DATA	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	MODIFYING AND MAINTAINING TABLES	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH FORMS AND REPORTS	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	GETTING ANSWERS WITH QUERIES	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	TESTING	SELF-PACED	01/2009-12/2009	16	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
44	MS OFFICE INTRO	SELF-PACED	01/2009-12/2009	96	88	2.5	*INTERDISCIPLINARY/ELECTIVE
	INTRODUCING BASIC COMPUTER CONCEPTS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	SCIENCE TECHNOLOGY
	WORKING WITH WINDOWS PROGRAMS	SELF-PACED	01/2009-12/2009	4	0	0	NON-ACADEMIC
	MANAGING COMPUTER FILES	SELF-PACED	01/2009-12/2009	4	0	0	NON-ACADEMIC
	INTRODUCING OUTLOOK AND THE INTERNET	SELF-PACED	01/2009-12/2009	4.5	4.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH THE NEW RIBBON INTERFACE	SELF-PACED	01/2009-12/2009	3.5	3.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH WORD BASICS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING AND EDITING BUSINESS LETTERS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING A MEMORANDUM AND A PRESS RELEASE	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING A SIMPLE REPORT	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	USING MAIL MERGE	SELF-PACED	01/2009-12/2009	4.5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH TABLES	SELF-PACED	01/2009-12/2009	4.5	4.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	EXPLORING EXCEL 2007	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	EDITING, VIEWING, AND PRINTING WORKSHEETS	SELF-PACED	01/2009-12/2009	5.5	5.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH FORMULAS AND FUNCTIONS	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	FORMATTING THE CONTENTS OF CELLS	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CHANGING THE APPEARANCE OF WORKSHEETS	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DISCOVERING THE MAGIC OF EXCEL CHARTING	SELF-PACED	01/2009-12/2009	5.5	5.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING AND DELIVERING A PRESENTATION	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DESIGNING THE PRESENTATION	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	ADDING CLIP ART, ANIMATION, AND SOUND	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
45	MS OFFICE PRIMER	SELF-PACED	01/2009-12/2009	72	53	1.5	*INTERDISCIPLINARY/ELECTIVE
	INTRODUCING BASIC COMPUTER CONCEPTS	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*SCIENCE TECHNOLOGY
	WORKING WITH WINDOWS PROGRAMS	SELF-PACED	01/2009-12/2009	5	0	0	NON-ACADEMIC
	MANAGING COMPUTER FILES	SELF-PACED	01/2009-12/2009	5	0	0	NON-ACADEMIC
	INTRODUCING OUTLOOK AND THE INTERNET	SELF-PACED	01/2009-12/2009	5.5	5.5	COMBINABLE	NON-ACADEMIC
	WORKING WITH THE NEW RIBBON INTERFACE	SELF-PACED	01/2009-12/2009	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH WORD BASICS	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING AND EDITING BUSINESS LETTERS	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	NON-ACADEMIC
	CREATING A MEMORANDUM AND A PRESS RELEASE	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	NON-ACADEMIC
	EXPLORING EXCEL 2007	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	EDITING, VIEWING, AND PRINTING WORKSHEETS	SELF-PACED	01/2009-12/2009	6.5	6.5	COMBINABLE	NON-ACADEMIC
	WORKING WITH FORMULAS AND FUNCTIONS	SELF-PACED	01/2009-12/2009	6	6	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TESTING	SELF-PACED	01/2009-12/2009	9	0	0	NON-ACADEMIC
11	MS OUTLOOK	SELF-PACED	01/2009-12/2009	20	17	0.5	*INTERDISCIPLINARY/ELECTIVE
	GETTING STARTED WITH OUTLOOK 2007	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH EMAIL	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH CONTACT INFORMATION	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	USING THE CALENDAR	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	USING NOTES, TASKS, AND THE JOURNAL	SELF-PACED	01/2009-12/2009	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	TESTING	SELF-PACED	01/2009-12/2009	3	0	0	NON-ACADEMIC
3	MS POWERPOINT COMPREHENSIVE	SELF-PACED	01/2006-12/2006	36	36	1	*INTERDISCIPLINARY/ELECTIVE
1	MS WORD COMPREHENSIVE	SELF-PACED	01/2006-12/2006	120	94	3	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH WORD BASICS	SELF-PACED	01/2006-12/2006	7	7	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING AND EDITING BUSINESS LETTERS	SELF-PACED	01/2006-12/2006	7	7	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING A MEMORANDUM AND A PRESS RELEASE	SELF-PACED	01/2006-12/2006	7	7	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING A SIMPLE REPORT	SELF-PACED	01/2006-12/2006	7	7	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	USING MAIL MERGE	SELF-PACED	01/2006-12/2006	7	7	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WORKING WITH TABLES	SELF-PACED	01/2006-12/2006	7	7	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING A NEWSLETTER	SELF-PACED	01/2006-12/2006	4.5	4.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING AN EMPLOYEE POLICY MANUAL	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING A PROMOTIONAL BROCHURE	SELF-PACED	01/2006-12/2006	4.5	4.5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CREATING A RESEARCH PAPER	SELF-PACED	01/2006-12/2006	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ORGANIZING LONG DOCUMENTS	SELF-PACED	01/2006-12/2006	7	7	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	COLLABORATING IN WORD	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	USING MACROS AND FORMS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	SHARING AND SECURING CONTENT	SELF-PACED	01/2006-12/2006	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	INTEGRATING WITH OTHER PROGRAMS	SELF-PACED	01/2006-12/2006	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PRACTICAL/PROJECT	SELF-PACED	01/2006-12/2006	15	0	0	NON-ACADEMIC
	TESTING	SELF-PACED	01/2006-12/2006	11	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
53	LEGAL ADMIN OFFICE CONCEPTS AND PROCEDURES	SELF-PACED	01/2006-12/2006	84	68	2	*INTERDISCIPLINARY/ELECTIVE
	LEGAL OFFICE ASSISTANT PROFESSION	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LEGAL OFFICE COMMUNICATION	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LEGAL OFFICE RECORDS	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LEGAL OFFICE ACCOUNTING	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	FEDERAL COURT SYSTEM	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	STATE COURT SYSTEM	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DISCOVERY	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	APPELLATE PROCEDURES	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LEGAL RESEARCH	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DOMESTIC RELATIONS	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LAW OF TORTS	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CRIMINAL LAW	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LAW OF WILLS AND TRUSTS	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LAW OF CONTRACTS	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LAW OF BUSINESS ORGANIZATIONS	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LAW OF REAL ESTATE	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LAW OF BANKRUPTCY	SELF-PACED	01/2006-12/2006	4	4	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	TESTING	SELF-PACED	01/2006-12/2006	16	0	0	NON-ACADEMIC
56	LEGAL TERMINOLOGY	SELF-PACED	01/2006-12/2006	100	64	2	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	COURTS AND LEGAL SYSTEMS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	GENERAL LEGAL TERMINOLOGY	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	GENERAL LEGAL TERMS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	GENERAL LEGAL TERMS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LITIGATION - PRETRIAL	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LITIGATION - PRETRIAL	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LITIGATION - TRIAL AND PROCEEDINGS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LITIGATION - TRIAL AND PROCEEDINGS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LITIGATION - VERDICTS AND JUDGMENTS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LITIGATION - JUDGMENTS AND APPEALS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CIVIL ACTIONS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CIVIL ACTIONS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CRIMINAL LAW	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CRIMINAL LAW	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PROBATE - WILLS AND ESTATES	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PROBATE - WILLS AND ESTATES	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	REAL PROPERTY	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	REAL PROPERTY	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CONTRACTS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CONTRACTS AND LEASES	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	DOMESTIC RELATIONS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DOMESTIC RELATIONS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	COMMERCIAL PAPER	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	COMMERCIAL PAPER	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	BANKRUPTCY	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	AGENCY	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	EQUITY	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PARTNERSHIPS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CORPORATIONS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CORPORATIONS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ADDITIONAL LEGAL TERMS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ADDITIONAL LEGAL TERMS	SELF-PACED	01/2006-12/2006	2	2	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	TESTING	CLASSROOM	01/2006-12/2006	36	0	0	NON-ACADEMIC
54	LEGAL DOCUMENT PREPARATION AND RESEARCH	SELF-PACED	01/2006-12/2006	100	96	3	*INTERDISCIPLINARY/ELECTIVE
	FUNDAMENTALS OF LEGAL DOCUMENT PREPARATION	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CONTRACTS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	REAL ESTATE LAW AND ITS DOCUMENTS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CORPORATIONS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PARTNERSHIPS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	WILLS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	TRUSTS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	BANKRUPTCY	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	FEDERAL AND STATE PLEADINGS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DISCOVERY	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	DOMESTIC RELATIONS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	APPELLATE PROCEDURE	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	TESTING	SELF-PACED	01/2006-12/2006	0	0	0	NON-ACADEMIC
55	LEGAL PROJECTS	SELF-PACED	01/2006-12/2006	100	96	3	*INTERDISCIPLINARY/ELECTIVE
	GENERAL OFFICE PROCEDURES	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LEGAL OFFICE ACCOUNTING	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	LEGAL DOCUMENT PREPARATION	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	OPENING FILE PROCEDURES	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	ESTATE PLANNING	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PREPARATION OF COMPLAINT AND SUMMONS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PREPARATION OF REAL ESTATE DOCUMENTS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PREPARATION OF DISCOVERY DOCUMENTS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PREPARATION OF TRIAL DOCUMENTS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	PREPARATION OF CORPORATE DOCUMENTS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	APPELLATE PROCEDURES	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	CASE STUDIES	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE



Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	TESTING	CLASSROOM	01/2006-12/2006	4	0	0	NON-ACADEMIC
56	LEGAL TERMINOLOGY	SELF-PACED	01/2006-12/2006	100	0	0	NON-ACADEMIC
	COURTS AND LEGAL SYSTEMS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	GENERAL LEGAL TERMINOLOGY	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	GENERAL LEGAL TERMS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	GENERAL LEGAL TERMS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	LITIGATION - PRETRIAL	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	LITIGATION - PRETRIAL	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	LITIGATION - TRIAL AND PROCEEDINGS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	LITIGATION - TRIAL AND PROCEEDINGS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	LITIGATION - VERDICTS AND JUDGMENTS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	LITIGATION - JUDGMENTS AND APPEALS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	CIVIL ACTIONS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	CIVIL ACTIONS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	CRIMINAL LAW	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	CRIMINAL LAW	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	PROBATE - WILLS AND ESTATES	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	PROBATE - WILLS AND ESTATES	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	REAL PROPERTY	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	REAL PROPERTY	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	CONTRACTS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	CONTRACTS AND LEASES	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	DOMESTIC RELATIONS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	DOMESTIC RELATIONS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	COMMERCIAL PAPER	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	COMMERCIAL PAPER	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	BANKRUPTCY	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	AGENCY	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	EQUITY	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	PARTNERSHIPS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	CORPORATIONS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	CORPORATIONS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	ADDITIONAL LEGAL TERMS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	ADDITIONAL LEGAL TERMS	SELF-PACED	01/2006-12/2006	2	0	0	NON-ACADEMIC
	TESTING	CLASSROOM	01/2006-12/2006	36	0	0	NON-ACADEMIC
	MBA FINAL	SELF-PACED	01/2002-12/2002	60	8	0	NON-ACADEMIC
	BUSINESS WRITING	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ ELECTIVE
	GRAMMAR SKILLS	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ ELECTIVE
	BUSINESS MATH	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ ELECTIVE
	CUSTOMER SERVICE	SELF-PACED	01/2006-12/2006	8	8	COMBINABLE	*INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
50	MS PUBLISHER COMPREHENSIVE	SELF-PACED	01/2009-12/2009	36	36	1	*INTERDISCIPLINARY/ELECTIVE
	CREATING A FLYER	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING AN INVITATION USING TEXT BOXES	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	ADDING INTEREST WITH GRAPHICS	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DRAWING DIRECTIONS IN A FLYER	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING AN E-MAIL LETTER	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING BUSINESS PUBLICATIONS	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	DESIGNING A NEWSLETTER	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING A MAIL MERGE	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING TABLES AND BUSINESS FORMS	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	CREATING A WEB SITE	SELF-PACED	01/2009-12/2009	3	3	COMBINABLE	INTERDISCIPLINARY/ELECTIVE
	TESTING	SELF-PACED	01/2009-12/2009	6	0	0	NON-ACADEMIC
4	TYPING SKILLS - BASIC	SELF-PACED	01/2002-12/2002	12	0	0	NON-ACADEMIC
52	TYPING SKILLS - INTERMEDIATE	SELF-PACED	01/2009-12/2009	48	0	0	NON-ACADEMIC
41	TYPING SKILLS - ADVANCED	SELF-PACED	01/2009-12/2009	60	0	0	NON-ACADEMIC
18	MBA FINAL	SELF-PACED	01/2002-12/2002	60	0	0	NON-ACADEMIC
	MBA - Final Day 1	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
	MBA - Final Day 2	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
	MBA - Final Day 3	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
	MBA - Final Day 4	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	MBA - Final Day 5	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
	MBA - Final Day 6	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
	MBA - Final Day 7	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
	MBA - Final Day 8	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
	MBA - Final Day 9	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
	MBA - Final Day 10	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
	MBA - Final Day 11	SELF-PACED	01/2002-12/2002	0	0	0	NON-ACADEMIC
19	JOB READINESS	SELF-PACED	01/2009-12/2009	24	0	0	NON-ACADEMIC
	INDUSTRY AND JOB RESEARCH	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	ASSESSING AND DEVELOPING SKILLS FOR THE WORKPLACE	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	DEVELOPING A PROFESSIONAL PORTFOLIO	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	NETWORKING AND SELF-PROMOTION	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	RESUME AND COVER LETTER DEVELOPMENT	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	DRESSING FOR SUCCESS	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	SUCCESSFUL INTERVIEWING	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	NEGOTIATION	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	PROFESSIONAL COURTESIES IN THE JOB SEARCH	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	DEALING WITH REJECTION	SELF-PACED	01/2009-12/2009	2	0	0	NON-ACADEMIC
	TESTING	SELF-PACED	01/2009-12/2009	4	0	0	NON-ACADEMIC
*BELOW IS A COURSE BY COURSE BREAKDOWN OF EACH PROGRAM. SEE CORRESPONDING PROGRAMS LISTED ABOVE FOR CREDIT AWARD							
ADMINISTRATIVE ASSISTANT LEGAL OFFICE							

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
42	COMPUTER CONCEPTS	SELF-PACED	01/2006-12/2006	48	10	*	*SCIENCE TECHNOLOGY
1	MS WORD COMPREHENSIVE	SELF-PACED	01/2006-12/2006	120	94	*	*INTERDISCIPLINARY/ELECTIVE
2	MS EXCEL COMPREHENSIVE	SELF-PACED	01/2006-12/2006	120	109	*	*INTERDISCIPLINARY/ELECTIVE
3	MS POWERPOINT COMPREHENSIVE	SELF-PACED	01/2006-12/2006	36	36	*	*INTERDISCIPLINARY/ELECTIVE
11	MS OUTLOOK	SELF-PACED	01/2006-12/2006	20	17	*	*INTERDISCIPLINARY/ELECTIVE
56	LEGAL TERMINOLOGY	SELF-PACED	01/2006-12/2006	100	64	*	*INTERDISCIPLINARY/ELECTIVE
53	LEGAL ADMIN OFFICE CONCEPTS AND PROCEDURES	SELF-PACED	01/2006-12/2006	84	68	*	*INTERDISCIPLINARY/ELECTIVE
54	LEGAL DOCUMENT PREPARATION AND RESEARCH	SELF-PACED	01/2006-12/2006	100	88	*	*INTERDISCIPLINARY/ELECTIVE
55	LEGAL PROJECTS	SELF-PACED	01/2006-12/2006	100	80	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2006-12/2006	24	0	*	NON-ACADEMIC
	ELECTIVES	SELF-PACED	01/2006-12/2006	**	**	**PLEASE SEE NOTE WITH TWO ASTERISKS	
ADMINISTRATIVE ASSISTANT							
42	COMPUTER CONCEPTS	SELF-PACED	01/2002-12/2002	48	10	*	*SCIENCE TECHNOLOGY
1	MS WORD COMPREHENSIVE	SELF-PACED	01/2002-12/2002	120	94	*	*INTERDISCIPLINARY/ELECTIVE
2	MS EXCEL COMPREHENSIVE	SELF-PACED	01/2002-12/2002	120	109	*	*INTERDISCIPLINARY/ELECTIVE
3	MS POWERPOINT COMPREHENSIVE	SELF-PACED	01/2002-12/2002	36	36	*	*INTERDISCIPLINARY/ELECTIVE
11	MS OUTLOOK	SELF-PACED	01/2002-12/2002	20	17	*	*INTERDISCIPLINARY/ELECTIVE
5	MS ACCESS	SELF-PACED	01/2002-12/2002	48	35	*	*INTERDISCIPLINARY/ELECTIVE
4	TYPING	SELF-PACED	01/2002-12/2002	0	0	*	NON-ACADEMIC
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2002-12/2002	84	24	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2002-12/2002	24	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	ELECTIVES	SELF-PACED	01/2002-12/2002	**	**	**PLEASE SEE NOTE WITH TWO ASTERISKS	
AUTOMATED ACCOUNTING SPECIALIST							
42	COMPUTER CONCEPTS	SELF-PACED	01/2003-12/2003	48	10	*	*SCIENCE TECHNOLOGY
1	MS WORD COMPREHENSIVE	SELF-PACED	01/2003-12/2003	120	109	*	*INTERDISCIPLINARY/ELECTIVE
2	MS EXCEL COMPREHENSIVE	SELF-PACED	01/2003-12/2003	120	108	*	*INTERDISCIPLINARY/ELECTIVE
3	MS POWERPOINT COMPREHENSIVE	SELF-PACED	01/2003-12/2003	36	36	*	*INTERDISCIPLINARY/ELECTIVE
11	MS OUTLOOK	SELF-PACED	01/2006-12/2006	20	17	*	*INTERDISCIPLINARY/ELECTIVE
5	MS ACCESS	SELF-PACED	01/2003-12/2003	48	35	*	*INTERDISCIPLINARY/ELECTIVE
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2003-12/2003	84	24	*	*INTERDISCIPLINARY/ELECTIVE
8	AUTOMATED ACCOUNTING	SELF-PACED	01/2003-12/2003	130	102	*	*INTERDISCIPLINARY/ELECTIVE
38	ENTREPRENEURSHIP	SELF-PACED	01/2003-12/2003	60	36.5	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2003-12/2003	24	0	*	NON-ACADEMIC
4	TYPING	SELF-PACED	01/2003-12/2003	0	0	*	NON-ACADEMIC
AUTOMATED PAYROLL SPECIALIST							
42	COMPUTER CONCEPTS	SELF-PACED	01/2003-12/2003	48	10	*	*SCIENCE TECHNOLOGY
1	MS WORD COMPREHENSIVE	SELF-PACED	01/2003-12/2003	120	109	*	*INTERDISCIPLINARY/ELECTIVE
2	MS EXCEL COMPREHENSIVE	SELF-PACED	01/2003-12/2003	120	108	*	*INTERDISCIPLINARY/ELECTIVE
3	MS POWERPOINT COMPREHENSIVE	SELF-PACED	01/2003-12/2003	36	36	*	*INTERDISCIPLINARY/ELECTIVE
11	MS OUTLOOK	SELF-PACED	01/2003-12/2003	20	17	*	*INTERDISCIPLINARY/ELECTIVE
5	MS ACCESS	SELF-PACED	01/2003-12/2003	48	35	*	*INTERDISCIPLINARY/ELECTIVE
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2003-12/2003	84	24	*	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
8	AUTOMATED ACCOUNTING	SELF-PACED	01/2003-12/2003	130	102	*	*INTERDISCIPLINARY/ELECTIVE
28	AUTOMATED PAYROLL	SELF-PACED	01/2003-12/2003	100	84	*	*INTERDISCIPLINARY/ELECTIVE
38	ENTREPRENEURSHIP	SELF-PACED	01/2003-12/2003	60	36.5	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2003-12/2003	24	0	*	NON-ACADEMIC
4	TYPING	SELF-PACED	01/2003-12/2003	0	0	*	NON-ACADEMIC
CALL CENTER REPRESENTATIVE							
42	COMPUTER CONCEPTS	SELF-PACED	01/2009-12/2009	48	10	*	*SCIENCE TECHNOLOGY
11	MS OUTLOOK	SELF-PACED	01/2009-12/2009	20	17	*	*INTERDISCIPLINARY/ELECTIVE
	BASIC JOB SKILLS	SELF-PACED	01/2009-12/2009	36	0	*	NON-ACADEMIC
46	CALL CENTER TECHNIQUES	SELF-PACED	01/2009-12/2009	30	17.5	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2009-12/2009	24	0	*	NON-ACADEMIC
4	TYPING	SELF-PACED	01/2009-12/2009	12	0	*	NON-ACADEMIC
CUSTOMER SERVICE SPECIALIST							
42	COMPUTER CONCEPTS	SELF-PACED	01/2003-12/2003	48	10	*	*SCIENCE TECHNOLOGY
1	MS WORD COMPREHENSIVE	SELF-PACED	01/2003-12/2003	120	109	*	*INTERDISCIPLINARY/ELECTIVE
2	MS EXCEL COMPREHENSIVE	SELF-PACED	01/2003-12/2003	120	108	*	*INTERDISCIPLINARY/ELECTIVE
3	MS POWERPOINT COMPREHENSIVE	SELF-PACED	01/2003-12/2003	36	36	*	*INTERDISCIPLINARY/ELECTIVE
11	MS OUTLOOK	SELF-PACED	01/2003-12/2003	20	17	*	*INTERDISCIPLINARY/ELECTIVE
5	MS ACCESS	SELF-PACED	01/2003-12/2003	48	35	*	*INTERDISCIPLINARY/ELECTIVE
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2003-12/2003	84	24	*	*INTERDISCIPLINARY/ELECTIVE
46	CALL CENTER TECHNIQUES	SELF-PACED	01/2003-12/2003	30	17.5	*	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	ELECTIVES	SELF-PACED	01/2003-12/2003	**	**	**PLEASE SEE NOTE WITH TWO ASTERISKS	
19	JOB READINESS	SELF-PACED	01/2003-12/2003	24	0	*	NON-ACADEMIC
PC REPAIR A+							
42	COMPUTER CONCEPTS	SELF-PACED	01/2003-12/2003	48	10	*	*SCIENCE TECHNOLOGY
22	A+ PC TECHNICIAN	SELF-PACED	01/2003-12/2003	144	108	*	*SCIENCE TECHNOLOGY
21	A+ ESSENTIALS	SELF-PACED	01/2003-12/2003	144	118	*	*SCIENCE TECHNOLOGY
	BASIC JOB SKILLS	SELF-PACED	01/2003-12/2003	36	0	*	NON-ACADEMIC
19	JOB READINESS	SELF-PACED	01/2003-12/2003	24	0	*	NON-ACADEMIC
46	CALL CENTER TECHNIQUES	SELF-PACED	01/2003-12/2003	30	17.5	*	*INTERDISCIPLINARY/ ELECTIVE
IT TECHNICAL SUPPORT- HELP DESK							
42	COMPUTER CONCEPTS	SELF-PACED	01/2003-12/2003	48	10	*	*SCIENCE TECHNOLOGY
1	MS WORD COMPREHENSIVE	SELF-PACED	01/2003-12/2003	120	109	*	*INTERDISCIPLINARY/ ELECTIVE
2	MS EXCEL COMPREHENSIVE	SELF-PACED	01/2003-12/2003	120	108	*	*INTERDISCIPLINARY/ ELECTIVE
3	MS POWERPOINT COMPREHENSIVE	SELF-PACED	01/2003-12/2003	36	36	*	*INTERDISCIPLINARY/ ELECTIVE
11	MS OUTLOOK	SELF-PACED	01/2003-12/2003	20	17	*	*INTERDISCIPLINARY/ ELECTIVE
5	MS ACCESS	SELF-PACED	01/2003-12/2003	48	35	*	*INTERDISCIPLINARY/ ELECTIVE
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2003-12/2003	84	24	*	*INTERDISCIPLINARY/ ELECTIVE
22	A+ PC TECHNICIAN	SELF-PACED	01/2003-12/2003	144	108	*	*SCIENCE TECHNOLOGY
21	A+ ESSENTIALS	SELF-PACED	01/2003-12/2003	144	118	*	*SCIENCE TECHNOLOGY
46	CALL CENTER TECHNIQUES	SELF-PACED	01/2009-12/2009	30	17.5	*	*INTERDISCIPLINARY/ ELECTIVE
19	JOB READINESS	SELF-PACED	01/2003-12/2003	24	0	*	NON-ACADEMIC



Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
<b>MEDICAL BILLING AND CODING</b>							
MBC39	MEDICAL BILLING AND CODING	SELF-PACED	01/2002-12/2002	66	60	*	*INTERDISCIPLINARY/ELECTIVE
<b>MEDICAL BUSINESS ASSOCIATE</b>							
45	MS OFFICE PRIMER	SELF-PACED	01/2002-12/2002	72	35	*	*INTERDISCIPLINARY/ELECTIVE
9	MEDICAL TERMINOLOGY	SELF-PACED	01/2002-12/2002	84	70	*	*INTERDISCIPLINARY/ELECTIVE
14	MEDICAL CODING	SELF-PACED	01/2002-12/2002	66	60	*	*INTERDISCIPLINARY/ELECTIVE
15	COMPUTERS IN THE MEDICAL OFFICE	SELF-PACED	01/2002-12/2002	60	30	*	*INTERDISCIPLINARY/ELECTIVE
16	MEDICAL INSURANCE	SELF-PACED	01/2002-12/2002	72	72	*	*INTERDISCIPLINARY/ELECTIVE
17	MEDICAL OFFICE PROCEDURES	SELF-PACED	01/2002-12/2002	108	32	*	*INTERDISCIPLINARY/ELECTIVE
18	MBA FINAL	SELF-PACED	01/2002-12/2002	60	0	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2002-12/2002	24	0	*	*INTERDISCIPLINARY/ELECTIVE
<b>MEDICAL BUSINESS WITH MS OFFICE BASIC SKILLS</b>							
43	MS OFFICE ESSENTIALS	SELF-PACED	01/2002-12/2002	144	106	*	*INTERDISCIPLINARY/ELECTIVE
9	MEDICAL TERMINOLOGY	SELF-PACED	01/2002-12/2002	84	70	*	*INTERDISCIPLINARY/ELECTIVE
14	MEDICAL CODING	SELF-PACED	01/2002-12/2002	66	60	*	*INTERDISCIPLINARY/ELECTIVE
15	COMPUTERS IN THE MEDICAL OFFICE	SELF-PACED	01/2002-12/2002	60	30	*	*INTERDISCIPLINARY/ELECTIVE
16	MEDICAL INSURANCE	SELF-PACED	01/2002-12/2002	72	72	*	*INTERDISCIPLINARY/ELECTIVE
17	MEDICAL OFFICE PROCEDURES	SELF-PACED	01/2002-12/2002	108	32	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2002-12/2002	24	0	*	*INTERDISCIPLINARY/ELECTIVE
18	MBA FINAL	SELF-PACED	01/2002-12/2002	60	0	*	*INTERDISCIPLINARY/ELECTIVE
<b>MEDICAL BUSINESS WITH MS OFFICE</b>							
42	COMPUTER CONCEPTS	SELF-PACED	01/2002-12/2002	48	10	*	*SCIENCE TECHNOLOGY

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
1	MS WORD COMPREHENSIVE	SELF-PACED	01/2002-12/2002	120	94	*	*INTERDISCIPLINARY/ELECTIVE
2	MS EXCEL COMPREHENSIVE	SELF-PACED	01/2002-12/2002	120	108	*	*INTERDISCIPLINARY/ELECTIVE
3	MS POWERPOINT COMPREHENSIVE	SELF-PACED	01/2002-12/2002	36	36	*	*INTERDISCIPLINARY/ELECTIVE
11	MS OUTLOOK	SELF-PACED	01/2002-12/2002	20	17	*	*INTERDISCIPLINARY/ELECTIVE
5	MS ACCESS	SELF-PACED	01/2002-12/2002	48	35	*	*INTERDISCIPLINARY/ELECTIVE
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2002-12/2002	84	24	*	*INTERDISCIPLINARY/ELECTIVE
9	MEDICAL TERMINOLOGY	SELF-PACED	01/2002-12/2002	84	70	*	*INTERDISCIPLINARY/ELECTIVE
14	MEDICAL CODING	SELF-PACED	01/2002-12/2002	66	60	*	*INTERDISCIPLINARY/ELECTIVE
15	COMPUTERS IN THE MEDICAL OFFICE	SELF-PACED	01/2002-12/2002	60	30	*	*INTERDISCIPLINARY/ELECTIVE
16	MEDICAL INSURANCE	SELF-PACED	01/2002-12/2002	72	72	*	*INTERDISCIPLINARY/ELECTIVE
17	MEDICAL OFFICE PROCEDURES	SELF-PACED	01/2002-12/2002	108	32	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2002-12/2002	24	0	*	*INTERDISCIPLINARY/ELECTIVE
18	MBA FINAL	SELF-PACED	01/2002-12/2002	60	0	*	*INTERDISCIPLINARY/ELECTIVE
<b>MEDICAL BUSINESS WITH PC ACCOUNTING</b>							
42	COMPUTER CONCEPTS	SELF-PACED	01/2002-12/2002	48	10	*	*SCIENCE TECHNOLOGY
1	MS WORD COMPREHENSIVE	SELF-PACED	01/2002-12/2002	120	109	*	*INTERDISCIPLINARY/ELECTIVE
2	MS EXCEL COMPREHENSIVE	SELF-PACED	01/2002-12/2002	120	108	*	*INTERDISCIPLINARY/ELECTIVE
3	MS POWERPOINT COMPREHENSIVE	SELF-PACED	01/2002-12/2002	36	36	*	*INTERDISCIPLINARY/ELECTIVE
11	MS OUTLOOK	SELF-PACED	01/2002-12/2002	20	17	*	*INTERDISCIPLINARY/ELECTIVE
5	MS ACCESS	SELF-PACED	01/2002-12/2002	48	35	*	*INTERDISCIPLINARY/ELECTIVE
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2002-12/2002	84	24	*	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
40	AUTOMATED ACCOUNTING INTRODUCTION	SELF-PACED	01/2002-12/2002	100	84	*	*INTERDISCIPLINARY/ELECTIVE
9	MEDICAL TERMINOLOGY	SELF-PACED	01/2002-12/2002	84	70	*	*INTERDISCIPLINARY/ELECTIVE
14	MEDICAL CODING	SELF-PACED	01/2002-12/2002	66	60	*	*INTERDISCIPLINARY/ELECTIVE
15	COMPUTERS IN THE MEDICAL OFFICE	SELF-PACED	01/2002-12/2002	60	30	*	*INTERDISCIPLINARY/ELECTIVE
16	MEDICAL INSURANCE	SELF-PACED	01/2002-12/2002	72	72	*	*INTERDISCIPLINARY/ELECTIVE
17	MEDICAL OFFICE PROCEDURES	SELF-PACED	01/2002-12/2002	108	32	*	*INTERDISCIPLINARY/ELECTIVE
18	JOB READINESS	SELF-PACED	01/2002-12/2002	24	0	*	*INTERDISCIPLINARY/ELECTIVE
19	MBA FINAL	SELF-PACED	01/2002-12/2002	60	0	*	*INTERDISCIPLINARY/ELECTIVE
MEDICAL CLAIMS REPRESENTATIVE							
49	MS OFFICE BEGINNINGS	SELF-PACED	01/2009-12/2009	48	35	*	*INTERDISCIPLINARY/ELECTIVE
9	MEDICAL TERMINOLOGY	SELF-PACED	01/2009-12/2009	84	70	*	*INTERDISCIPLINARY/ELECTIVE
14	MEDICAL CODING	SELF-PACED	01/2009-12/2009	66	60	*	*INTERDISCIPLINARY/ELECTIVE
16	MEDICAL INSURANCE	SELF-PACED	01/2009-12/2009	72	72	*	*INTERDISCIPLINARY/ELECTIVE
46	CALL CENTER TECHNIQUES	SELF-PACED	01/2009-12/2009	30	17.5	*	*INTERDISCIPLINARY/ELECTIVE
18	JOB READINESS	SELF-PACED	01/2009-12/2009	24	0	*	*INTERDISCIPLINARY/ELECTIVE
MSB32	MS OFFICE BASIC SKILLS	SELF-PACED	01/2009-12/2009	204	103	*	*INTERDISCIPLINARY/ELECTIVE
	BASIC JOB SKILLS	SELF-PACED	01/2009-12/2009	36	19	*	*INTERDISCIPLINARY/ELECTIVE
18	JOB READINESS	SELF-PACED	01/2009-12/2009	24	0	*	*INTERDISCIPLINARY/ELECTIVE
43	MS OFFICE ESSENTIALS	SELF-PACED	01/2009-12/2009	144	87	*	*INTERDISCIPLINARY/ELECTIVE
9	MEDICAL TERMINOLOGY	SELF-PACED	01/2009-12/2009	84	70	*	*INTERDISCIPLINARY/ELECTIVE
MEDICAL TERMINOLOGY							

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	INTRODUCTION TO MEDICAL TERMINOLOGY	SELF-PACED	01/2002-12/2002	5	0	*	NON-ACADEMIC
	BODY ORGANIZATION	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	INTEGUMENTARY SYSTEM	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	MUSCULOSKELETAL SYSTEM	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	CARDIOVASCULAR SYSTEM	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	BLOOD AND THE LYMPHATIC AND IMMUNE SYSTEMS	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	RESPIRATORY SYSTEM	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	DIGESTIVE SYSTEM	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	URINARY SYSTEM	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	REPRODUCTIVE SYSTEM	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	ENDOCRINE SYSTEM	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	NERVOUS SYSTEM	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	SPECIAL SENSES: THE EYE AND EAR	SELF-PACED	01/2002-12/2002	5	5	*	*INTERDISCIPLINARY/ELECTIVE
	SPECIAL TOPICS	SELF-PACED	01/2002-12/2002	5	0	*	NON-ACADEMIC
	TESTING	SELF-PACED	01/2002-12/2002	14	0	*	NON-ACADEMIC
<b>MS OFFICE BASIC SKILLS</b>							
4	TYPING	SELF-PACED	01/2006-12/2006	12	0	*	NON-ACADEMIC
43	MS OFFICE ESSENTIALS	SELF-PACED	01/2006-12/2006	144	144	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2006-12/2006	24	0	*	NON-ACADEMIC
	BASIC JOB SKILLS	SELF-PACED	01/2006-12/2006	36	0	*	NON-ACADEMIC
<b>MS OFFICE BASIC SKILLS WITH ACCOUNTING</b>							

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
43	MS OFFICE ESSENTIALS	SELF-PACED	01/2006-12/2006	144	87	*	*INTERDISCIPLINARY/ELECTIVE
40	AUTOMATED ACCOUNTING INTRODUCTION	SELF-PACED	01/2006-12/2006	100	84	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2006-12/2006	24	0	*	*INTERDISCIPLINARY/ELECTIVE
4	TYPING	SELF-PACED	01/2006-12/2006	0	0	*	*INTERDISCIPLINARY/ELECTIVE
OFA50	OFFICE ASSISTANT	SELF-PACED	01/2006-12/2006	288	91	*	*INTERDISCIPLINARY/ELECTIVE
	BASIC JOB SKILLS	SELF-PACED	01/2006-12/2006	36	19	*	*INTERDISCIPLINARY/ELECTIVE
7	MS OFFICE ESSENTIALS	SELF-PACED	01/2006-12/2006	144	87	*	*INTERDISCIPLINARY/ELECTIVE
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2006-12/2006	84	24	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2006-12/2006	24	0	*	*INTERDISCIPLINARY/ELECTIVE
OFFICE ASSISTANT							
43	MS OFFICE BEGINNINGS	SELF-PACED	01/2009-12/2009	48	48	*	*INTERDISCIPLINARY/ELECTIVE
	BASIC JOB SKILLS	SELF-PACED	01/2009-12/2009	36	0	*	*INTERDISCIPLINARY/ELECTIVE
7	ADMINISTRATIVE OFFICE SKILLS	SELF-PACED	01/2009-12/2009	84	24	*	*INTERDISCIPLINARY/ELECTIVE
19	JOB READINESS	SELF-PACED	01/2009-12/2009	24	0	*	*INTERDISCIPLINARY/ELECTIVE
QUICKBOOKS COMPREHENSIVE							
40	AUTOMATED ACCOUNTING INTRODUCTION	SELF-PACED	01/2003-12/2003	100/*	74/*	2/*	*INTERDISCIPLINARY/ELECTIVE
*PLEASE ADD ONE CREDIT TO THE QUICKBOOKS COMPREHENSIVE PROGRAM IF THE FOLLOWING COURSES ARE COMPLETED							
	*DEALING WITH PHYSICAL INVENTORY	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	*SELLING INVENTORY ITEMS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	*USING QUICKBOOKS FOR PAYROLL	SELF-PACED	01/2003-12/2003	6	6	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	*WORKING WITH BALANCE SHEET ACCOUNTS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*CREATING ESTIMATES AND USING CLASSES, JOB COSTING, AND TIME TRACKING	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
	*DEMYSTIFYING "BEHIND THE SCENES" AND CUSTOMIZING QUICKBOOKS	SELF-PACED	01/2003-12/2003	5	5	COMBINABLE	*INTERDISCIPLINARY/ELECTIVE
SMALL BUSINESS STARTUP							
44	MS OFFICE INTRO	SELF-PACED	01/2009-12/2009	96	58	*	*INTERDISCIPLINARY/ELECTIVE
50	MS PUBLISHER COMPREHENSIVE	SELF-PACED	01/2009-12/2009	36	27	*	*INTERDISCIPLINARY/ELECTIVE
40	AUTOMATED ACCOUNTING INTRODUCTION	SELF-PACED	01/2009-12/2009	100	84	*	*INTERDISCIPLINARY/ELECTIVE
38	ENTREPRENEURSHIP	SELF-PACED	01/2009-12/2009	60	36.5	*	*INTERDISCIPLINARY/ELECTIVE
BASIC JOB SKILLS							
	GRAMMAR SKILLS	SELF-PACED	01/2006-12/2006	8	0	0	NON-ACADEMIC
	BUSINESS MATH	SELF-PACED	01/2006-12/2006	8	0	0	NON-ACADEMIC
	CUSTOMER SERVICE	SELF-PACED	01/2006-12/2006	8	0	0	NON-ACADEMIC
	BUSINESS WRITING	SELF-PACED	01/2006-12/2006	8	0	0	NON-ACADEMIC
	TESTING	SELF-PACED	01/2009-12/2009	4	0	0	NON-ACADEMIC