



# TOTAL TRAINING NETWORK

## 2010-2011 Credit Recommendation Guide

The following courses have been evaluated by University of Phoenix Prior Learning Assessment to potentially fulfill General Education or Elective credits for an Undergraduate Degree. In order to potentially 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: 10/28/2019

The credit awards shown are for informative purposes, state and program limits on Prior Learning Assessment credit may apply.

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
<b>*NOTE - DUPLICATE COURSES LISTED WITHIN MULTIPLE PROGRAMS WILL ONLY BE ELIGIBLE FOR CREDIT ONCE THROUGH PLA.</b>							
<b>*NOTE: PROGRAMS LISTED BELOW WILL ONLY BE GIVEN CREDIT FOR COMPLETION OF ENTIRE GROUPING. PLEASE SEE ABOVE FOR COURSE THAT MAY RECEIVE INDIVIDUAL CREDIT.</b>							
	<b>ADMIN/GENERAL OFFICE 100</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>4:42:07 HOURS</b>	<b>4.09</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	10 SKILLS FOR BETTER TELEPHONE COMMUNICATION	SELF-PACED	2010-2011	25:47 MINUTES	0.41	*	TOO FEW HOURS
	4 STEPS TO MANAGING ANYONE	SELF-PACED	2010-2011	55:41 MINUTES	0.91	*	TOO FEW HOURS
	DEALING WITH DIFFICULT PEOPLE	SELF-PACED	2010-2011	26:37 MINUTES	0.43	*	TOO FEW HOURS
	IT'S YOUR EQ NOT YOUR IQ THAT COUNTS	SELF-PACED	2010-2011	42:46 MINUTES	0.7	*	TOO FEW HOURS
	RE-THINKING SERVICE	SELF-PACED	2010-2011	20:17 MINUTES	0.33	*	TOO FEW HOURS
	RESOLVING CONFLICTS WITH EASE	SELF-PACED	2010-2011	56:04 MINUTES	0.93	*	TOO FEW HOURS

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	SETTING PRIORITIES	SELF-PACED	2010-2011	23:25 MINUTES	0.38	*	TOO FEW HOURS
	SUCCESS IS A JOURNEY	SELF-PACED	2010-2011	31:30 MINUTES	0.00	*	NON-ACADEMIC
	<b>ADMIN/GENERAL OFFICE 200</b>	<b>SELF-PACED</b>	<b>2010-2011</b>	<b>2:13:02 HOURS</b>	<b>0.68</b>	<b>0</b>	<b>TOO FEW HOURS</b>
	MAKE EVERY DAY A TERRIFIC DAY	SELF-PACED	2010-2011	62:17 MINUTES	0	0	NON-ACADEMIC
	SEVEN SECRETS TO MENTAL FITNESS	SELF-PACED	2010-2011	26:49 MINUTES	0	0	NON-ACADEMIC
	THE POWER OF LISTENING	SELF-PACED	2010-2011	41:56 MINUTES	0.68	*	TOO FEW HOURS
	<b>ADMIN/GENERAL OFFICE 300</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>4:47:06 HOURS</b>	<b>2.58</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	INCREASING COOPERATION FROM OTHERS WITH POWER TALKING SKILLS	SELF-PACED	<b>01/2010-12/2011</b>	22:43 MINUTES	0.37	*	TOO FEW HOURS
	LEVERAGING YOUR POTENTIAL	SELF-PACED	<b>01/2010-12/2011</b>	24:58 MINUTES	0	0	NON-ACADEMIC
	PERSONAL HIGH-PERFORMANCE, HOW TO GET AND KEEP IT	SELF-PACED	<b>01/2010-12/2011</b>	56:50 MINUTES	0	0	NON-ACADEMIC
	PROJECT AND POSITIVE IMAGE WITH POWER TALKING SKILLS	SELF-PACED	<b>01/2010-12/2011</b>	24:32 MINUTES	0.40	*	TOO FEW HOURS
	SERVICE - CREATING MOMENTS OF MAGIC	SELF-PACED	<b>01/2010-12/2011</b>	34:54 MINUTES	0.57	*	TOO FEW HOURS
	THE ATTITUDE OF SERVITUDE	SELF-PACED	<b>01/2010-12/2011</b>	55:33 MINUTES	0.92	*	TOO FEW HOURS
	TIME MANAGEMENT SKILLS	SELF-PACED	<b>01/2010-12/2011</b>	20:04 MINUTES	0.33	*	TOO FEW HOURS
	YOUR 5 C'S - JOURNEY OF INTEGRITY	SELF-PACED	<b>01/2010-12/2011</b>	46:32 MINUTES	0	0	NON-ACADEMIC
	<b>ADMIN/GENERAL OFFICE 400</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:47:44 HOURS</b>	<b>0.45</b>	<b>0</b>	<b>TOO FEW HOURS</b>
	FIVE STEPS TO GOAL-SETTING	SELF-PACED	<b>01/2010-12/2011</b>	23:53 MINUTES	0	0	NON-ACADEMIC
	PERSONALLY RESPONDING TO THE CHALLENGE OF CHANGE	SELF-PACED	<b>01/2010-12/2011</b>	38:33 MINUTES	0	0	NON-ACADEMIC
	SERVICE EXCELLENCE	SELF-PACED	<b>01/2010-12/2011</b>	27:04 MINUTES	0.45	*	TOO FEW HOURS
	SIMPLIFYING YOUR WORK AND YOUR LIFE	SELF-PACED	<b>01/2010-12/2011</b>	35:54 MINUTES	0	0	NON-ACADEMIC
	STRESS MANAGEMENT	SELF-PACED	<b>01/2010-12/2011</b>	1:19:21 HOURS	0	0	NON-ACADEMIC
	THE CHANGE RACE	SELF-PACED	<b>01/2010-12/2011</b>	23:59 MINUTES	0	0	NON-ACADEMIC
	<b>BILL BROOKS' IMPACT CUSTOMER LOYALTY</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>1:20:13 HOURS</b>	<b>1.3</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	IMPACT CUSTOMER LOYALTY - MODULE 1 - INTRODUCTION	SELF-PACED	<b>01/2010-12/2011</b>	15:02 MINUTES	0.25	*	TOO FEW HOURS

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	IMPACT CUSTOMER LOYALTY - MODULE 2 - INVEST	SELF-PACED	01/2010-12/2011	10:02 MINUTES	0.17	*	TOO FEW HOURS
	IMPACT CUSTOMER LOYALTY - MODULE 3 - MEET	SELF-PACED	01/2010-12/2011	14:25 MINUTES	0.23	*	TOO FEW HOURS
	IMPACT CUSTOMER LOYALTY - MODULE 4 - PROBE	SELF-PACED	01/2010-12/2011	11:35 MINUTES	0.18	*	TOO FEW HOURS
	IMPACT CUSTOMER LOYALTY - MODULE 5 - APPLY	SELF-PACED	01/2010-12/2011	07:57 MINUTES	0.12	*	TOO FEW HOURS
	IMPACT CUSTOMER LOYALTY - MODULE 6 - CONFIRM	SELF-PACED	01/2010-12/2011	10:07 MINUTES	0.17	*	TOO FEW HOURS
	IMPACT CUSTOMER LOYALTY - MODULE 7 - THANK 'EM	SELF-PACED	01/2010-12/2011	11:05 MINUTES	0.18	*	TOO FEW HOURS
	<b>BRIAN TRACY'S EXCELLENCE IN MANAGEMENT - PART 1</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>5:53:32 HOURS</b>	<b>5.39</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	CREATING A HIGH TRUST ENVIRONMENT	SELF-PACED	01/2010-12/2011	25:24 MINUTES	0.42	*	TOO FEW HOURS
	ENTREPRENEURIAL LEADERSHIP	SELF-PACED	01/2010-12/2011	24:59 MINUTES	0.40	*	TOO FEW HOURS
	FIVE STEPS TO SELF-DIRECTED WORK TEAMS	SELF-PACED	01/2010-12/2011	25:53 MINUTES	0.42	*	TOO FEW HOURS
	IMPROVING EMPLOYEE PERFORMANCE	SELF-PACED	01/2010-12/2011	25:38 MINUTES	0.42	*	TOO FEW HOURS
	INTERPERSONAL COMMUNICATION SKILLS	SELF-PACED	01/2010-12/2011	25:04 MINUTES	0.42	*	TOO FEW HOURS
	LEADERSHIP STYLES	SELF-PACED	01/2010-12/2011	25:08 MINUTES	0.42	*	TOO FEW HOURS
	MEETINGS THAT PRODUCE RESULTS	SELF-PACED	01/2010-12/2011	25:48 MINUTES	0.42	*	TOO FEW HOURS
	THE ART OF THE GENERAL	SELF-PACED	01/2010-12/2011	24:03 MINUTES	0.40	*	TOO FEW HOURS
	THE CRITICAL FOCUS - CUSTOMERS!	SELF-PACED	01/2010-12/2011	25:12 MINUTES	0.42	*	TOO FEW HOURS
	THE ESSENCE OF LEADERSHIP	SELF-PACED	01/2010-12/2011	25:12 MINUTES	0.42	*	TOO FEW HOURS
	THE FUNDAMENTALS OF MOTIVATION	SELF-PACED	01/2010-12/2011	25:39 MINUTES	0.42	*	TOO FEW HOURS
	THE GOSPA METHOD	SELF-PACED	01/2010-12/2011	25:07 MINUTES	0	0	NON-ACADEMIC
	THE LEADER AS A STRATEGIC THINKER	SELF-PACED	01/2010-12/2011	24:36 MINUTES	0.40	*	TOO FEW HOURS
	THE MANAGER'S ROLES AND GOALS	SELF-PACED	01/2010-12/2011	25:49 MINUTES	0.42	*	TOO FEW HOURS
	<b>BRIAN TRACY'S EXCELLENCE IN MANAGEMENT - PART 2</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>4:12:31 HOURS</b>	<b>2.91</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	BALANCING WORK AND FAMILY	SELF-PACED	01/2010-12/2011	25:43 MINUTES	0	0	NON-ACADEMIC
	COACHING AND COUNSELING FOR HIGH PERFORMANCE	SELF-PACED	01/2010-12/2011	25:39 MINUTES	0.42	*	TOO FEW HOURS

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	EFFECTIVE DELEGATION FOR THE MANAGER	SELF-PACED	01/2010-12/2011	25:20 MINUTES	0.42	*	TOO FEW HOURS
	EFFECTIVE PROBLEM-SOLVING	SELF-PACED	01/2010-12/2011	25:25 MINUTES	0.42	*	TOO FEW HOURS
	EXCELLENT DECISION-MAKING	SELF-PACED	01/2010-12/2011	26:00 MINUTES	0.43	*	TOO FEW HOURS
	HOW TO FIRE	SELF-PACED	01/2010-12/2011	25:20 MINUTES	0.42	*	TOO FEW HOURS
	HOW TO HIRE	SELF-PACED	01/2010-12/2011	25:21 MINUTES	0.42	*	TOO FEW HOURS
	LEVERAGING YOUR POTENTIAL	SELF-PACED	01/2010-12/2011	24:58 MINUTES	0	0	NON-ACADEMIC
	MANAGING CHANGE EFFECTIVELY	SELF-PACED	01/2010-12/2011	25:20 MINUTES	0	0	NON-ACADEMIC
	SETTING PRIORITIES	SELF-PACED	01/2010-12/2011	23:25 MINUTES	0.38	*	TOO FEW HOURS
	<b>BRIAN TRACY'S MAXIMUM PERFORMANCE - PART 1</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>5:04:40 HOURS</b>	<b>1.69</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	CHOICES AND CONSEQUENCES	SELF-PACED	01/2010-12/2011	26:34 MINUTES	0.43	*	TOO FEW HOURS
	DEVELOPING PERSONAL POWER	SELF-PACED	01/2010-12/2011	26:34 MINUTES	0	0	NON-ACADEMIC
	FAST TRACKING YOUR CAREER	SELF-PACED	01/2010-12/2011	24:09 MINUTES	0	0	NON-ACADEMIC
	FIVE KEYS TO PERSONAL POWER	SELF-PACED	01/2010-12/2011	27:04 MINUTES	0.45	*	TOO FEW HOURS
	FIVE STEPS TO GOAL-SETTING	SELF-PACED	01/2010-12/2011	23:53 MINUTES	0	0	NON-ACADEMIC
	LEVERAGING YOUR POTENTIAL	SELF-PACED	01/2010-12/2011	24:58 MINUTES	0	0	NON-ACADEMIC
	PROGRAMMING YOURSELF FOR SUCCESS	SELF-PACED	01/2010-12/2011	26:58 MINUTES	0.43	*	TOO FEW HOURS
	SETTING PRIORITIES	SELF-PACED	01/2010-12/2011	23:25 MINUTES	0.38	*	TOO FEW HOURS
	SEVEN SECRETS OF SUCCESS	SELF-PACED	01/2010-12/2011	24:01 MINUTES	0	0	NON-ACADEMIC
	SEVEN SECRETS TO MENTAL FITNESS	SELF-PACED	01/2010-12/2011	26:49 MINUTES	0	0	NON-ACADEMIC
	THREE C'S OF SUCCESS	SELF-PACED	01/2010-12/2011	26:49 MINUTES	0	0	NON-ACADEMIC
	YOUR 1000% FORMULA	SELF-PACED	01/2010-12/2011	23:26 MINUTES	0	0	NON-ACADEMIC
	<b>BRIAN TRACY'S MAXIMUM PERFORMANCE - PART 2</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>5:44:17 HOURS</b>	<b>0.88</b>	<b>0</b>	<b>TOO FEW HOURS</b>
	BALANCING YOUR LIFE	SELF-PACED	01/2010-12/2011	26:16 MINUTES	0	0	NON-ACADEMIC
	CHARACTER COUNTS	SELF-PACED	01/2010-12/2011	27:16 MINUTES	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	DESIGNING YOUR FUTURE	SELF-PACED	01/2010-12/2011	26:13 MINUTES	0	0	NON-ACADEMIC
	DREAM BIG DREAMS	SELF-PACED	01/2010-12/2011	25:54 MINUTES	0	0	NON-ACADEMIC
	GETTING MENTORS FOR SUCCESS	SELF-PACED	01/2010-12/2011	26:36 MINUTES	0	0	NON-ACADEMIC
	MAKING IT A GREAT LIFE	SELF-PACED	01/2010-12/2011	26:21 MINUTES	0	0	NON-ACADEMIC
	NEGOTIATING SKILLS	SELF-PACED	01/2010-12/2011	26:05 MINUTES	0.43	*	TOO FEW HOURS
	STOP WORRYING, START LIVING	SELF-PACED	01/2010-12/2011	26:02 MINUTES	0	0	NON-ACADEMIC
	THE BUSINESS OF LIFE	SELF-PACED	01/2010-12/2011	26:40 MINUTES	0	0	NON-ACADEMIC
	THE CRITICAL FACTORS OF SUCCESS	SELF-PACED	01/2010-12/2011	26:19 MINUTES	0	*	NON-ACADEMIC
	THE LUCK FACTOR	SELF-PACED	01/2010-12/2011	27:02 MINUTES	0.45	*	TOO FEW HOURS
	THINKING BIG	SELF-PACED	01/2010-12/2011	27:01 MINUTES	0	0	NON-ACADEMIC
	UNSHAKABLE OPTIMISM	SELF-PACED	01/2010-12/2011	26:32 MINUTES	0	0	NON-ACADEMIC
	<b>BRIAN TRACY'S SUCCESSFUL SELLING - PART 1</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>5:59:54 HOURS</b>	<b>5.83</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	ASKING YOUR WAY TO SUCCESS IN SALES	SELF-PACED	01/2010-12/2011	24:43 MINUTES	0.40	*	TOO FEW HOURS
	CLOSING THE SALES	SELF-PACED	01/2010-12/2011	26:55 MINUTES	0.43	*	TOO FEW HOURS
	CONSULTATIVE SELLING	SELF-PACED	01/2010-12/2011	26:35 MINUTES	0.43	*	TOO FEW HOURS
	HOW BUYERS BUY	SELF-PACED	01/2010-12/2011	26:13 MINUTES	0.43	*	TOO FEW HOURS
	INFLUENCING CUSTOMER BEHAVIOR	SELF-PACED	01/2010-12/2011	25:57 MINUTES	0.42	*	TOO FEW HOURS
	MEGACREDIBILITY IN SELLING	SELF-PACED	01/2010-12/2011	23:52 MINUTES	0.38	*	TOO FEW HOURS
	OVERCOMING OBJECTIONS	SELF-PACED	01/2010-12/2011	26:26 MINUTES	0.43	*	TOO FEW HOURS
	PERSONAL SALES PLANNING	SELF-PACED	01/2010-12/2011	25:59 MINUTES	0.42	*	TOO FEW HOURS
	PROSPECTING POWER	SELF-PACED	01/2010-12/2011	25:59 MINUTES	0.42	*	TOO FEW HOURS
	PSYCHOLOGY OF SELLING - TEN KEYS TO SUCCESS	SELF-PACED	01/2010-12/2011	26:53 MINUTES	0.43	*	TOO FEW HOURS
	RELATIONSHIP SELLING	SELF-PACED	01/2010-12/2011	26:13 MINUTES	0.43	*	TOO FEW HOURS
	SELLING MADE SIMPLE	SELF-PACED	01/2010-12/2011	26:10 MINUTES	0.43	*	TOO FEW HOURS

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	THE NEW MODEL OF SELLING	SELF-PACED	01/2010-12/2011	24:06 MINUTES	0.40	*	TOO FEW HOURS
	THE WINNING EDGE IN SALES	SELF-PACED	01/2010-12/2011	23:53 MINUTES	0.38	*	TOO FEW HOURS
	<b>BRIAN TRACY'S SUCCESSFUL SELLING - PART 2</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>5:14:50 HOURS</b>	<b>5.14</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	BUILDING CUSTOMER RELATIONSHIPS	SELF-PACED	2010-2011	26:19 MINUTES	0.43	*	TOO FEW HOURS
	COMPLEX SELLING	SELF-PACED	2010-2011	26:13 MINUTES	0.43	*	TOO FEW HOURS
	CUSTOMERS FOR LIFE	SELF-PACED	2010-2011	26:42 MINUTES	0.43	*	TOO FEW HOURS
	IDENTIFYING PROBLEMS AND PRESENTING SOLUTIONS	SELF-PACED	2010-2011	26:37 MINUTES	0.43	*	TOO FEW HOURS
	NEGOTIATING THE SALE	SELF-PACED	2010-2011	26:21 MINUTES	0.43	*	TOO FEW HOURS
	QUALITIES OF TOP SALESPEOPLE	SELF-PACED	2010-2011	24:36 MINUTES	0.40	*	TOO FEW HOURS
	SECRETS OF SUCCESS IN SELLING	SELF-PACED	2010-2011	24:24 MINUTES	0.40	*	TOO FEW HOURS
	SELLING DIFFERENT PEOPLE DIFFERENTLY	SELF-PACED	2010-2011	26:27 MINUTES	0.43	*	TOO FEW HOURS
	SELLING ON NON-PRICE ISSUES	SELF-PACED	2010-2011	26:04 MINUTES	0.43	*	TOO FEW HOURS
	TELEPHONE SALES	SELF-PACED	2010-2011	27:21 MINUTES	0.45	*	TOO FEW HOURS
	TIME MANAGEMENT FOR SALESPEOPLE	SELF-PACED	2010-2011	27:20 MINUTES	0.45	*	TOO FEW HOURS
	VALUE-ADDED SELLING	SELF-PACED	2010-2011	26:26 MINUTES	0.43	*	TOO FEW HOURS
	<b>BRIAN TRACY'S SUPERIOR SALES MANAGEMENT - PART 1</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:33:01 HOURS</b>	<b>3.59</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	COMMUNICATING FOR RESULTS	SELF-PACED	2010-2011	19:17 MINUTES	0.32	*	TOO FEW HOURS
	EFFECTIVE DELEGATION	SELF-PACED	2010-2011	18:23 MINUTES	0.42	*	TOO FEW HOURS
	INTERVIEWING AND SELECTION	SELF-PACED	2010-2011	21:00 MINUTES	0.35	*	TOO FEW HOURS
	MANAGING AND LEADING	SELF-PACED	2010-2011	16:25 MINUTES	0.27	*	TOO FEW HOURS
	MOTIVATING SALESPEOPLE	SELF-PACED	2010-2011	19:59 MINUTES	0.32	*	TOO FEW HOURS
	PLANNING FOR SUCCESS	SELF-PACED	2010-2011	15:25 MINUTES	0.25	*	TOO FEW HOURS
	RECRUITING SALESPEOPLE	SELF-PACED	2010-2011	16:13 MINUTES	0.27	*	TOO FEW HOURS
	SALES TRAINING	SELF-PACED	2010-2011	15:47 MINUTES	0.25	*	TOO FEW HOURS

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	STRATEGY AND POSITIONING	SELF-PACED	2010-2011	18:44 MINUTES	0.30	*	TOO FEW HOURS
	THE PIVOTAL SKILL IN SALES MANAGEMENT	SELF-PACED	2010-2011	19:29 MINUTES	0.32	*	TOO FEW HOURS
	THE SALES PLAN	SELF-PACED	2010-2011	16:09 MINUTES	0.27	*	TOO FEW HOURS
	THE WINNING TEAM	SELF-PACED	2010-2011	16:10 MINUTES	0.27	*	TOO FEW HOURS
	<b>BRIAN TRACY'S SUPERIOR SALES MANAGEMENT - PART 2</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:25:11 HOURS</b>	<b>3.33</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	COMMUNICATION CHANNELS	SELF-PACED	<b>01/2010-12/2011</b>	15:46 MINUTES	0.25	*	TOO FEW HOURS
	HIGH-PERFORMANCE MANAGEMENT	SELF-PACED	<b>01/2010-12/2011</b>	16:39 MINUTES	0.27	*	TOO FEW HOURS
	KEY ACCOUNTS	SELF-PACED	<b>01/2010-12/2011</b>	14:12 MINUTES	0.23	*	TOO FEW HOURS
	LEADING THE ACTION	SELF-PACED	<b>01/2010-12/2011</b>	18:07 MINUTES	0.30	*	TOO FEW HOURS
	PUSHING TO THE FRONT	SELF-PACED	<b>01/2010-12/2011</b>	20:56 MINUTES	0.33	*	TOO FEW HOURS
	SALES MEETINGS	SELF-PACED	<b>01/2010-12/2011</b>	18:45 MINUTES	0.30	*	TOO FEW HOURS
	SALES SUPERVISION	SELF-PACED	<b>01/2010-12/2011</b>	25:46 MINUTES	0.42	*	TOO FEW HOURS
	SKILLS COACHING	SELF-PACED	<b>01/2010-12/2011</b>	18:07 MINUTES	0.30	*	TOO FEW HOURS
	TERRITORY MANAGEMENT	SELF-PACED	<b>01/2010-12/2011</b>	17:41 MINUTES	0.28	*	TOO FEW HOURS
	THE PROBLEMS SALESPERSON	SELF-PACED	<b>01/2010-12/2011</b>	19:08 MINUTES	0.32	*	TOO FEW HOURS
	TIME MANAGEMENT SKILLS	SELF-PACED	<b>01/2010-12/2011</b>	20:04 MINUTES	0.33	*	TOO FEW HOURS
	<b>BRIAN TRACY'S TIME MANAGEMENT FOR RESULTS</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:03:40 HOURS</b>	<b>2.75</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	DELEGATING AND COMMUNICATING	SELF-PACED	<b>01/2010-12/2011</b>	15:22 MINUTES	0.25	*	TOO FEW HOURS
	EFFECTIVE PROJECT MANAGEMENT	SELF-PACED	<b>01/2010-12/2011</b>	15:23 MINUTES	0.25	*	TOO FEW HOURS
	ELIMINATING TIME WASTERS	SELF-PACED	<b>01/2010-12/2011</b>	15:24 MINUTES	0.25	*	TOO FEW HOURS
	HOW TO SET PRIORITIES	SELF-PACED	<b>01/2010-12/2011</b>	15:32 MINUTES	0.25	*	TOO FEW HOURS
	MAXIMIZING PRODUCTIVITY	SELF-PACED	<b>01/2010-12/2011</b>	15:24 MINUTES	0.25	*	TOO FEW HOURS
	OVERCOMING PROCRASTINATION	SELF-PACED	<b>01/2010-12/2011</b>	15:24 MINUTES	0.25	*	TOO FEW HOURS
	PHILOSOPHY OF TIME MANAGEMENT	SELF-PACED	<b>01/2010-12/2011</b>	15:24 MINUTES	0.25	*	TOO FEW HOURS

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	PLANNING AND ORGANIZING	SELF-PACED	01/2010-12/2011	15:21 MINUTES	0.25	*	TOO FEW HOURS
	STAYING ON THE FAST TRACK	SELF-PACED	01/2010-12/2011	15:22 MINUTES	0.25	*	TOO FEW HOURS
	STRATEGIC GOAL-SETTING	SELF-PACED	01/2010-12/2011	15:27 MINUTES	0.25	*	TOO FEW HOURS
	THE PSYCHOLOGY OF TIME-MANAGEMENT	SELF-PACED	01/2010-12/2011	15:30 MINUTES	0.25	*	TOO FEW HOURS
	TIME MANAGEMENT TO BALANCE WORK AND FAMILY	SELF-PACED	01/2010-12/2011	14:07 MINUTES	0	0	NON-ACADEMIC
	<b>CHANGE</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>1:13:57 HOURS</b>	<b>0.6</b>	<b>0</b>	<b>TOO FEW HOURS</b>
	KEEPERS FOR LIFE - HOW LEADERS MAKE CHANGE WORK - VOL. 1	SELF-PACED	01/2010-12/2011	10:51 MINUTES	0.17	*	TOO FEW HOURS
	KEEPERS FOR LIFE - HOW LEADERS MAKE CHANGE WORK - VOL. 2	SELF-PACED	01/2010-12/2011	11:07 MINUTES	0.18	*	TOO FEW HOURS
	KEEPERS FOR LIFE - HOW LEADERS MAKE CHANGE WORK - VOL. 3	SELF-PACED	01/2010-12/2011	15:53 MINUTES	0.25	*	TOO FEW HOURS
	KEEPERS FOR LIFE - WINNING THE INNER GAME OF CHANGE - VOL. 1	SELF-PACED	01/2010-12/2011	12:38 MINUTES	0	0	NON-ACADEMIC
	KEEPERS FOR LIFE - WINNING THE INNER GAME OF CHANGE - VOL. 2	SELF-PACED	01/2010-12/2011	10:05 MINUTES	0	0	NON-ACADEMIC
	KEEPERS FOR LIFE - WINNING THE INNER GAME OF CHANGE - VOL. 3	SELF-PACED	01/2010-12/2011	13:23 MINUTES	0	0	NON-ACADEMIC
	<b>CUSTOMERS SERVICE 100</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>3:53:39 HOURS</b>	<b>2.42</b>	<b>0</b>	<b>TOO FEW HOURS</b>
	10 SKILLS FOR BETTER TELEPHONE COMMUNICATION	SELF-PACED	01/2010-12/2011	25:47 MINUTES	0.41	*	TOO FEW HOURS
	BE A BETTER COMMUNICATOR	SELF-PACED	01/2010-12/2011	26: 05 MINUTES	0.43	*	TOO FEW HOURS
	RE-THINKING SERVICE	SELF-PACED	01/2010-12/2011	20:17 MINUTES	0.33	*	TOO FEW HOURS
	SERVICE - CREATING MOMENTS OF MAGIC	SELF-PACED	01/2010-12/2011	34:54 MINUTES	0.57	*	TOO FEW HOURS
	TAKE CONTROL OF YOUR DESTINY	SELF-PACED	01/2010-12/2011	1:01:34 HOURS	0	0	NON-ACADEMIC
	THE POWER OF LISTENING	SELF-PACED	01/2010-12/2011	41:56 MINUTES	0.68	*	TOO FEW HOURS
	YOUR ATTITUDE IS SHOWING	SELF-PACED	01/2010-12/2011	23:06 MINUTES	0	0	NON-ACADEMIC
	<b>CUSTOMER SERVICE 200</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>4:20:11 HOURS</b>	<b>2.83</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	CONNECTING EMOTIONALLY WITH YOUR CUSTOMERS	SELF-PACED	01/2010-12/2011	16:05 MINUTES	0.27	*	TOO FEW HOURS
	DEALING WITH DIFFICULT PEOPLE	SELF-PACED	01/2010-12/2011	26:37 MINUTES	0.43	*	TOO FEW HOURS
	MAKE EVERY DAY A TERRIFIC DAY	SELF-PACED	01/2010-12/2011	62:17 MINUTES	0	0	NON-ACADEMIC



Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	PROJECT A POSITIVE IMAGE WITH POWER TALKING SKILLS	SELF-PACED	01/2010-12/2011	24:32 MINUTES	0.40	*	TOO FEW HOURS
	SEVEN SECRETS TO MENTAL FITNESS	SELF-PACED	01/2010-12/2011	26:49 MINUTES	0	0	NON-ACADEMIC
	SEVEN STEPS OF SERVICE	SELF-PACED	01/2010-12/2011	24:19 MINUTES	0.40	*	TOO FEW HOURS
	THE ATTITUDE OF SERVITUDE	SELF-PACED	01/2010-12/2011	55:33 MINUTES	0.92	*	TOO FEW HOURS
	THE CHANGE RACE	SELF-PACED	01/2010-12/2011	23:59 MINUTES	0.42	*	TOO FEW HOURS
	<b>CUSTOMER SERVICE 300</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>3:40:38 HOURS</b>	<b>3.12</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	CONNECTING THROUGH BEHAVIORAL STYLES	SELF-PACED	01/2010-12/2011	22:46 MINUTES	0.37	*	TOO FEW HOURS
	CUSTOMER DRIVEN SERVICE	SELF-PACED	01/2010-12/2011	49:15 MINUTES	0.82	*	TOO FEW HOURS
	MANAGING PRIORITIES IN CONSTANTLY CHANGING TIMES	SELF-PACED	01/2010-12/2011	22:58 MINUTES	0.37	*	TOO FEW HOURS
	SERVICE EXCELLENCE	SELF-PACED	01/2010-12/2011	27:04 MINUTES	0.45	*	TOO FEW HOURS
	SUCCESS IS A JOURNEY	SELF-PACED	01/2010-12/2011	31:30 MINUTES	0	0	NON-ACADEMIC
	TIME MANAGEMENT SKILLS	SELF-PACED	01/2010-12/2011	20:04 MINUTES	0.33	*	TOO FEW HOURS
	UPSIDE-DOWN SELLING	SELF-PACED	01/2010-12/2011	47:01 MINUTES	0.78	*	TOO FEW HOURS
	<b>CUSTOMER SERVICE 400</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>4:10:57 HOURS</b>	<b>2.71</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	CONNECTING THROUGH YOUR BODY LANGUAGE	SELF-PACED	01/2010-12/2011	20:55 MINUTES	0.33	*	TOO FEW HOURS
	CUSTOMERS FOR LIFE	SELF-PACED	01/2010-12/2011	26:42 MINUTES	0.43	*	TOO FEW HOURS
	EFFECTIVE DECISION-MAKING	SELF-PACED	01/2010-12/2011	26:30 MINUTES	0.43	*	TOO FEW HOURS
	FAST TRACKING YOUR CAREER	SELF-PACED	01/2010-12/2011	24:09 MINUTES	0	0	NON-ACADEMIC
	LIGHTEN UP!	SELF-PACED	01/2010-12/2011	37:48 MINUTES	0	0	NON-ACADEMIC
	PLATINUM RULE - RELATIONSHIP STRATEGIES	SELF-PACED	01/2010-12/2011	35:54 MINUTES	0.58	*	TOO FEW HOURS
	RESOLVING CONFLICT WITH EASE	SELF-PACED	01/2010-12/2011	56:04 MINUTES	0.93	*	TOO FEW HOURS
	THE EPOD THEORY	SELF-PACED	01/2010-12/2011	22:55 MINUTES	0.00	0	NON-ACADEMIC
	<b>FREE COURSE MAILER</b>	SELF-PACED	01/2010-12/2011	<b>3:15:48 HOURS</b>	<b>3.21</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	BUILDING A WINNING TEAM	SELF-PACED	01/2010-12/2011	57:24 MINUTES	0.95	*	TOO FEW HOURS

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	DEALING WITH DIFFICULT PEOPLE	SELF-PACED	01/2010-12/2011	26:37 MINUTES	0.43	*	TOO FEW HOURS
	HOW TO BE AN EFFECTIVE COMMUNICATOR - PART 1 & 2	SELF-PACED	01/2010-12/2011	30:05 MINUTES	0.50	*	TOO FEW HOURS
	LEADERSHIP WISDOM FOR LIFELONG SUCCESS	SELF-PACED	01/2010-12/2011	65:43 MINUTES	1.08	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PRODUCTIVITY 01 - THE REAL PURPOSE OF BUSINESS	SELF-PACED	01/2010-12/2011	15:59 MINUTES	0.25	*	TOO FEW HOURS
	<b>INSIDE SALES 100</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:06:06 HOURS</b>	<b>3.03</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	ASKING YOUR WAY TO SUCCESS IN SALES	SELF-PACED	01/2010-12/2011	24:43 MINUTES	0.40	*	TOO FEW HOURS
	GETTING THROUGH TO BUYERS - WHILE THE OTHERS ARE SCREENED OUT	SELF-PACED	01/2010-12/2011	43:25 MINUTES	0.72	*	TOO FEW HOURS
	HOW TO SET PRIORITIES	SELF-PACED	01/2010-12/2011	15:32 MINUTES	0.25	*	TOO FEW HOURS
	INFLUENCING CUSTOMER BEHAVIOR	SELF-PACED	01/2010-12/2011	25:57 MINUTES	0.42	*	TOO FEW HOURS
	OVERCOMING OBJECTIONS	SELF-PACED	01/2010-12/2011	26:26 MINUTES	0.43	*	TOO FEW HOURS
	SELLING MADE SIMPLE	SELF-PACED	01/2010-12/2011	26:10 MINUTES	0.43	*	TOO FEW HOURS
	THE WINNING EDGE IN SALES	SELF-PACED	01/2010-12/2011	23:53 MINUTES	0.38	*	TOO FEW HOURS
	<b>INSIDE SALES 200</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>4:14:42 HOURS</b>	<b>2.38</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	ADAPTABILITY IN SELLING	SELF-PACED	2010-2011	23:30 MINUTES	0.38	*	TOO FEW HOURS
	CLOSING THE SALES	SELF-PACED	2010-2011	26:55 MINUTES	0.43	*	TOO FEW HOURS
	IDENTIFYING PROBLEMS AND PRESENTING SOLUTIONS	SELF-PACED	2010-2011	26:37 MINUTES	0.43	*	TOO FEW HOURS
	MAKE EVERY DAY A TERRIFIC DAY	SELF-PACED	2010-2011	62:17 MINUTES	0	0	NON-ACADEMIC
	STREET SMART TELE-SELLING: HOW TO GET CLIENTS BY PHONE	SELF-PACED	2010-2011	17:25 MINUTES	0.28	*	TOO FEW HOURS
	THE NEW MODEL OF SELLING	SELF-PACED	2010-2011	24:06 MINUTES	0.40	*	TOO FEW HOURS
	TIME MANAGEMENT FOR SALESPEOPLE	SELF-PACED	2010-2011	27:20 MINUTES	0.45	*	TOO FEW HOURS
	YOUR 5 C'S - JOURNEY OF INTEGRITY	SELF-PACED	2010-2011	46:32 MINUTES	0	0	NON-ACADEMIC
	<b>IPOD CURRICULA "TOP 20"</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>9:30:22 HOURS</b>	<b>7.86</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	A REAL WORLD GUIDE TO PREVENTING SEXUAL HARASSMENT	SELF-PACED	01/2010-12/2011	14:25 MINUTES	0.23	*	TOO FEW HOURS
	ADAPTABILITY IN SELLING	SELF-PACED	01/2010-12/2011	23:30 MINUTES	0.38	*	TOO FEW HOURS

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	ADVANCED SELLING SKILLS	SELF-PACED	01/2010-12/2011	29:54 MINUTES	0.48	*	TOO FEW HOURS
	ALL LEADERSHIP BEGINS WITH SELF-LEADERSHIP	SELF-PACED	01/2010-12/2011	39:01 MINUTES	0	0	NON-ACADEMIC
	ASKING YOUR WAY TO SUCCESS IN SALES	SELF-PACED	01/2010-12/2011	24:43 MINUTES	0.40	*	TOO FEW HOURS
	BALANCING WORK AND FAMILY	SELF-PACED	01/2010-12/2011	25:43 MINUTES	0	0	NON-ACADEMIC
	BUILDING A WINNING TEAM	SELF-PACED	01/2010-12/2011	57:24 MINUTES	0.95	*	TOO FEW HOURS
	BUILDING AND DELIVERING PERSUASIVE PRESENTATIONS - PART 1	SELF-PACED	01/2010-12/2011	44:38 MINUTES	0.73	*	TOO FEW HOURS
	BUILDING AND DELIVERING PERSUASIVE PRESENTATIONS - PART 2	SELF-PACED	01/2010-12/2011	38:34 MINUTES	0.63	*	TOO FEW HOURS
	CHARACTERISTICS OF A POWER NEGOTIATOR	SELF-PACED	01/2010-12/2011	25:56 MINUTES	0.42	*	TOO FEW HOURS
	COMPLEX SELLING	SELF-PACED	01/2010-12/2011	26:13 MINUTES	0.43	*	TOO FEW HOURS
	CUSTOMERS FOR LIFE	SELF-PACED	01/2010-12/2011	26:42 MINUTES	0.43	*	TOO FEW HOURS
	GAINING CUSTOMER COMMITMENT	SELF-PACED	01/2010-12/2011	28:10 MINUTES	0.47	*	TOO FEW HOURS
	HIGH-ACHIEVEMENT	SELF-PACED	01/2010-12/2011	26:23 MINUTES	0	0	NON-ACADEMIC
	HOW TO BE AN EFFECTIVE COMMUNICATOR - PART 1 & 2	SELF-PACED	01/2010-12/2011	30:05 MINUTES	0.50	*	TOO FEW HOURS
	HOW WE THRIVE ON CHALLENGES THAT MOST PEOPLE AVOID	SELF-PACED	01/2010-12/2011	53:02 MINUTES	0.88	*	TOO FEW HOURS
	INTERVIEWING: MORE THAN A GUT FEELING III	SELF-PACED	01/2010-12/2011	31:19 MINUTES	0.52	*	TOO FEW HOURS
	RE-THINKING SALES	SELF-PACED	01/2010-12/2011	24:40 MINUTES	0.40	*	TOO FEW HOURS
	<b>JERRYS TOP 3 SELECTIONS</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>2:39:27 HOURS</b>	<b>2.62</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	BUILDING AND DELIVERING PERSUASIVE PRESENTATION - PART 1	SELF-PACED	01/2010-12/2011	44:38 MINUTES	0.73	*	TOO FEW HOURS
	BUILDING AND DELIVERING PERSUASIVE PRESENTATION - PART 2	SELF-PACED	01/2010-12/2011	38:34 MINUTES	0.63	*	TOO FEW HOURS
	HOW TO BE AN EFFECTIVE COMMUNICATOR - PART 1 & 2	SELF-PACED	01/2010-12/2011	30:05 MINUTES	0.50	*	TOO FEW HOURS
	HOW TO BE AN EFFECTIVE COMMUNICATOR - PART 3 & 4	SELF-PACED	01/2010-12/2011	26:21 MINUTES	0.43	*	TOO FEW HOURS
	PRODUCTIVITY 02 - THE ART OF ABANDONMENT	SELF-PACED	01/2010-12/2011	19:49 MINUTES	0.32	*	TOO FEW HOURS
	<b>LEADERSHIP 100</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:49:52 HOURS</b>	<b>3.35</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	CHARACTER COUNTS	SELF-PACED	01/2010-12/2011	27:16 MINUTES	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	COACHING AND COUNSELING FOR HIGH PERFORMANCE	SELF-PACED	01/2010-12/2011	25:39 MINUTES	0.42	*	TOO FEW HOURS
	EFFECTIVE DECISION-MAKING	SELF-PACED	01/2010-12/2011	26:30 MINUTES	0.43	*	TOO FEW HOURS
	MILLION DOLLAR WORDS - SPEAKING FOR RESULTS	SELF-PACED	01/2010-12/2011	33:44 MINUTES	0.55	*	TOO FEW HOURS
	SETTING PRIORITIES	SELF-PACED	01/2010-12/2011	23:25 MINUTES	0.38	*	TOO FEW HOURS
	THE ART OF THE GENERAL	SELF-PACED	01/2010-12/2011	24:03 MINUTES	0.40	*	TOO FEW HOURS
	THE CHANGE RACE	SELF-PACED	01/2010-12/2011	23:59 MINUTES	0.42	*	TOO FEW HOURS
	THE ESSENCE OF LEADERSHIP	SELF-PACED	01/2010-12/2011	25:12 MINUTES	0.42	*	TOO FEW HOURS
	TIME MANAGEMENT SKILLS	SELF-PACED	01/2010-12/2011	20:04 MINUTES	0.33	*	TOO FEW HOURS
	<b>LEADERSHIP 200</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>3:48:54 HOURS</b>	<b>3.73</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	10 SKILLS FOR BETTER TELEPHONE COMMUNICATION	SELF-PACED	01/2010-12/2011	25:47 MINUTES	0.41	*	TOO FEW HOURS
	21ST CENTURY LEADERSHIP - INSIDE SECRETS OF TOP LEADERS	SELF-PACED	01/2010-12/2011	29:00 MINUTES	0.48	*	TOO FEW HOURS
	EFFECTIVE PROBLEM - SOLVING	SELF-PACED	01/2010-12/2011	25:25 MINUTES	0.42	*	TOO FEW HOURS
	ENTREPRENEURIAL LEADERSHIP	SELF-PACED	01/2010-12/2011	24:59 MINUTES	0.40	*	TOO FEW HOURS
	RE-THINKING SERVICE	SELF-PACED	01/2010-12/2011	20:17 MINUTES	0.33	*	TOO FEW HOURS
	SERVICE - CREATING MOMENTS OF MAGIC	SELF-PACED	01/2010-12/2011	34:54 MINUTES	0.57	*	TOO FEW HOURS
	SKILLS COACHING	SELF-PACED	01/2010-12/2011	18:07 MINUTES	0.30	*	TOO FEW HOURS
	THE LEADER AS A STRATEGIC THINKER	SELF-PACED	01/2010-12/2011	24:36 MINUTES	0.40	*	TOO FEW HOURS
	THE MANAGER'S ROLES AND GOALS	SELF-PACED	01/2010-12/2011	25:49 MINUTES	0.42	*	TOO FEW HOURS
	<b>LISTENING</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>1:09:41 HOURS</b>	<b>1.13</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	LISTENING IN VALUE ADDED SELLING	SELF-PACED	2010-2011	27:45 MINUTES	0.45	*	TOO FEW HOURS
	THE POWER OF LISTENING	SELF-PACED	2010-2011	41:56 MINUTES	0.68	*	TOO FEW HOURS
	<b>MANAGEMENT - ADVANCED 100</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>2:25:19 HOURS</b>	<b>1.27</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	EFFECTIVE DELEGATION	SELF-PACED	01/2010-12/2011	18:23 MINUTES	0.42	*	TOO FEW HOURS
	EXCELLENT DECISION - MAKING	SELF-PACED	01/2010-12/2011	26:00 MINUTES	0.43	*	TOO FEW HOURS

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	MANAGING CHANGE EFFECTIVELY	SELF-PACED	01/2010-12/2011	25:20 MINUTES	0	0	NON-ACADEMIC
	PERSONAL POWER IN NEGOTIATING	SELF-PACED	01/2010-12/2011	25:21 MINUTES	0.42	*	TOO FEW HOURS
	SEVEN SECRETS TO MENTAL FITNESS	SELF-PACED	01/2010-12/2011	26:49 MINUTES	0	0	NON-ACADEMIC
	YOUR 1000% FORMULA	SELF-PACED	01/2010-12/2011	23:26 MINUTES	0	0	NON-ACADEMIC
	<b>MANAGEMENT - ADVANCED 200</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>3:24:39 HOURS</b>	<b>2.92</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	21ST CENTURY LEADERSHIP - INSIDE SECRETS OF TOP LEADERS	SELF-PACED	01/2010-12/2011	29:00 MINUTES	0.48	*	TOO FEW HOURS
	EFFECTIVE PROBLEM-SOLVING	SELF-PACED	01/2010-12/2011	25:25 MINUTES	0.42	*	TOO FEW HOURS
	ENTREPRENEURIAL LEADERSHIP	SELF-PACED	01/2010-12/2011	24:59 MINUTES	0.40	*	TOO FEW HOURS
	FIVE STEPS TO SELF-DIRECTED WORK TEAMS	SELF-PACED	01/2010-12/2011	25:53 MINUTES	0.42	*	TOO FEW HOURS
	IMPROVING EMPLOYEE PERFORMANCE	SELF-PACED	01/2010-12/2011	25:38 MINUTES	0.42	*	TOO FEW HOURS
	LEVERAGING YOUR POTENTIAL	SELF-PACED	01/2010-12/2011	24:58 MINUTES	0	0	NON-ACADEMIC
	MANAGING PRIORITIES IN CONSTANTLY CHANGING TIMES	SELF-PACED	01/2010-12/2011	22:58 MINUTES	0.37	*	TOO FEW HOURS
	MEETINGS THAT PRODUCE RESULTS	SELF-PACED	01/2010-12/2011	25:48 MINUTES	0.42	*	TOO FEW HOURS
	<b>MANAGEMENT - MID LEVEL 100</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>2:36:24 HOURS</b>	<b>2.15</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	BALANCING WORK AND FAMILY	SELF-PACED	01/2010-12/2011	25:43 MINUTES	0.00	0	NON-ACADEMIC
	DEALING WITH DIFFICULT PEOPLE	SELF-PACED	01/2010-12/2011	26:37 MINUTES	0.43	*	TOO FEW HOURS
	HOW TO FIRE	SELF-PACED	01/2010-12/2011	25:20 MINUTES	0.42	*	TOO FEW HOURS
	HOW TO HIRE	SELF-PACED	01/2010-12/2011	25:21 MINUTES	0.42	*	TOO FEW HOURS
	SERVICE EXCELLENCE	SELF-PACED	01/2010-12/2011	27:04 MINUTES	0.45	*	TOO FEW HOURS
	THE CRITICAL FACTORS OF SUCCESS	SELF-PACED	01/2010-12/2011	26:19 MINUTES	0.43	*	NON-ACADEMIC
	<b>MANAGEMENT - MID LEVEL 200</b>	<b>SELF-PACED</b>	01/2010-12/2011	<b>1:55:07 HOURS</b>	<b>0.58</b>	<b>0</b>	<b>TOO FEW HOURS</b>
	EFFECTIVE PROJECT MANAGEMENT	SELF-PACED	01/2010-12/2011	15:23 MINUTES	0.25	*	TOO FEW HOURS
	SEXUAL HARASSMENT FOR MANAGERS - ZERO TOLERANCE	SELF-PACED	01/2010-12/2011	20:23 MINUTES	0.33	*	TOO FEW HOURS
	STRESS MANAGEMENT	SELF-PACED	01/2010-12/2011	1:19:21 HOURS	0	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	<b>MANAGEMENT - NEW MANAGERS 100</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:12:00 HOURS</b>	<b>1.76</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	4 STEPS TO MANAGING ANYONE	SELF-PACED	01/2010-12/2011	55:41 MINUTES	0.91	*	TOO FEW HOURS
	BE A BETTER COMMUNICATOR	SELF-PACED	01/2010-12/2011	26:05 MINUTES	0.43	*	TOO FEW HOURS
	GETTING MENTORS FOR SUCCESS	SELF-PACED	01/2010-12/2011	26:36 MINUTES	0	0	NON-ACADEMIC
	HOW TO HAVE YOUR BEST YEAR EVER - SETTING GOALS	SELF-PACED	01/2010-12/2011	19:16 MINUTES	0	0	NON-ACADEMIC
	PERSONALLY RESPONDING TO THE CHALLENGE OF CHANGE	SELF-PACED	01/2010-12/2011	38:33 MINUTES	0	0	NON-ACADEMIC
	THE MANAGER'S ROLES AND GOALS	SELF-PACED	01/2010-12/2011	25:49 MINUTES	0.42	*	TOO FEW HOURS
	<b>MANAGEMENT - NEW MANAGERS 200</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>4:03:09 HOURS</b>	<b>3.2</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	21ST CENTURY LEADERSHIP - INSIDE SECRETS OF TOP LEADERS	SELF-PACED	01/2010-12/2011	29:00 MINUTES	0.48	*	TOO FEW HOURS
	BUILDING A LEARNING ORGANIZATION	SELF-PACED	01/2010-12/2011	23:18 MINUTES	0.38	*	TOO FEW HOURS
	COACHING AND COUNSELING FOR HIGH PERFORMANCE	SELF-PACED	01/2010-12/2011	25:39 MINUTES	0.42	*	TOO FEW HOURS
	EFFECTIVE DECISION-MAKING	SELF-PACED	01/2010-12/2011	26:30 MINUTES	0.43	*	TOO FEW HOURS
	FAST TRACKING YOUR CAREER	SELF-PACED	01/2010-12/2011	24:09 MINUTES	0	0	NON-ACADEMIC
	INTERPERSONAL COMMUNICATION SKILLS	SELF-PACED	01/2010-12/2011	24:05 MINUTES	0.42	*	TOO FEW HOURS
	SETTING PRIORITIES	SELF-PACED	01/2010-12/2011	23:25 MINUTES	0.38	*	TOO FEW HOURS
	THE GOSPA METHOD	SELF-PACED	01/2010-12/2011	25:07 MINUTES	0	0	NON-ACADEMIC
	THE POWER OF LISTENING	SELF-PACED	01/2010-12/2011	41:56 MINUTES	0.68	*	TOO FEW HOURS
	<b>MICROSOFT OFFICE SKILLS</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>4:05:30 HOURS</b>	<b>4.03</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	CLOSING TECHNIQUES OF TOP PRODUCERS	SELF-PACED	01/2010-12/2011	29:50 MINUTES	0.48	*	TOO FEW HOURS
	MICROSOFT ACCESS 2003 LEVEL 1	SELF-PACED	01/2010-12/2011	41:51 MINUTES	0.68	*	TOO FEW HOURS
	MICROSOFT EXCEL 2003 LEVEL 1	SELF-PACED	01/2010-12/2011	2:11:53 HOURS	2.18	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	THE POWER OF LISTENING	SELF-PACED	01/2010-12/2011	41:56 MINUTES	0.68	*	TOO FEW HOURS
	<b>NEGOTIATION 100</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>2:18:12 HOURS</b>	<b>2.23</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	BUYER NEGOTIATING DRIVES	SELF-PACED	01/2010-12/2011	12:31 MINUTES	0.20	*	TOO FEW HOURS

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	CHARACTERISTICS OF A POWER NEGOTIATOR	SELF-PACED	01/2010-12/2011	25:56 MINUTES	0.42	*	TOO FEW HOURS
	PERSONAL POWER IN NEGOTIATING	SELF-PACED	01/2010-12/2011	25:21 MINUTES	0.42	*	TOO FEW HOURS
	POWER NEGOTIATING - BUYER STYLES	SELF-PACED	01/2010-12/2011	23:52 MINUTES	0.38	*	TOO FEW HOURS
	POWER NEGOTIATING - NEVER SAY YES, FLINCHING AND RELUCTANCE	SELF-PACED	01/2010-12/2011	25:51 MINUTES	0.42	*	TOO FEW HOURS
	YOUR INITIAL POSITION IN POWER NEGOTIATING	SELF-PACED	01/2010-12/2011	24:41 MINUTES	0.40	*	TOO FEW HOURS
	<b>NEGOTIATION 200</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>2:22:59 HOURS</b>	<b>2.34</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	INTERNATIONAL NEGOTIATION - A GUIDE FOR AMERICANS	SELF-PACED	01/2010-12/2011	15:10 MINUTES	0.25	*	TOO FEW HOURS
	POWER NEGOTIATING - ANGRY BUYERS, WIN-WIN, AND RULES	SELF-PACED	01/2010-12/2011	25:40 MINUTES	0.42	*	TOO FEW HOURS
	POWER NEGOTIATING - HIGHER AUTHORITY AND GOOD GUY/BAD GUY	SELF-PACED	01/2010-12/2011	25:30 MINUTES	0.42	*	TOO FEW HOURS
	POWER NEGOTIATING - VISE, NEVER OFFER TO SPLIT THE DIFFERENCE, AND HOT POTATO	SELF-PACED	01/2010-12/2011	25:08 MINUTES	0.42	*	TOO FEW HOURS
	POWER NEGOTIATING PRINCIPLES - SERVICE VALUE, TRADE-OFF AND NIBBLE	SELF-PACED	01/2010-12/2011	25:56 MINUTES	0.42	*	TOO FEW HOURS
	PRESSURES OF POWER NEGOTIATING	SELF-PACED	01/2010-12/2011	25:35 MINUTES	0.42	*	TOO FEW HOURS
	<b>SALES MANAGEMENT 100</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:30:01 HOURS</b>	<b>3.42</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	COACHING AND COUNSELING FOR HIGH PERFORMANCE	SELF-PACED	01/2010-12/2011	25:39 MINUTES	0.42	*	TOO FEW HOURS
	CREATING A HIGH TRUST ENVIRONMENT	SELF-PACED	01/2010-12/2011	25:24 MINUTES	0.42	*	TOO FEW HOURS
	INTERVIEWING AND SELECTION	SELF-PACED	01/2010-12/2011	21:00 MINUTES	0.35	*	TOO FEW HOURS
	MILLION DOLLAR WORDS - SPEAKING FOR RESULTS	SELF-PACED	01/2010-12/2011	33:44 MINUTES	0.55	*	TOO FEW HOURS
	SALES MEETINGS	SELF-PACED	01/2010-12/2011	18:45 MINUTES	0.30	*	TOO FEW HOURS
	SALES SUPERVISION	SELF-PACED	01/2010-12/2011	25:46 MINUTES	0.42	*	TOO FEW HOURS
	SALES TRAINING	SELF-PACED	01/2010-12/2011	15:47 MINUTES	0.25	*	TOO FEW HOURS
	SKILLS COACHING	SELF-PACED	01/2010-12/2011	18:07 MINUTES	0.30	*	TOO FEW HOURS
	THE MANAGER'S ROLES AND GOALS	SELF-PACED	01/2010-12/2011	25:49 MINUTES	0.42	*	TOO FEW HOURS
	<b>SALES MANAGEMENT 200</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>2:37:48 HOURS</b>	<b>2.57</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	21ST CENTURY LEADERSHIP - INSIDE SECRETS OF TOP LEADERS	SELF-PACED	01/2010-12/2011	29:00 MINUTES	0.48	*	TOO FEW HOURS

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	COMMUNICATING FOR RESULTS	SELF-PACED	01/2010-12/2011	19:17 MINUTES	0.32	*	TOO FEW HOURS
	HIGH-PERFORMANCE MANAGEMENT	SELF-PACED	01/2010-12/2011	16:39 MINUTES	0.27	*	TOO FEW HOURS
	MOTIVATING SALESPEOPLE	SELF-PACED	01/2010-12/2011	19:59 MINUTES	0.32	*	TOO FEW HOURS
	STRATEGY AND POSITIONING	SELF-PACED	01/2010-12/2011	18:44 MINUTES	0.30	*	TOO FEW HOURS
	THE PROBLEM SALESPERSON	SELF-PACED	01/2010-12/2011	19:08 MINUTES	0.32	*	TOO FEW HOURS
	THE SALES PERFORMANCE APPRAISAL	SELF-PACED	01/2010-12/2011	18:52 MINUTES	0.30	*	TOO FEW HOURS
	THE SALES PLAN	SELF-PACED	01/2010-12/2011	16:09 MINUTES	0.27	*	TOO FEW HOURS
	<b>SALES TRAINING 100</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:44:00 HOURS</b>	<b>3.65</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	CLOSING THE SALES	SELF-PACED	01/2010-12/2011	26:55 MINUTES	0.43	*	TOO FEW HOURS
	GETTING THROUGH TO BUYERS - WHILE THE OTHERS ARE SCREENED OUT	SELF-PACED	01/2010-12/2011	43:25 MINUTES	0.72	*	TOO FEW HOURS
	HOW BUYERS BUY	SELF-PACED	01/2010-12/2011	26:13 MINUTES	0.43	*	TOO FEW HOURS
	IDENTIFYING PROBLEMS AND PRESENTING SOLUTIONS	SELF-PACED	01/2010-12/2011	26:37 MINUTES	0.43	*	TOO FEW HOURS
	PERSONAL SALES PLANNING	SELF-PACED	01/2010-12/2011	25:59 MINUTES	0.42	*	TOO FEW HOURS
	SALES PRESENTATIONS	SELF-PACED	01/2010-12/2011	21:21 MINUTES	0.35	*	TOO FEW HOURS
	SELLING MADE SIMPLE	SELF-PACED	01/2010-12/2011	26:10 MINUTES	0.43	*	TOO FEW HOURS
	TIME MANAGEMENT FOR SALESPEOPLE	SELF-PACED	01/2010-12/2011	27:20 MINUTES	0.45	*	TOO FEW HOURS
	<b>SALES TRAINING 200</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>3:59:40 HOURS</b>	<b>3.90</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	ASKING YOUR WAY TO SUCCESS IN SALES	SELF-PACED	01/2010-12/2011	24:43 MINUTES	0.40	*	TOO FEW HOURS
	INCREASING SALES PRODUCTIVITY	SELF-PACED	01/2010-12/2011	29:06 MINUTES	0.48	*	TOO FEW HOURS
	MEGACREDIBILITY IN SELLING	SELF-PACED	01/2010-12/2011	23:52 MINUTES	0.38	*	TOO FEW HOURS
	MILLION DOLLAR WORDS - SPEAKING FOR RESULTS	SELF-PACED	01/2010-12/2011	33:44 MINUTES	0.55	*	TOO FEW HOURS
	OVERCOMING OBJECTIONS	SELF-PACED	01/2010-12/2011	26:26 MINUTES	0.43	*	TOO FEW HOURS
	PROSPECTING POWER	SELF-PACED	01/2010-12/2011	25:59 MINUTES	0.42	*	TOO FEW HOURS
	QUALITIES OF TOP SALESPEOPLE	SELF-PACED	01/2010-12/2011	24:36 MINUTES	0.40	*	TOO FEW HOURS



Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	TELEPHONE SALES	SELF-PACED	01/2010-12/2011	27:21 MINUTES	0.45	*	TOO FEW HOURS
	THE WINNING EDGE IN SALES	SELF-PACED	01/2010-12/2011	23:53 MINUTES	0.38	*	TOO FEW HOURS
	<b>SALES TRAINING 300</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>2:53:57 HOURS</b>	<b>2.44</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	ADVANCED SELLING SKILLS	SELF-PACED	01/2010-12/2011	29:54 MINUTES	0.48	*	TOO FEW HOURS
	FIVE STEPS TO GOALS-SETTING	SELF-PACED	01/2010-12/2011	23:54 MINUTES	0	0	NON-ACADEMIC
	POWER NEGOTIATING PRINCIPLES - SERVICE VALUE, TRADE-OFF AND NIBBLE	SELF-PACED	01/2010-12/2011	25:56 MINUTES	0.42	*	TOO FEW HOURS
	RELATIONSHIP SELLING	SELF-PACED	01/2010-12/2011	26:13 MINUTES	0.43	*	TOO FEW HOURS
	SELLING ON NON-PRICE ISSUES	SELF-PACED	01/2010-12/2011	26:04 MINUTES	0.43	*	TOO FEW HOURS
	THE POWER OF LISTENING	SELF-PACED	01/2010-12/2011	41:56 MINUTES	0.68	*	TOO FEW HOURS
	<b>TEAM BUILDING</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>1:27:47 HOURS</b>	<b>1.43</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	TEAM BUILDING 1 - CONFLICT RESOLUTION - SESSION I	SELF-PACED	01/2010-12/2011	23:03 MINUTES	0.38	*	TOO FEW HOURS
	TEAM BUILDING 1 - CONFLICT RESOLUTION - SESSION II	SELF-PACED	01/2010-12/2011	31:35 MINUTES	0.52	*	TOO FEW HOURS
	TEAM BUILDING 1 - CONFLICT RESOLUTION - SESSION III	SELF-PACED	01/2010-12/2011	13:34 MINUTES	0.22	*	TOO FEW HOURS
	TEAM BUILDING 1 - CONFLICT RESOLUTION - SESSION IV	SELF-PACED	01/2010-12/2011	19:35 MINUTES	0.32	*	TOO FEW HOURS
	<b>TIME MANAGEMENT 100</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>1:32:36 HOURS</b>	<b>1.5</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	HOW TO SET PRIORITIES	SELF-PACED	01/2010-12/2011	15:32 MINUTES	0.25	*	TOO FEW HOURS
	MAXIMIZING PRODUCTIVITY	SELF-PACED	01/2010-12/2011	15:24 MINUTES	0.25	*	TOO FEW HOURS
	PLANNING AND ORGANIZING	SELF-PACED	01/2010-12/2011	15:21 MINUTES	0.25	*	TOO FEW HOURS
	STAYING ON THE FAST TRACK	SELF-PACED	01/2010-12/2011	15:22 MINUTES	0.25	*	TOO FEW HOURS
	STRATEGIC GOAL-SETTING	SELF-PACED	01/2010-12/2011	15:27 MINUTES	0.25	*	TOO FEW HOURS
	THE PSYCHOLOGY OF TIME-MANAGEMENT	SELF-PACED	01/2010-12/2011	15:30 MINUTES	0.25	*	TOO FEW HOURS
	<b>TIME MANAGEMENT 200</b>	<b>SELF-PACED</b>	<b>01/2010-12/2011</b>	<b>1:31:05 HOURS</b>	<b>1.25</b>	<b>COMBINABLE</b>	<b>INTERDISCIPLINARY/ ELECTIVE</b>
	DELEGATING AND COMMUNICATING	SELF-PACED	2010-2011	15:22 MINUTES	0.25	*	TOO FEW HOURS
	EFFECTIVE PROJECT MANAGEMENT	SELF-PACED	2010-2011	15:23 MINUTES	0.25	*	TOO FEW HOURS

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	ELIMINATING TIME WASTERS	SELF-PACED	2010-2011	15:25 MINUTES	0.25	*	TOO FEW HOURS
	OVERCOMING PROCRASTINATION	SELF-PACED	2010-2011	15:24 MINUTES	0.25	*	TOO FEW HOURS
	PHILOSOPHY OF TIME MANAGEMENT	SELF-PACED	2010-2011	15:24 MINUTES	0.25	*	TOO FEW HOURS
	TIME MANAGEMENT TO BALANCE WORK AND FAMILY	SELF-PACED	2010-2011	14:07 MINUTES	0	0	NON-ACADEMIC
	<b>TTN RECEPTIONIST</b>	<b>SELF-PACED</b>	<b>2010-2011</b>	<b>1:16:51 HOURS</b>	<b>0.82</b>	<b>0</b>	<b>TOO FEW HOURS</b>
	ADVANCED SELLING SKILLS	SELF-PACED	2010-2011	29:54 MINUTES	0.48	*	TOO FEW HOURS
	ATTRIBUTES OF HIGH-PERFORMANCE SALESPEOPLE	SELF-PACED	2010-2011	20:41 MINUTES	0.33	*	TOO FEW HOURS
	BALANCING YOUR LIFE	SELF-PACED	2010-2011	26:16 MINUTES	0	0	NON-ACADEMIC
<b>INDIVIDUAL COURSES</b>							
	CONFINED SPACE ENTRY SAFETY TRAINING	SELF-PACED	01/2010-12/2011	1:04:53 HOURS	1.07	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EMPLOYEE SEXUAL HARASSMENT AWARENESS	SELF-PACED	01/2010-12/2011	1:00:00 HOURS	1.00	PLEASE REFER TO SKILLSOFT CREDIT RECOMMENDATION GUIDE	
	EXCEL 2010	SELF-PACED	01/2010-12/2011	1:15:00 HOURS	1.25	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	GETTING STARTED WITH LOTUS NOTES 8 AND USING MAIL	SELF-PACED	01/2010-12/2011	2:30:00 HOURS	2.50	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	HOW TO MOTIVATE EMPLOYEES	SELF-PACED	01/2010-12/2011	60:04 MINUTES	1.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	INITIATING A PROJECT AND PREPARING THE PROJECT PLAN	SELF-PACED	01/2010-12/2011	3:00:00 HOURS	3.00	PLEASE REFER TO SKILLSOFT CREDIT RECOMMENDATION GUIDE	
	ITALIAN LEVEL 1	SELF-PACED	01/2010-12/2011	8:00:00 HOURS	8.00	COMBINABLE	COMMUNICATIONS ARTS
	ITALIAN LEVEL 2	SELF-PACED	01/2010-12/2011	8:00:00 HOURS	8.00	COMBINABLE	COMMUNICATIONS ARTS
	ITALIAN LEVEL 3	SELF-PACED	01/2010-12/2011	8:00:00 HOURS	8.00	COMBINABLE	COMMUNICATIONS ARTS
	LEADERSHIP WISDOM FOR LIFELONG SUCCESS	SELF-PACED	01/2010-12/2011	65:43 MINUTES	1.08	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 101 - INTRODUCTION TO ACCESS	SELF-PACED	01/2010-12/2011	1:39:30 HOURS	1.65	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 102 - USING ACCESS 1	SELF-PACED	01/2010-12/2011	2:07:47 HOURS	2.12	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 103 - USING ACCESS 2	SELF-PACED	01/2010-12/2011	1:19:03 HOURS	1.32	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 104 - USING ACCESS 3	SELF-PACED	01/2010-12/2011	1:02:10 HOURS	1.03	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 2000 LEVEL 1	SELF-PACED	01/2010-12/2011	1:38:28 HOURS	1.63	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	MICROSOFT ACCESS 2000 LEVEL 2	SELF-PACED	01/2010-12/2011	1:25:13 HOURS	1.42	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 2000 LEVEL 3	SELF-PACED	01/2010-12/2011	1:30:25 HOURS	1.50	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 2003 LEVEL 2	SELF-PACED	01/2010-12/2011	2:00:51 HOURS	2.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 2003 LEVEL 3	SELF-PACED	01/2010-12/2011	1:01:57 HOURS	1.02	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 2007	SELF-PACED	01/2010-12/2011	8:00:00 HOURS	8.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS 202 - INTERMEDIATE ACCESS 2	SELF-PACED	01/2010-12/2011	1:15:32 HOURS	1.25	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 101 - INTRODUCTION TO EXCEL	SELF-PACED	01/2010-12/2011	1:11:22 HOURS	1.18	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 102 - USING EXCEL 1	SELF-PACED	01/2010-12/2011	1:17:14 HOURS	1.28	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 103 - USING EXCEL 2	SELF-PACED	01/2010-12/2011	1:10:43 HOURS	1.17	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 104 - USING EXCEL 3	SELF-PACED	01/2010-12/2011	1:21:37 HOURS	1.35	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 2000 LEVEL 1	SELF-PACED	01/2010-12/2011	1:53:43 HOURS	1.88	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 2000 LEVEL 2	SELF-PACED	01/2010-12/2011	1:39:29 HOURS	1.65	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 2000 LEVEL 3	SELF-PACED	01/2010-12/2011	1:26:51 HOURS	1.43	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 2003	SELF-PACED	01/2010-12/2011	2:00:00 HOURS	2.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 2003 LEVEL 1	SELF-PACED	01/2010-12/2011	2:11:53 HOURS	2.18	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 2003 LEVEL 2	SELF-PACED	01/2010-12/2011	1:32:19 HOURS	1.53	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 2003 LEVEL 3	SELF-PACED	01/2010-12/2011	1:17:05 HOURS	1.28	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 2007	SELF-PACED	01/2010-12/2011	8:00:00 HOURS	8.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL 2007	SELF-PACED	01/2010-12/2011	2:00:00 HOURS	2.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT FRONTPAGE 101 - INTRODUCTION TO FRONTPAGE	SELF-PACED	01/2010-12/2011	1:32:48 HOURS	1.53	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT FRONTPAGE 2003	SELF-PACED	01/2010-12/2011	1:52:38 HOURS	1.87	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT OUTLOOK 101 - INTRODUCTION TO OUTLOOK	SELF-PACED	01/2010-12/2011	1:01:09 HOURS	1.02	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT OUTLOOK 2000	SELF-PACED	01/2010-12/2011	1:05:27 HOURS	1.08	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT OUTLOOK 2003 LEVEL 1	SELF-PACED	01/2010-12/2011	1:03:17 HOURS	1.05	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	MICROSOFT OUTLOOK 2007	SELF-PACED	01/2010-12/2011	8:00:00 HOURS	8.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT OUTLOOK 2007	SELF-PACED	01/2010-12/2011	2:00:00 HOURS	2.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT POWERPOINT 101 - INTRODUCTION TO POWERPOINT	SELF-PACED	01/2010-12/2011	1:07:42 HOURS	1.12	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT POWERPOINT 2000 LEVEL 2	SELF-PACED	01/2010-12/2011	1:32:08 HOURS	1.53	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT POWERPOINT 2003	SELF-PACED	01/2010-12/2011	2:00:00 HOURS	2.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT POWERPOINT 2003 LEVEL 1	SELF-PACED	01/2010-12/2011	1:06:15 HOURS	1.10	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT POWERPOINT 2003 LEVEL 2	SELF-PACED	01/2010-12/2011	1:11:19 HOURS	1.18	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT POWERPOINT 2003 LEVEL 3	SELF-PACED	01/2010-12/2011	1:17:51 HOURS	1.28	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT POWERPOINT 2007	SELF-PACED	01/2010-12/2011	8:00:00 HOURS	8.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT POWERPOINT 2007	SELF-PACED	01/2010-12/2011	2:00:00 HOURS	2.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT PUBLISHER 2003	SELF-PACED	01/2010-12/2011	1:22:09 HOURS	1.37	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WINDOWS 101 - INTRODUCTION TO COMPUTERS	SELF-PACED	01/2010-12/2011	1:10:00 HOURS	1.17	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WINDOWS 102 - USING YOUR COMPUTER	SELF-PACED	01/2010-12/2011	1:14:00 HOURS	1.23	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WINDOWS 110 - INTRODUCTION TO WINDOWS XP	SELF-PACED	01/2010-12/2011	1:27:00 HOURS	1.45	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WORD 101 - INTRODUCTION TO WORD	SELF-PACED	01/2010-12/2011	1:14:27 HOURS	1.23	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WORD 102 - USING WORD	SELF-PACED	01/2010-12/2011	1:35:26 HOURS	1.58	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WORD 2000 LEVEL 1	SELF-PACED	01/2010-12/2011	1:51:16 HOURS	1.85	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WORD 2000 LEVEL 2	SELF-PACED	01/2010-12/2011	1:20:57 HOURS	1.33	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WORD 2000 LEVEL 3	SELF-PACED	01/2010-12/2011	2:00:11 HOURS	2.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WORD 2003 LEVEL 1	SELF-PACED	01/2010-12/2011	1:09:18 HOURS	1.15	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WORD 2003 LEVEL 2	SELF-PACED	01/2010-12/2011	1:00:51 HOURS	1.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WORD 2007	SELF-PACED	01/2010-12/2011	8:00:00 HOURS	8.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT WORD 2007	SELF-PACED	01/2010-12/2011	2:00:00 HOURS	2.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MIXING FOUR GENERATIONS IN THE WORKPLACE (E-LEARNING PLUS)	SELF-PACED	01/2010-12/2011	1:00:00 HOURS	1.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	OSHA RECORD KEEPING & DOCUMENTATION	SELF-PACED	01/2010-12/2011	1:23:42 HOURS	1.38	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POWER SELLING AND HOW TO KEEP YOUR CLIENTS - PART 1	SELF-PACED	01/2010-12/2011	1:05:04 HOURS	1.08	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POWERPOINT 2010	SELF-PACED	01/2010-12/2011	1:15:00 HOURS	1.25	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	THE FOUR STYLES: BECOMING A BETTER COMMUNICATOR (E-LEARNING PLUS)	SELF-PACED	01/2010-12/2011	1:00:00 HOURS	1.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	THE LEADERSHIP SECRET OF GREGORY GOOSE (E-LEARNING PLUS)	SELF-PACED	01/2010-12/2011	1:00:00 HOURS	1.00	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	THRIVING ON STRESS, ENJOYING REJECTION AND ACHIEVING EXCELLENCE	SELF-PACED	01/2010-12/2011	1:36:35 HOURS	1.60	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WORD 2010	SELF-PACED	01/2010-12/2011	1:30:00 HOURS	1.50	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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