

University of Phoenix - Prior Learning Assessment - Corporate Articulation

UNIVERSAL LEARNING INSTITUTE



Credit Recommendation Guide (CRG)

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

*NOTE: Fees are applicable for credits evaluated.

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

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

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

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

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

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

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

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
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***NOTE - THE BELOW COURSE WORK DUPLICATES THE PRE-EVALUATED COMPTIA CERTIFICATIONS AND THEIR CREDIT AWARDS LISTED IN THE APOLLO QUICK LIST. PRIOR LEARNING ASSESSMENT (PLA) WILL NOT AWARD CREDIT FOR CERTIFICATIONS OR COURSEWORK THAT DUPLICATE ONE ANOTHER IN CONTENT.**

CREDIT WILL BE AWARDED FOR ONE OF THE FOLLOWING COURSES ONLY ONCE: SIMPLY ACCOUNTING I & II OR QUICKBOOKS PRO OR ACCPAC FOR WINDOWS - GENERAL LEDGER.

****NOTE: THE CREDITS RECOMMENDED AND THE COURSE HOURS CONTRADICT BASED ON MATERIALS PROVIDED BY UNIVERSAL LEARNING INSTITUTE. THE COURSE WILL NEED TO BE RE-EVALUATED IN THE FUTURE.**

*****NOTE: COURSE HOURS WERE PROVIDED AND LISTED ON MATERIALS TITLED ULI COURSE DESCRIPTIONS. THE COURSE WILL NEED TO BE RE-EVALUATED IN THE FUTURE.**

	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	
	WINDOWS INTRODUCTION	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE CONFIRMATION
	*MICROSOFT WORD 2000 (USER SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*MICROSOFT EXCEL 2000 (USER'S SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT POWERPOINT 2000	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT ACCESS (USER SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NOT COLLEGE LEVEL
	BASIC BOOKKEEPING- PART 1	CLASSROOM	01/1996-12/2005	40	*	0	NEED COURSE DESCRIPTION
	*SIMPLY ACCOUNTING I & II	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ELECTIVE
	*PAYROLL AND TAXES	CLASSROOM	01/1996-12/2005	20	*	1	INTERDISCIPLINARY/ELECTIVE
	SMALL BUSINESS MANAGEMENT	CLASSROOM	01/2002-12/2005	40	*	0	NEED COURSE DESCRIPTION
	ADMINISTRATIVE OFFICE MANAGEMENT	CLASSROOM	01/2002-12/2005	20	*	0	NEED COURSE DESCRIPTION
	BUSINESS COMMUNICATIONS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ELECTIVE
	MARKETING (CANADIAN)	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	HUMAN RESOURCES MANAGEMENT (CANADIAN)	CLASSROOM	01/2004-12/2005	40	*	0	NEED COURSE DESCRIPTION
	*MICROSOFT OUTLOOK (2000)	CLASSROOM / LAB	01/2000-12/2005	30 / 30	*	3	INTERDISCIPLINARY/ELECTIVE
	*INTERNET AND E-COMMERCE	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT FRONTPAGE 2000	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MACROMEDIA DREAMWEAVER	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*ADOBE PAGEMAKER AND COREL DRAW	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*ADOBE ILLUSTRATOR	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*ADOBE PHOTOSHOP	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	CAREER DEVELOPMENT	CLASSROOM	01/1996-12/2005	20	*	0	NON-ACADEMIC
	SUPERHOST FUNDAMENTALS	CLASSROOM / LAB	01/2002-12/2005	10.00 / 1.00	*	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
COMPUTERIZED ACCOUNTING DIPLOMA							
	KEYBOARDING	LAB	01/1996-12/2005	60	*	0	NON-ACADEMIC
	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE SYLLABUS
	WINDOWS APPLICATIONS	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE CONFIRMATION
	*MICROSOFT WORD 2000 (USER SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	50 / 50	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT EXCEL 2000 (USER'S SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	50 / 50	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT POWERPOINT 2000	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT ACCESS (USER SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	BASIC BOOKKEEPING- PART 1	CLASSROOM	01/1996-12/2005	80	*	0	NEED COURSE DESCRIPTION
	*SIMPLY ACCOUNTING I & II	CLASSROOM / LAB	01/1996-12/2005	30 / 50	*	3.5	INTERDISCIPLINARY/ELECTIVE
	*QUICKBOOKS PRO	CLASSROOM / LAB	01/1996-12/2005	30 / 50	*	3.5	INTERDISCIPLINARY/ELECTIVE
	ACCPAC FOR WINDOWS - GENERAL LEDGER	CLASSROOM / LAB	01/1996-12/2005	30 / 50	*	3.5	INTERDISCIPLINARY/ELECTIVE
	*PAYROLL AND TAXES	CLASSROOM	01/1996-12/2005	20	*	1	INTERDISCIPLINARY/ELECTIVE
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
OFFICE ACCOUNTING SPECIALIST DIPLOMA PROGRAM							
	KEYBOARDING	LAB	01/1996-12/2005	40	*	0	NON-ACADEMIC
	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE SYLLABUS
	WINDOWS APPLICATIONS	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE CONFIRMATION
	*WORD 2000 (WORD PROCESSING)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*EXCEL 2000 (SPREADSHEET)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*POWERPOINT 2000 (PRESENTATION)	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*ACCESS 2000 (DATABASE MANAGEMENT)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	BASIC BOOKKEEPING- PART 1 AND 2	CLASSROOM	01/1996-12/2005	80	*	0	NEED COURSE DESCRIPTION
	*SIMPLY ACCOUNTING- LEVEL 1 AND 2	CLASSROOM / LAB	01/1996-12/2005	40 / 40	*	3	INTERDISCIPLINARY/ ELECTIVE
	*QUICKBOOKS PRO- LEVEL 1 AND 2	CLASSROOM / LAB	01/2000-12/2005	40 / 40	*	3	INTERDISCIPLINARY/ ELECTIVE
	*ACCPAC FOR WINDOWS (GL, AP, AR)	CLASSROOM / LAB	01/1996-12/2005	40 / 40	*	3	INTERDISCIPLINARY/ ELECTIVE
	*PAYROLL/INCOME TAX	CLASSROOM	01/1996-12/2005	20	*	1	INTERDISCIPLINARY/ ELECTIVE
	*INTERNET AND E-COMMERCE	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*BUSINESS COMMUNICATIONS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ ELECTIVE
	OFFICE PROCEDURES	CLASSROOM	01/1996-12/2005	20	*	0	NEED COURSE DESCRIPTION
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
	JOB SEARCH TECHNIQUES	CLASSROOM	01/1996-12/2005	20	*	0	NEED COURSE DESCRIPTION
	SUPERHOST FUNDAMENTALS	CLASSROOM	01/2002-12/2005	10	*	0	NON-ACADEMIC
OFFICE ADMINISTRATION SPECIALIST DIPLOMA							
	*WORD 2000 (WORD PROCESSING)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*EXCEL 2000 (SPREADSHEET)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*POWERPOINT 2000 (PRESENTATION)	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*ACCESS 2000 (DATABASE MANAGEMENT)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	BASIC BOOKKEEPING- PART 1	CLASSROOM	01/1996-12/2005	40	*	0	NEED COURSE DESCRIPTION
	*SIMPLY ACCOUNTING- LEVEL 1	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE

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	*INTERNET AND E-COMMERCE	CLASSROOM / LAB	01/1998-12/2005	15	*	2	INTERDISCIPLINARY/ELECTIVE
	OFFICE ADMINISTRATION	CLASSROOM	01/1996-12/2005	20	*	0	NEED COURSE DESCRIPTION
	*BUSINESS COMMUNICATIONS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ELECTIVE
	*OUTLOOK 2000	CLASSROOM / LAB	01/2000-12/2005	30 / 30	*	3	INTERDISCIPLINARY/ELECTIVE
	*FRONTPAGE OR DREAMWEAVER	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*PAGEMAKER	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*ILLUSTRATOR, PHOTOSHOP, OR COREL DRAW OVERVIEW	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	CAREER DEVELOPMENT	CLASSROOM	01/1996-12/2005	20	*	0	NON-ACADEMIC
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
	SUPERHOST FUNDAMENTALS	CLASSROOM	01/2002-12/2005	10	*	0	NON-ACADEMIC
ENTREPRENEURSHIP FOR SMALL BUSINESS MANAGEMENT SPECIALIST DIPLOMA							
	KEYBOARDING	LAB	01/1996-12/2005	45	*	0	NON-ACADEMIC
	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE SYLLABUS
	WINDOWS APPLICATIONS	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE DESCRIPTION
	*WORD 2000 (WORD PROCESSING)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*EXCEL 2000 (SPREADSHEET)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*POWERPOINT 2000 (PRESENTATION)	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*ACCESS 2000 (DATABASE MANAGEMENT)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	BASIC BOOKKEEPING- PART 1 AND 2	CLASSROOM	01/1996-12/2005	80	*	0	NEED COURSE DESCRIPTION
	*SIMPLY ACCOUNTING- LEVEL 1 AND 2	CLASSROOM / LAB	01/1996-12/2005	40 / 40	*	3.5	INTERDISCIPLINARY/ELECTIVE

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	QUICKBOOKS PRO	CLASSROOM / LAB	01/2000-12/2005	40 / 40	*	3.5	INTERDISCIPLINARY/ ELECTIVE
	*PAYROLL AND TAXES	CLASSROOM	01/1996-12/2005	20	*	1	INTERDISCIPLINARY/ ELECTIVE
	SMALL BUSINESS MANAGEMENT	CLASSROOM / LAB	01/2002-12/2005	40 / 40	*	0	NEED COURSE DESCRIPTION
	ADMINISTRATIVE OFFICE MANAGEMENT	CLASSROOM	01/2002-12/2005	20	*	0	NEED COURSE DESCRIPTION
	*BUSINESS COMMUNICATIONS	CLASSROOM / LAB	01/1996-12/2005	40 / 40	*	3.5	INTERDISCIPLINARY/ ELECTIVE
	MARKETING (CANADIAN)	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	HUMAN RESOURCES MANAGEMENT (CANADIAN)	CLASSROOM	01/2004-12/2005	40	*	0	NEED COURSE DESCRIPTION
	*OUTLOOK 2000	CLASSROOM / LAB	01/2000-12/2005	30 / 30	*	3	INTERDISCIPLINARY/ ELECTIVE
	*INTERNET AND E-COMMERCE	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*PAGEMAKER 7.0	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*PUBLISHER 2000	CLASSROOM / LAB	01/1996-12/2000	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*FRONTPAGE	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*DREAMWEAVER	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	CAREER DEVELOPMENT	CLASSROOM	01/1996-12/2000	20	*	0	NON-ACADEMIC
	SUPERHOST FUNDAMENTALS	CLASSROOM / LAB	01/2002-12/2005	10.00 / 1.00	*	0	NON-ACADEMIC
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2000	60	*	0	NON-ACADEMIC
PAYROLL ADMINISTRATOR / SUPERVISOR DIPLOMA							
	KEYBOARDING	LAB	01/1996-12/2005	40	*	0	NON-ACADEMIC
	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE SYLLABUS
	WINDOWS APPLICATIONS	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE DESCRIPTION

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*WORD 2000 (WORD PROCESSING)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*EXCEL 2000 (SPREADSHEET)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*POWERPOINT 2000 (PRESENTATION)	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*ACCESS 2000 (DATABASE MANAGEMENT)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	BASIC BOOKKEEPING- PART 1 AND 2	CLASSROOM	01/1996-12/2005	80	*	0	NEED COURSE DESCRIPTION
	*SIMPLY ACCOUNTING- LEVEL 1 AND 2	CLASSROOM / LAB	01/1996-12/2005	40 / 40	*	3.5	INTERDISCIPLINARY/ ELECTIVE
	INTRODUCTION TO PAYROLL (CPA)	CLASSROOM / LAB	01/2004-12/2005	40 / 40	*	0	NEED COURSE DESCRIPTION
	INTERMEDIATE PAYROLL (CPA)	CLASSROOM / LAB	01/2004-12/2005	40 / 40	*	0	NEED COURSE DESCRIPTION
	SMALL BUSINESS MANAGEMENT	CLASSROOM	01/2002-12/2005	40	*	0	NEED COURSE DESCRIPTION
	ADMINISTRATIVE OFFICE MANAGEMENT	CLASSROOM	01/2002-12/2005	20	*	0	NEED COURSE DESCRIPTION
	*BUSINESS COMMUNICATIONS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ ELECTIVE
	HUMAN RESOURCES MANAGEMENT (CANADIAN)	CLASSROOM	01/2004-12/2005	40	*	0	NEED COURSE DESCRIPTION
	*OUTLOOK 2000/2003	CLASSROOM / LAB	01/2000-12/2005	30 / 30	*	3	INTERDISCIPLINARY/ ELECTIVE
	*INTERNET AND E-COMMERCE	CLASSROOM	01/1998-12/2005	10	*	0.5	INTERDISCIPLINARY/ ELECTIVE
	CAREER DEVELOPMENT	CLASSROOM	01/1996-12/2005	20	*	0	NON-ACADEMIC
	SUPERHOST FUNDAMENTALS	CLASSROOM	01/2002-12/2005	10	*	0	NON-ACADEMIC
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
GLOBAL TRADE AND MARKETING DIPLOMA							
	KEYBOARDING	LAB	01/1996-12/2005	45	*	0	NON-ACADEMIC
	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE DESCRIPTION

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*WINDOWS INTRODUCTION	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	NEED COURSE CONFIRMATION
	*MICROSOFT WORD 2000 (USER SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT EXCEL 2000 (USER'S SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT POWERPOINT 2000	CLASSROOM / LAB	01/1996-12/2005	15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT ACCESS (USER SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	BASIC BOOKKEEPING- PART 1	CLASSROOM / LAB	01/1996-12/2005	80 / 1	*	0	NEED COURSE DESCRIPTION
	*SIMPLY ACCOUNTING I & II	CLASSROOM / LAB	01/1996-12/2005	40 / 40	*	3.5	INTERDISCIPLINARY/ELECTIVE
	GLOBAL ENTREPRENEURSHIP	CLASSROOM / LAB	01/2004-12/2005	60 / 1	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL MARKETING	CLASSROOM / LAB	01/2004-12/2005	60 / 1	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL TRADE FINANCE	CLASSROOM / LAB	01/2004-12/2005	60 / 1	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL LOGISTICS	CLASSROOM / LAB	01/2004-12/2005	60 / 1	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL MARKET ENTRY AND DISTRIBUTION	CLASSROOM / LAB	01/2004-12/2005	60 / 1	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL TRADE RESEARCH	CLASSROOM / LAB	01/2004-12/2005	60 / 1	*	0	NEED COURSE DESCRIPTION
	LEGAL ASPECTS OF INTERNATIONAL LAW	CLASSROOM / LAB	01/2004-12/2005	60 / 1	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL TRADE MANAGEMENT	CLASSROOM / LAB	01/2004-12/2005	60 / 1	*	0	NEED COURSE DESCRIPTION
	*INTERNET AND E-COMMERCE	CLASSROOM / LAB	01/1998-12/2005	15 / 5	*	1	INTERDISCIPLINARY/ELECTIVE
	*BUSINESS COMMUNICATIONS	CLASSROOM / LAB	01/1996-12/2005	40 / 1	*	2.5	INTERDISCIPLINARY/ELECTIVE
	CAREER DEVELOPMENT	CLASSROOM / LAB	01/1996-12/2005	20 / 1	*	0	NON-ACADEMIC
	SUPERHOST FUNDAMENTALS	CLASSROOM / LAB	01/2002-12/2005	10.00 / 1.00	*	0	NON-ACADEMIC
GLOBAL ENTREPRENEUR AND TRADE DIPLOMA							
	KEYBOARDING	LAB	01/1996-12/2005	40	*	0	NON-ACADEMIC

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	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE DESCRIPTION
	WINDOWS APPLICATIONS	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE CONFIRMATION
	*MICROSOFT WORD 2000 (USER SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*MICROSOFT EXCEL 2000 (USER'S SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*MICROSOFT POWERPOINT 2000	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*MICROSOFT ACCESS (USER SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	BASIC BOOKKEEPING- PART 1	CLASSROOM / LAB	01/1996-12/2005	80 / 1	*	0	NEED COURSE DESCRIPTION
	*SIMPLY ACCOUNTING I & II	CLASSROOM / LAB	01/1996-12/2005	40 / 40	*	3.5	INTERDISCIPLINARY/ ELECTIVE
	*QUICKBOOKS PRO	CLASSROOM / LAB	01/2000-12/2005	30 / 50	*	3.5	INTERDISCIPLINARY/ ELECTIVE
	*ACCPAC FOR WINDOWS - GENERAL LEDGER	CLASSROOM / LAB	01/1996-12/2005	30 / 50	*	3.5	INTERDISCIPLINARY/ ELECTIVE
	*PAYROLL AND TAXES	CLASSROOM	01/1996-12/2005	20	*	1	INTERDISCIPLINARY/ ELECTIVE
	SMALL BUSINESS MANAGEMENT	CLASSROOM	01/2002-12/2005	40	*	0	NEED COURSE DESCRIPTION
	ADMINISTRATIVE OFFICE MANAGEMENT	CLASSROOM	01/2002-12/2005	20	*	0	NEED COURSE DESCRIPTION
	*BUSINESS COMMUNICATIONS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ ELECTIVE
	MARKETING (CANADIAN)	CLASSROOM	01/2004-12/2005	40	*	0	NEED COURSE DESCRIPTION
	HUMAN RESOURCES MANAGEMENT (CANADIAN)	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	LEADERSHIP AND MANAGEMENT	CLASSROOM	01/2004-12/2005	40	*	0	NEED COURSE DESCRIPTION
	GLOBAL ENTREPRENEURSHIP	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL MARKETING	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL TRADE FINANCE	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	INTERNATIONAL LOGISTICS	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL MARKET ENTRY AND DISTRIBUTION	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL TRADE RESEARCH	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	LEGAL ASPECTS OF INTERNATIONAL LAW	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	INTERNATIONAL TRADE MANAGEMENT	CLASSROOM	01/2004-12/2005	60	*	0	NEED COURSE DESCRIPTION
	*INTERNET AND E-COMMERCE	CLASSROOM / LAB	01/1998-12/2005	15 / 5	*	1	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT OUTLOOK (2000)	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
	*ADOBE PAGEMAKER AND COREL DRAW	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT PUBLISHER	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MACROMEDIA DREAMWEAVER	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT FRONTPAGE 2000	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*ADOBE ILLUSTRATOR	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*ADOBE PHOTOSHOP	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	EXTENDED SKILL DEVELOPMENT	CLASSROOM	01/2000-12/2006	60	*	0	NEED COURSE DESCRIPTION
	CAREER DEVELOPMENT	CLASSROOM	01/1996-12/2005	20	*	0	NON-ACADEMIC
	SUPERHOST FUNDAMENTALS	CLASSROOM	01/2000-12/2005	10	*	0	NON-ACADEMIC
HOSPITALITY MANAGEMENT SPECIALIST DIPLOMA							
	*MANAGING FRONT OFFICE OPERATIONS	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*MANAGING HOSPITALITY HUMAN RESOURCES	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*MANAGING HOUSEKEEPING OPERATIONS	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*HOSPITALITY FACILITIES MANAGEMENT AND DESIGN	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*SUPERVISION IN THE HOSPITALITY INDUSTRY	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*FOOD AND BEVERAGE SERVICE	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*THE LODGING AND FOOD SERVICE INDUSTRY	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*LEADERSHIP AND MANAGEMENT IN THE HOSPITALITY INDUSTRY	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*SECURITY AND LOSS PREVENTION MANAGEMENT	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*FOOD AND BEVERAGE MANAGEMENT	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*HOSPITALITY SALES AND MARKETING	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*BASIC HOTEL AND RESTAURANT ACCOUNTING	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	WINDOWS INTRODUCTION	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE CONFIRMATION
	*MICROSOFT WORD 2000 (USER SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT EXCEL 2000 (USER'S SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	1.5	INTERDISCIPLINARY/ELECTIVE
	BASIC BOOKKEEPING- PART 1	CLASSROOM	01/1996-12/2005	40	*	0	NEED COURSE DESCRIPTION
	CAREER DEVELOPMENT	CLASSROOM	01/1996-12/2005	20	*	0	NON-ACADEMIC
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
	BUSINESS COMMUNICATIONS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ELECTIVE
	SUPERHOST FUNDAMENTALS	CLASSROOM	01/2000-12/2005	10	*	0	NEED COURSE DESCRIPTION
	FOODSAFE	CLASSROOM	01/1996-12/2005	10	*	0	NEED COURSE DESCRIPTION
	FIRST AID	CLASSROOM	01/1996-12/2005	20	*	0	NON-ACADEMIC
	PRACTICUM (VOLUNTARY)	N/A	N/A	***	*	0	ON-THE-JOB TRAINING
HOSPITALITY OPERATIONS SPECIALIST DIPLOMA							

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*MANAGING FRONT OFFICE OPERATIONS	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*SUPERVISION IN THE HOSPITALITY INDUSTRY	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*THE LODGING AND FOOD SERVICE INDUSTRY	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*FOOD AND BEVERAGE MANAGEMENT	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*FOOD AND BEVERAGE SERVICE	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*HOSPITALITY SALES AND MARKETING	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*BASIC HOTEL AND RESTAURANT ACCOUNTING	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	*MANAGING HOUSEKEEPING OPERATIONS	CLASSROOM	01/1998-12/2005	60	*	4	INTERDISCIPLINARY/ELECTIVE
	WINDOWS INTRODUCTION	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE CONFIRMATION
	*WORD 2000 (WORD PROCESSING)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*EXCEL 2000 (SPREADSHEET)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	BASIC BOOKKEEPING PART 1	CLASSROOM	01/1996-12/2005	40	*	0	NEED COURSE DESCRIPTION
	CAREER DEVELOPMENT	CLASSROOM	01/1996-12/2005	20	*	0	NON-ACADEMIC
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
	*BUSINESS COMMUNICATIONS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ELECTIVE
	SUPERHOST FUNDAMENTALS	CLASSROOM	01/2000-12/2005	10	*	0	NEED COURSE DESCRIPTION
	FOODSAFE	CLASSROOM	01/1996-12/2005	10	*	0	NEED COURSE DESCRIPTION
	FIRST AID	CLASSROOM	01/1996-12/2005	20	*	0	NON-ACADEMIC
INSURANCE LICENSING CERTIFICATE PROGRAM AND OFFICE SKILLS							
	KEYBOARDING	LAB	01/1996-12/2005	40	*	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE SYLLABUS
	WINDOWS INTRODUCTION	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE CONFIRMATION
	*WORD 2000 (WORD PROCESSING)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*EXCEL 2000 (SPREADSHEET)	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*ACCESS 2000 (DATABASE MANAGEMENT)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	INSURANCE OFFICE PROCEDURES	CLASSROOM	01/2002-12/2005	40	*	0	NEED COURSE DESCRIPTION
	FUNDAMENTALS OF INSURANCE	CLASSROOM	01/2002-12/2005	60	*	0	NEED COURSE DESCRIPTION
	BASIC INSURANCE SKILLS	CLASSROOM	01/2002-12/2005	15	*	0	NEED COURSE DESCRIPTION
	*BUSINESS COMMUNICATIONS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ ELECTIVE
	ENGLISH CONVERSATION (AORB)	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
	CAREER DEVELOPMENT	CLASSROOM	01/1996-12/2005	20	*	0	NON-ACADEMIC
	FIRST AID	CLASSROOM	01/1996-12/2005	15	*	0	NON-ACADEMIC
	SUPERHOST FUNDAMENTALS	CLASSROOM	01/1996-12/2005	10	*	0	NON-ACADEMIC
	PRACTICUM (VOLUNTARY)	N/A	01/2002-12/2005	**	*	**	ON-THE-JOB TRAINING
	ICBC AUTOPLAN ESSENTIALS (VOLUNTARY)	N/A	01/2002-12/2005	**	*	**	NEED COURSE DESCRIPTION
DENTAL RECEPTIONIST DIPLOMA PROGRAM							
	KEYBOARDING	LAB	01/1996-12/2005	40	*	0	NON-ACADEMIC
	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE SYLLABUS
	WINDOWS APPLICATIONS	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE CONFIRMATION
	*MICROSOFT WORD 2000 (USER SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	1.5	INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*MICROSOFT EXCEL 2000 (USER'S SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT POWERPOINT 2000	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT ACCESS (USER SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	DENTAL OFFICE ADMINISTRATION AND TERMINOLOGY	CLASSROOM	01/2000-12/2005	100	*	0	NEED COURSE SYLLABUS
	*OUTLOOK 2000	CLASSROOM / LAB	01/2000-12/2005	30 / 30	*	2.5	INTERDISCIPLINARY/ELECTIVE
	*INTERNET AND E-COMMERCE	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	ADMINISTRATIVE OFFICE MANAGEMENT	CLASSROOM / LAB	01/2002-12/2005	20 / 1	*	0	NEED COURSE DESCRIPTION
	*BUSINESS COMMUNICATIONS	CLASSROOM / LAB	01/1996-12/2005	40 / 1	*	2.5	INTERDISCIPLINARY/ELECTIVE
	BASIC BOOKKEEPING- PART 1 AND 2	CLASSROOM / LAB	01/1996-12/2005	80 / 1	*	0	NEED COURSE DESCRIPTION
	*PAYROLL AND TAXES	CLASSROOM / LAB	01/1996-12/2005	20 / 1	*	1	INTERDISCIPLINARY/ELECTIVE
	*SIMPLY ACCOUNTING- LEVEL 1 AND 2	CLASSROOM / LAB	01/1996-12/2005	40 / 1	*	2.5	INTERDISCIPLINARY/ELECTIVE
	ACCPAC FOR WINDOWS - GENERAL LEDGER	CLASSROOM / LAB	01/1996-12/2005	30 / 50	*	3.5	INTERDISCIPLINARY/ELECTIVE
	*QUICKBOOKS	CLASSROOM / LAB	01/1996-12/2005	40 / 1	*	2.5	INTERDISCIPLINARY/ELECTIVE
	CAREER DEVELOPMENT	CLASSROOM / LAB	01/1996-12/2005	20 / 1	*	0	NON-ACADEMIC
	SUPERHOST FUNDAMENTALS	CLASSROOM / LAB	01/1996-12/2005	10.00 / 1.00	*	0	NEED COURSE DESCRIPTION
	FIRST AID	CLASSROOM / LAB	01/1996-12/2005	15 / 1	*	0	NON-ACADEMIC
	ENGLISH CONVERSATION	CLASSROOM / LAB	01/1996-12/2005	60 / 1	*	0	NON-ACADEMIC
	PRACTICUM (VOLUNTARY)	N/A	N/A	***	*	0	ON-THE-JOB TRAINING
LEGAL OFFICE ADMINISTRATOR SPECIALIST DIPLOMA							
	KEYBOARDING	LAB	01/1996-12/2005	60	*	0	NON-ACADEMIC
	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE DESCRIPTION

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	WINDOWS APPLICATIONS	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE DESCRIPTION
	*MICROSOFT WORD 2000 (USER SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT EXCEL 2000 (USER'S SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT POWERPOINT 2000	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT ACCESS (USER SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	GENERAL LEGAL OFFICE PROCEDURES	CLASSROOM	01/2003-12/2005	240	*	0	NEED COURSE DESCRIPTION
	*OUTLOOK 2000	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	3	INTERDISCIPLINARY/ELECTIVE
	*INTERNET AND E-COMMERCE	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	ADMINISTRATIVE OFFICE	CLASSROOM / LAB	01/1996-12/2005	20 / 1	*	0	NEED COURSE DESCRIPTION
	BASIC BOOKKEEPING- PART 1 AND 2	CLASSROOM	01/1996-12/2005	80	*	0	NEED COURSE DESCRIPTION
	*SIMPLY ACCOUNTING - LEVEL 1 AND 2	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ELECTIVE
	*ACCPAC	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ELECTIVE
	*QUICKBOOKS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ELECTIVE
	*PAYROLL AND TAXES	CLASSROOM / LAB	01/1996-12/2005	20 / 1	*	1	INTERDISCIPLINARY/ELECTIVE
	SUPERHOST FUNDAMENTALS	CLASSROOM / LAB	01/1996-12/2005	10.00 / 1.00	*	0	NON-ACADEMIC
MEDICAL OFFICE ASSISTANT SPECIALIST DIPLOMA							
	KEYBOARDING	LAB	01/1996-12/2005	40	*	0	NON-ACADEMIC
	INTRODUCTION TO COMPUTERS	N/A	01/1996-12/2005	NO HOURS GIVEN	*	0	NEED COURSE DESCRIPTION
	WINDOWS APPLICATIONS	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	0	NEED COURSE DESCRIPTION
	*MICROSOFT WORD 2000 (USER SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*MICROSOFT EXCEL 2000 (USER'S SPECIALIST/EXPERT SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT POWERPOINT 2000	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	*MICROSOFT ACCESS (USER SPECIALIST)	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	0	NON-ACADEMIC
	MEDICAL OFFICE PROCEDURES	CLASSROOM	01/2003-12/2005	40	*	0	NON-ACADEMIC
	MEDICAL TERMINOLOGY	CLASSROOM	01/2003-12/2005	60	*	0	NEED COURSE DESCRIPTION
	CLINICAL PROCEDURES	CLASSROOM / LAB	01/2003-12/2005	20 / 1	*	0	NEED COURSE DESCRIPTION
	BILLING PROGRAM (SMART SERIES) ON PS REGENT	CLASSROOM / LAB	01/2003-12/2005	20 / 1	*	0	NEED COURSE DESCRIPTION
	MEDICAL TRANSCRIPTION	CLASSROOM / LAB	01/2003-12/2005	20 / 30	*	0	NEED COURSE DESCRIPTION
	*OUTLOOK 2000	CLASSROOM / LAB	01/1996-12/2005	30 / 30	*	3	INTERDISCIPLINARY/ELECTIVE
	*INTERNET AND E-COMMERCE	CLASSROOM / LAB	01/1996-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ELECTIVE
	BASIC BOOKKEEPING- PART 1 AND 2	CLASSROOM / LAB	01/1996-12/2005	80 / 1	*	0	NEED COURSE DESCRIPTION
	*PAYROLL/INCOME TAX	CLASSROOM / LAB	01/1996-12/2005	20 / 1	*	1	INTERDISCIPLINARY/ELECTIVE
	*SIMPLY ACCOUNTING LEVEL I	CLASSROOM / LAB	01/1996-12/2005	20 / 20	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*QUICKBOOKS PRO LEVEL 1	CLASSROOM / LAB	01/1996-12/2005	20 / 20	*	1.5	INTERDISCIPLINARY/ELECTIVE
	CAREER DEVELOPMENT	CLASSROOM / LAB	01/1996-12/2005	20 / 1	*	0	NON-ACADEMIC
	FIRST AID	CLASSROOM	01/1996-12/2005	15	*	0	NON-ACADEMIC
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
	PRACTICUM (VOLUNTARY)	LAB	01/1996-12/2005	80	*	0	ON-THE-JOB TRAINING
INTERNET PROGRAMMING & WEB PAGE DESIGN SPECIALIST DIPLOMA PROGRAM							
	*WINDOWS	CLASSROOM / LAB	01/1996-12/2005	15 / 25	*	1.5	INTERDISCIPLINARY/ELECTIVE
	*WORD 2000 (WORD PROCESSING)	CLASSROOM / LAB	01/1996-12/2005	15 / 25	*	1.5	INTERDISCIPLINARY/ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*POWERPOINT 2000 (PRESENTATION)	CLASSROOM / LAB	01/1996-12/2005	15 / 25	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	*ACCESS 2000 (DATABASE MANAGEMENT)	CLASSROOM / LAB	01/1996-12/2005	15 / 25	*	0	NON-ACADEMIC
	*PAGEMAKER 7.0	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*ILLUSTRATOR	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*PHOTOSHOP	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*HTML	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	SCIENCE/TECHNOLOGY
	*JAVA SCRIPT	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	SCIENCE/TECHNOLOGY
	*DHTML/CSS	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	SCIENCE/TECHNOLOGY
	*PERL/CGI	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	SCIENCE/TECHNOLOGY
	SQL/COLD FUSION	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	0	NEED COURSE DESCRIPTION
	*FLASH	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	SCIENCE/TECHNOLOGY
	*FIREWORKS	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	SCIENCE/TECHNOLOGY
	*DREAMWEAVER	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*INTERNET/E-COMMERCE	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*FRONTPAGE 2000	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	MULTIMEDIA CONCEPTS	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	0	NEED COURSE DESCRIPTION
	ELECTIVES/PORTFOLIO DEVELOPMENT	CLASSROOM / LAB	01/2000-12/2005	25 / 35	*	0	NEED COURSE DESCRIPTION
	PRACTICUM (VOLUNTARY)	N/A	01/2000-12/2005	NO HOURS GIVEN	*	0	ON-THE-JOB TRAINING
	*BUSINESS COMMUNICATIONS	CLASSROOM / LAB	01/1996-12/2005	40 / 1	*	2.5	INTERDISCIPLINARY/ ELECTIVE
	OFFICE MANAGEMENT	CLASSROOM / LAB	01/1996-12/2005	20 / 1	*	0	NEED COURSE DESCRIPTION

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	CAREER DEVELOPMENT	CLASSROOM / LAB	01/1996-12/2005	20 / 1	*	0	NON-ACADEMIC
	SUPERHOST FUNDAMENTALS	CLASSROOM / LAB	01/2002-12/2005	10.00 / 1.00	*	0	NEED COURSE DESCRIPTION
SOFTWARE DEVELOPMENT SPECIALIST DIPLOMA							
	APPLICATION SOFTWARE	CLASSROOM / LAB	01/1998-12/2005	70 / 30	*	0	NEED COURSE DESCRIPTION
	*DOS LEVEL 1 AND 2	LAB	01/1998-12/2005	60	*	2	SCIENCE/TECHNOLOGY
	*INTRODUCTION TO PROGRAMMING	CLASSROOM / LAB	01/1998-12/2005	55 / 5	*	3.5	SCIENCE/TECHNOLOGY
	*INTRODUCTION TO PROGRAMMING WITH C	CLASSROOM / LAB	01/1998-12/2005	55 / 5	*	3.5	SCIENCE/TECHNOLOGY
	*ADVANCED PROGRAMMING WITH C	CLASSROOM	01/1998-12/2005	35	*	2	SCIENCE/TECHNOLOGY
	*INTRODUCTION TO PROGRAMMING WITH C++	CLASSROOM / LAB	01/1998-12/2005	55 / 5	*	3.5	SCIENCE/TECHNOLOGY
	*ADVANCED PROGRAMMING WITH C++	CLASSROOM / LAB	01/1998-12/2005	35 / 5	*	2	SCIENCE/TECHNOLOGY
	*VISUAL BASIC	CLASSROOM / LAB	01/1998-12/2005	35 / 5	*	2	SCIENCE/TECHNOLOGY
	PROJECT 2000	CLASSROOM / LAB	01/1998-12/2005	35 / 5	*	0	NEED COURSE DESCRIPTION
	*HTML	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	SCIENCE/TECHNOLOGY
	*JAVA SCRIPT	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	SCIENCE/TECHNOLOGY
	SQL/COLD FUSION	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	0	NEED COURSE DESCRIPTION
	UNIX (THROUGH LINUX)	CLASSROOM / LAB	01/1998-12/2005	25 / 15	*	0	NEED COURSE DESCRIPTION
	*MACROMEDIA DREAMWEAVER	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*MICROSOFT FRONTPAGE 2000	CLASSROOM / LAB	01/2000-12/2005	25 / 15	*	2	INTERDISCIPLINARY/ ELECTIVE
	*BUSINESS COMMUNICATIONS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ ELECTIVE
	ENGLISH CONVERSATION	CLASSROOM	01/1996-12/2005	60	*	0	NON-ACADEMIC
	CAREER DEVELOPMENT	CLASSROOM	01/1996-12/2005	10	*	0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	SUPERHOST FUNDAMENTALS	CLASSROOM	01/2002-12/2005	10	*	0	NEED COURSE DESCRIPTION
	PROJECT/ EXTRA TUTORIALS	LAB	01/1996-12/2005	50	*	0	NON-ACADEMIC
	PRACTICUM (VOLUNTARY)	LAB	01/1996-12/2005	50	*	0	ON-THE-JOB TRAINING
	FUNDAMENTALS	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	AN EXAMPLE TEST SERIES	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	THE OBJECTIVES AND LIMITS OF TESTING	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	TEST TYPES AND THE SOFTWARE DEVELOPMENT PROCESS	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	SOFTWARE ERRORS	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	REPORTING AND ANALYZING BUGS	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	SPECIFIC TESTING SKILLS	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	THE PROBLEM TRACKING SYSTEM	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	TEST CASE DESIGN	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	TESTING PRINTERS AND OTHER DEVICES	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	LOCALIZATION TESTING	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	TESTING USERS MANUALS	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	TESTING TOOLS (MANUAL AND AUTOMATIC)	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	TEST PLANNING AND TEST DOCUMENTATION	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	MANAGING TESTING PROJECTS AND GROUPS	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION
	TYING IT TOGETHER	N/A	01/1998-12/2005	0	*	0	NEED COURSE DESCRIPTION