



TACO BELL - YUM!

2004-2009 Credit Recommendation Guide

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

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

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

Clock hour to semester credit hour conversions are made by the University using current U.S. Department of Education standards.

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

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

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

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

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

Updated: 11/27/2018

| Course Number | Course Title | Delivery Method | Course Year | Course Length | Applicable Hours | Credits Recommended | University of Phoenix Equivalency |
|---------------|--------------------------------------|-----------------|-----------------|---------------|------------------|---------------------|-----------------------------------|
| FIN 500 | Finance College | Classroom | 01/2004-12/2004 | 3 Day(s) | 19.5 | 1.0 | Interdisciplinary/Elective |
| HR 500 | Human Resources College | Classroom | 01/2004-12/2004 | 4 Day(s) | 26 | 1.5 | Interdisciplinary/Elective |
| HR 310 | Career Development | Classroom | 01/2004-12/2004 | 1 Day(s) | 0 | 0.0 | Non-Academic |
| HR 340 | Principles of Program Facilitation 1 | Classroom | 01/2004-12/2004 | 1 Day(s) | 6.5 | Combinable | Communication Arts |
| HR 350 | Principles of Program Facilitation 2 | Classroom | 01/2004-12/2004 | 1 Day(s) | 6.5 | Combinable | Communication Arts |
| HR 360 | Restaurant Staffing | Classroom | 01/2004-12/2004 | 2 Day(s) | 0 | 0.0 | Non-Academic |
| HR 340 | Yum! Total Rewards | Classroom | 01/2004-12/2004 | 3 Day(s) | 0 | 0.0 | Non-Academic |
| MKT 500 | Marketing College | Classroom | 01/2004-12/2004 | 5 Day(s) | 32.5 | 2.0 | Interdisciplinary/Elective |
| OPS 500 | Operations College | Classroom | 01/2004-12/2004 | 5 Day(s) | 32.5 | 2.0 | Interdisciplinary/Elective |

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|----------------|---|-----------------|-----------------|---------------|------------------|---------------------|-----------------------------------|
| OPS 310 | Coaching Leaders Workshop | Classroom | 01/2004-12/2004 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| OPS 320 | Confronting Conflict Constructively | Classroom | 01/2004-12/2004 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| OPS 340 | Multibrand Operations Course | Classroom | 01/2004-12/2004 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| OPS 360 | Strategic, Financial, and Tactical Planning | Classroom | 01/2004-12/2004 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| PD 310 | HWWT Workshop | Classroom | 01/2004-12/2004 | 1 Day(s) | 0 | 0.0 | Non-Academic |
| DEV 500 (INTL) | Development Course | Classroom | 01/2004-12/2004 | 5 Day(s) | 32.5 | 2.0 | Interdisciplinary/Elective |
| DEV 300 | Developmental College - The Building Course | Classroom | 01/2004-12/2004 | 4 Day(s) | 26 | 1.5 | Interdisciplinary/Elective |
| DEV 310 | Developmental College - The Site Course | Classroom | 01/2004-12/2004 | 4 Day(s) | 26 | 1.5 | Interdisciplinary/Elective |
| FRA 500 | One System Leadership College | Classroom | 01/2004-12/2004 | 4 Day(s) | 0 | 0.0 | Non-Academic |
| FRA 310 | Global Franchise Partnering Seminar | Classroom | 01/2004-12/2004 | 4 Day(s) | 0 | 0.0 | Non-Academic |
| HR 300 | BMU Self-Sufficiency | Classroom | 01/2004-12/2004 | 1 Day(s) | 6.5 | Combinable | Interdisciplinary/Elective |
| MKT 510 | Beat Year Ago Marketing College II | Classroom | 01/2004-12/2004 | 2 Day(s) | 0 | 0.0 | Non-Academic |
| MKT 300 | Insight Driven Marketing | Classroom | 01/2004-12/2004 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| R&D 500 | Product Excellence College | Classroom | 01/2004-12/2004 | 11 Day(s) | 0 | 0.0 | Non-Academic |
| RD 300 | Advanced Flour Quality Workshop | Classroom | 01/2004-12/2004 | 2 Day(s) | 0 | 0.0 | Non-Academic |
| RD 310 | Advanced Meat Toppings Workshop | Classroom | 01/2004-12/2004 | 2 Day(s) | 0 | 0.0 | Non-Academic |
| RD 320 | Advanced Poultry | Classroom | 01/2004-12/2004 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| RD 330 | Bun Workshop | Classroom | 01/2004-12/2004 | 5 Day(s) | 32.5 | 2.0 | Interdisciplinary/Elective |
| RD 340 | Culinary Course | Classroom | 01/2004-12/2004 | 5 Day(s) | 32.5 | 2.0 | Interdisciplinary/Elective |
| R&D 350 | Developing Cooking and Holding Procedures, Sensory Validation and CSL Development | Classroom | 01/2004-12/2004 | 5 Day(s) | 32.5 | 2.0 | Interdisciplinary/Elective |
| R&D 360 | Freezer to Fryer | Classroom | 01/2004-12/2004 | 5 Day(s) | 32.5 | 2.0 | Interdisciplinary/Elective |
| SCM 500 | Supply Chain Management | Classroom | 01/2004-12/2004 | 3 Day(s) | 19.5 | 1.0 | Interdisciplinary/Elective |
| SCM 300 | Distribution and Logistics | Classroom | 01/2004-12/2004 | 3 Day(s) | 19.5 | 1.0 | Interdisciplinary/Elective |
| SCM 310 | Equipment Supply Chain Strategy | Classroom | 01/2004-12/2004 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| SCM 320 | Product Excellence Systems (COGs EV/GPS/SCM/Distributor KPI/My Workbench) | Classroom | 01/2004-12/2004 | 3 Day(s) | 0 | 0.0 | Non-Academic |

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|---------------|---|-----------------|-----------------|---------------|------------------|---------------------|-----------------------------------|
| | Understanding the Yum! Dynasty: How We Win..How We Lead | Self-Paced | 01/2009-12/2009 | 45 Min(s) | 0 | 0.0 | Non-Academic |
| | Achieving Breakthrough Results | Self-Paced | 01/2009-12/2009 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| | Achieving Breakthrough Results with HWWT2 | Self-Paced | 01/2009-12/2009 | 1 Day(s) | 6.5 | Combinable | Interdisciplinary/Elective |
| | ABR Sustainability: How to Get Breakthrough in Your Thinking Time | Self-Paced | 01/2009-12/2009 | 45 Min(s) | 0 | 0.0 | Too Few Hours |
| | ABR Adventure Guide Train the Trainer | Self-Paced | 01/2009-12/2009 | 1 Day(s) | 0 | 0.0 | Non-Academic |
| | Finance College | Classroom | 01/2009-12/2009 | 2-4 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| | Taco Bell Franchise Finance College: Finance and Investments | Classroom | 01/2009-12/2009 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| | Taco Bell Franchise Finance College: Planning and Analysis | Classroom | 01/2009-12/2009 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| | Essentials of Human Resources | Self-Paced | 01/2009-12/2009 | 45 Min(s) | 0 | 0.0 | Too Few Hours |
| | How We Visit a Restaurant | Classroom | 01/2009-12/2009 | 2 Hour(s) | 0 | 0.0 | Non-Academic |
| | Building a Great Restaurant Roadmap: Restaurant Support Center Workshop | Classroom | 01/2009-12/2009 | 3.5 Hour(s) | 3.5 | Combinable | Interdisciplinary/Elective |
| | A Day in the Life of an RGM | Classroom | 01/2009-12/2009 | 3 Hour(s) | 3 | Combinable | Interdisciplinary/Elective |
| | A Week in the Life of an Area Coach: Area Coach Success Routines | Classroom | 01/2009-12/2009 | 3 Hour(s) | 0 | 0.0 | Non-Academic |
| | Essentials of Operations for Non-Operators | Classroom | 01/2009-12/2009 | 1.5 Day(s) | 10.25 | 0.5 | Interdisciplinary/Elective |
| | Advanced Operations: Analyzing and Driving Performance | Classroom | 01/2009-12/2009 | 3 Day(s) | 19.5 | 1.0 | Interdisciplinary/Elective |
| | Essentials of Franchising | Classroom | 01/2009-12/2009 | 3 Day(s) | 19.5 | 1.0 | Interdisciplinary/Elective |
| | Essentials of Insight Marketing I | Classroom | 01/2009-12/2009 | 2.5 Day(s) | 16.75 | 1.0 | Interdisciplinary/Elective |
| | Essentials of Insight Marketing II | Classroom | 01/2009-12/2009 | 2.5 Day(s) | 16.75 | 1.0 | Interdisciplinary/Elective |
| | Insight Marketing Innovation Challenge | Self-Paced | 01/2009-12/2009 | 1 Hour(s) | 0.5 | Combinable | Interdisciplinary/Elective |
| | Communicating and Listening | Classroom | 01/2009-12/2009 | 4 Hour(s) | 4 | Combinable | Communication Arts |
| | Relationship Versatility | Classroom | 01/2009-12/2009 | 1 Day(s) | 6.5 | Combinable | Interdisciplinary/Elective |
| | Brand You | Classroom | 01/2009-12/2009 | 3 Hour(s) | 0 | 0.0 | Non-Academic |
| | Career Development Workshop | Classroom | 01/2009-12/2009 | 4 Hour(s) | 0 | 0.0 | Non-Academic |
| | Adapting to Change | Classroom | 01/2009-12/2009 | 4 Hour(s) | 4 | Combinable | Interdisciplinary/Elective |
| | Leading Change | Classroom | 01/2009-12/2009 | 4 Hour(s) | 4 | Combinable | Interdisciplinary/Elective |

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| | Emotional Intelligence | Classroom | 01/2009-12/2009 | 2 Hour(s) | 2 | Combinable | Interdisciplinary/Elective |
| | Essentials of Facilitating Engaging Presentations | Classroom | 01/2009-12/2009 | 2 Day(s) | 13 | 0.5 | Communication Arts |
| | Mastering Facilitating Engaging Presentations | Classroom | 01/2009-12/2009 | 2 Day(s) | 13 | 0.5 | Communication Arts |
| | Influential Leadership | Classroom | 01/2009-12/2009 | 1 Day(s) | 6.5 | Combinable | Interdisciplinary/Elective |
| | Understanding Conflict Styles at Work: TKI | Classroom | 01/2009-12/2009 | 2.5 Hour(s) | 2.5 | Combinable | Interdisciplinary/Elective |
| | Working Through and Resolving Conflict | Classroom | 01/2009-12/2009 | 1 Day(s) | 6.5 | Combinable | Interdisciplinary/Elective |
| | Taking People with You® | Classroom | 01/2009-12/2009 | 2.5 Day(s) | 16.75 | 1.0 | Interdisciplinary/Elective |
| | Individual Development Planning (IDP) Workshop | Classroom | 01/2009-12/2009 | 2.5 Hour(s) | 0 | 0.0 | Non-Academic |
| | End of Year Performance Appraisals and Planning | Classroom | 01/2009-12/2009 | 3 Hour(s) | 3 | Combinable | Interdisciplinary/Elective |
| | Leading Teams the Yum! Way | Classroom | 01/2009-12/2009 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| | Building an Environment of Trust | Classroom | 01/2009-12/2009 | 4 Hour(s) | 4 | Combinable | Interdisciplinary/Elective |
| | High Impact Coaching | Classroom | 01/2009-12/2009 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| | Coaching Leaders | Classroom | 01/2009-12/2009 | 2 Day(s) | 13 | 0.5 | Interdisciplinary/Elective |
| | Access™ 2002 (Office XP): Advanced (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/40 Hour(s)/Min(s) | 1.83 | Combinable | Interdisciplinary/Elective |
| | Access™ 2002 (Office XP): Level 1 | Self-Paced | 01/2005-12/2009 | 3/40 Hour(s)/Min(s) | 1.83 | Combinable | Interdisciplinary/Elective |
| | Access™ 2002 (Office XP): Level 1 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/40 Hour(s)/Min(s) | 1.83 | Combinable | Interdisciplinary/Elective |
| | Access™ 2002 (Office XP): Level 2 | Self-Paced | 01/2005-12/2009 | 3/29 Hour(s)/Min(s) | 1.74 | Combinable | Interdisciplinary/Elective |
| | Access™ 2002 (Office XP): Level 2 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/29 Hour(s)/Min(s) | 1.74 | Combinable | Interdisciplinary/Elective |
| | Access™ 2002 (Office XP): Level 3 | Self-Paced | 01/2005-12/2009 | 3/40 Hour(s)/Min(s) | 1.83 | Combinable | Interdisciplinary/Elective |
| | Access™ 2002 (Office XP): Level 4 | Self-Paced | 01/2005-12/2009 | 3/26 Hour(s)/Min(s) | 1.71 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Creating Queries | Self-Paced | 01/2005-12/2009 | 1/49 Hour(s)/Min(s) | 0.91 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Designing A Database | Self-Paced | 01/2005-12/2009 | 1/56 Hour(s)/Min(s) | 0.96 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Improving The Effectiveness Of A Database | Self-Paced | 01/2005-12/2009 | 2/30 Hour(s)/Min(s) | 1.25 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Improving Usability With Access Macros | Self-Paced | 01/2005-12/2009 | 1/20 Hour(s)/Min(s) | 0.66 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Integrating Access With The Web, And Office Applications | Self-Paced | 01/2005-12/2009 | 2/22 Hour(s)/Min(s) | 1.18 | Combinable | Interdisciplinary/Elective |

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| | Access™ 2003: Level 1 | Self-Paced | 01/2005-12/2009 | 4/40 Hour(s)/ Min(s) | 2.33 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Level 1 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/22 Hour(s)/ Min(s) | 1.68 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Level 2 | Self-Paced | 01/2005-12/2009 | 5/13 Hour(s)/ Min(s) | 2.61 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Level 2 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/3 Hour(s)/ Min(s) | 1.52 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Level 3 | Self-Paced | 01/2005-12/2009 | 5/30 Hour(s)/ Min(s) | 2.75 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Level 3 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/1 Hour(s)/ Min(s) | 1.51 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Level 4 | Self-Paced | 01/2005-12/2009 | 4/46 Hour(s)/ Min(s) | 2.38 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Level 4 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/8 Hour(s)/ Min(s) | 1.56 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Maintaining Existing Databases | Self-Paced | 01/2005-12/2009 | 2/7 Hour(s)/ Min(s) | 1.06 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Optimizing And Securing Access Database Applications | Self-Paced | 01/2005-12/2009 | 2/22 Hour(s)/ Min(s) | 1.18 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Structure And Analyze Data With Advanced Queries | Self-Paced | 01/2005-12/2009 | 1/38 Hour(s)/ Min(s) | 0.81 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Working With Forms | Self-Paced | 01/2005-12/2009 | 1/17 Hour(s)/ Min(s) | 0.64 | Combinable | Interdisciplinary/Elective |
| | Access™ 2003: Working With Reports | Self-Paced | 01/2005-12/2009 | 2/40 Hour(s)/ Min(s) | 1.33 | Combinable | Interdisciplinary/Elective |
| | Access™ 2007: Level 1 (Second Edition) | Self-Paced | 01/2005-12/2009 | 7/30 Hour(s)/ Min(s) | 3.75 | Combinable | Interdisciplinary/Elective |
| | Access™ 2007: Level 2 (Second Edition) | Self-Paced | 01/2005-12/2009 | 6/15 Hour(s)/ Min(s) | 3.12 | Combinable | Interdisciplinary/Elective |
| | Access™ 2007: Level 3 (Second Edition) | Self-Paced | 01/2005-12/2009 | 5/30 Hour(s)/ Min(s) | 2.75 | Combinable | Interdisciplinary/Elective |
| | Access™ 2007: Level 4 (Second Edition) | Self-Paced | 01/2005-12/2009 | 5/15 Hour(s)/ Min(s) | 2.62 | Combinable | Interdisciplinary/Elective |
| | Access™ 2007: New Feature | Self-Paced | 01/2005-12/2009 | 3/15 Hour(s)/ Min(s) | 1.62 | Combinable | Interdisciplinary/Elective |
| | Acrobat 7.0: New Features | Self-Paced | 01/2005-12/2009 | 1/32 Hour(s)/ Min(s) | 0.76 | Combinable | Interdisciplinary/Elective |
| | Acrobat 8.0: Level 1 | Self-Paced | 01/2005-12/2009 | 6/32 Hour(s)/ Min(s) | 3.26 | Combinable | Interdisciplinary/Elective |
| | Acrobat 8.0: New Features | Self-Paced | 01/2005-12/2009 | 5/49 Hour(s)/ Min(s) | 2.91 | Combinable | Interdisciplinary/Elective |
| | Acrobat® 7.0: Level 1 (Part 1) | Self-Paced | 01/2005-12/2009 | 4/18 Hour(s)/ Min(s) | 2.15 | Combinable | Interdisciplinary/Elective |
| | Acrobat® 7.0: Level 1 (Part 2) | Self-Paced | 01/2005-12/2009 | 2/34 Hour(s)/ Min(s) | 1.28 | Combinable | Interdisciplinary/Elective |
| | Acrobat® 7.0: Level 2 (Part 1) | Self-Paced | 01/2005-12/2009 | 3/6 Hour(s)/ Min(s) | 1.55 | Combinable | Interdisciplinary/Elective |
| | Acrobat® 7.0: Level 2 (Part 2) | Self-Paced | 01/2005-12/2009 | 4/2 Hour(s)/ Min(s) | 2.01 | Combinable | Interdisciplinary/Elective |

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|---------------|---|-----------------|-----------------|----------------------------|------------------|---------------------|-----------------------------------|
| | Acrobat® 9.0 Pro: Level 1 | Self-Paced | 01/2005-12/2009 | 5/35 Hour(s)/ Min(s) | 2.79 | Combinable | Interdisciplinary/Elective |
| | Acrobat® 9.0 Pro: Level 2 | Self-Paced | 01/2005-12/2009 | 4/45 Hour(s)/ Min(s) | 2.37 | Combinable | Interdisciplinary/Elective |
| | Excel® 2001: Level 1 Macintosh | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/ Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Excel® 2001: Level 2 Macintosh | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/ Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Excel® 2001: Level 3 Macintosh | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/ Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Excel® 2002 (Office XP): Advanced | Self-Paced | 01/2005-12/2009 | 3/24 Hour(s)/ Min(s) | 1.7 | Combinable | Interdisciplinary/Elective |
| | Excel® 2002 (Office XP): Advanced (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/20 Hour(s)/ Min(s) | 1.66 | Combinable | Interdisciplinary/Elective |
| | Excel® 2002 (Office XP): Level 1 | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/ Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Excel® 2002 (Office XP): Level 1 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/48 Hour(s)/ Min(s) | 1.9 | Combinable | Interdisciplinary/Elective |
| | Excel® 2002 (Office XP): Level 2 | Self-Paced | 01/2005-12/2009 | 3/28 Hour(s)/ Min(s) | 1.73 | Combinable | Interdisciplinary/Elective |
| | Excel® 2002 (Office XP): Level 2 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/20 Hour(s)/ Min(s) | 1.66 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Analyzing And Managing Data | Self-Paced | 01/2005-12/2009 | 2/9 Hour(s)/ Min(s) | 1.07 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Collaborating With Workbooks | Self-Paced | 01/2005-12/2009 | 2/58 Hour(s)/ Min(s) | 1.48 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Formatting Excel | Self-Paced | 01/2005-12/2009 | 4/12 Hour(s)/ Min(s) | 2.1 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Intro to VBA | Self-Paced | 01/2005-12/2009 | 8/30 Hour(s)/ Min(s) | 4.25 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Introduction to VBA | Self-Paced | 01/2005-12/2009 | 6/41 Hour(s)/ Min(s) | 3.34 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Level 1 | Self-Paced | 01/2005-12/2009 | 5/45 Hour(s)/ Min(s) | 2.87 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Level 1 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 6/41 Hour(s)/ Min(s) | 3.34 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Level 2 | Self-Paced | 01/2005-12/2009 | 4/50 Hour(s)/ Min(s) | 2.41 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Level 2 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/12 Hour(s)/ Min(s) | 1.6 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Level 3 | Self-Paced | 01/2005-12/2009 | 4/31 Hour(s)/ Min(s) | 2.26 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Level 3 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/12 Hour(s)/ Min(s) | 1.6 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Manipulating Workbooks | Self-Paced | 01/2005-12/2009 | 1/31 Hour(s)/ Min(s) | 0.76 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Working With Existing Workbooks | Self-Paced | 01/2005-12/2009 | 2/23 Hour(s)/ Min(s) | 1.19 | Combinable | Interdisciplinary/Elective |
| | Excel® 2003: Writing Formulas | Self-Paced | 01/2005-12/2009 | 1/47 Hour(s)/ Min(s) | 0.89 | Combinable | Interdisciplinary/Elective |

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| | Excel® 2004: Level 1 Macintosh | Self-Paced | 01/2005-12/2009 | 5/14 Hour(s)/ Min(s) | 2.61 | Combinable | Interdisciplinary/Elective |
| | Excel® 2004: Level 2 Macintosh | Self-Paced | 01/2005-12/2009 | 4/58 Hour(s)/ Min(s) | 2.48 | Combinable | Interdisciplinary/Elective |
| | Excel® 2007: Level 1 (Second Edition) | Self-Paced | 01/2005-12/2009 | 6/30 Hour(s)/ Min(s) | 3.25 | Combinable | Interdisciplinary/Elective |
| | Excel® 2007: Level 2 (Second Edition) | Self-Paced | 01/2005-12/2009 | 6 Hour(s) | 3 | Combinable | Interdisciplinary/Elective |
| | Excel® 2007: Level 3 (Second Edition) | Self-Paced | 01/2005-12/2009 | 8/15 Hour(s)/ Min(s) | 4.12 | Combinable | Interdisciplinary/Elective |
| | Excel® 2007: New Features | Self-Paced | 01/2005-12/2009 | 4 Hour(s) | 2 | Combinable | Interdisciplinary/Elective |
| | Firefox 3: Introduction | Self-Paced | 01/2005-12/2009 | 5/7 Hour(s)/ Min(s) | 2.56 | Combinable | Interdisciplinary/Elective |
| | FrontPage® 2003: Creating A Basic Webpage | Self-Paced | 01/2005-12/2009 | 1/56 Hour(s)/ Min(s) | 0.96 | Combinable | Interdisciplinary/Elective |
| | FrontPage® 2003: Creating An Interactive Webpage | Self-Paced | 01/2005-12/2009 | 3/4 Hour(s)/ Min(s) | 1.53 | Combinable | Interdisciplinary/Elective |
| | FrontPage® 2003: Enhancing WebPages | Self-Paced | 01/2005-12/2009 | 2/1 Hour(s)/ Min(s) | 1.01 | Combinable | Interdisciplinary/Elective |
| | FrontPage® 2003: Level 1 | Self-Paced | 01/2005-12/2009 | 5/3 Hour(s)/ Min(s) | 2.52 | Combinable | Interdisciplinary/Elective |
| | FrontPage® 2003: Level 1 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 2/53 Hour(s)/ Min(s) | 1.44 | Combinable | Interdisciplinary/Elective |
| | FrontPage® 2003: Level 2 | Self-Paced | 01/2005-12/2009 | 4/40 Hour(s)/ Min(s) | 2.33 | Combinable | Interdisciplinary/Elective |
| | FrontPage® 2003: Level 2 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/22 Hour(s)/ Min(s) | 1.68 | Combinable | Interdisciplinary/Elective |
| | FrontPage® 2003: Managing A Webpage | Self-Paced | 01/2005-12/2009 | 1/34 Hour(s)/ Min(s) | 0.78 | Combinable | Interdisciplinary/Elective |
| | FrontPage® 2003: Structuring And Publishing A Webpage | Self-Paced | 01/2005-12/2009 | 1/4 Hour(s)/ Min(s) | 0.53 | Combinable | Interdisciplinary/Elective |
| | InfoPath® 2007: Creating InfoPath Forms | Self-Paced | 01/2005-12/2009 | 6/54 Hour(s)/ Min(s) | 3.45 | Combinable | Interdisciplinary/Elective |
| | Internet Explorer 5.0: Introduction | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/ Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Internet Explorer 5.5: Introduction | Self-Paced | 01/2005-12/2009 | 3/28 Hour(s)/ Min(s) | 1.73 | Combinable | Interdisciplinary/Elective |
| | Internet Explorer 6.0: Introduction | Self-Paced | 01/2005-12/2009 | 3/28 Hour(s)/ Min(s) | 1.73 | Combinable | Interdisciplinary/Elective |
| | Internet Explorer 7.0: Introduction | Self-Paced | 01/2005-12/2009 | 6/49 Hour(s)/ Min(s) | 3.41 | Combinable | Interdisciplinary/Elective |
| | Introduction To Personal Computers: Using Windows Vista™ | Self-Paced | 01/2005-12/2009 | 4/2 Hour(s)/ Min(s) | 2.01 | Combinable | Interdisciplinary/Elective |
| | Introduction To Personal Computers: Using Windows XP | Self-Paced | 01/2005-12/2009 | 1/34 Hour(s)/ Min(s) | 0.78 | Combinable | Interdisciplinary/Elective |
| | Introduction To Tablet Pcs | Self-Paced | 01/2005-12/2009 | 2/8 Hour(s)/ Min(s) | 1.06 | Combinable | Interdisciplinary/Elective |
| | Macintosh OS 9.0: Introduction | Self-Paced | 01/2005-12/2009 | 3/36 Hour(s)/ Min(s) | 1.8 | Combinable | Interdisciplinary/Elective |

| Course Number | Course Title | Delivery Method | Course Year | Course Length | Applicable Hours | Credits Recommended | University of Phoenix Equivalency |
|---------------|---|-----------------|-----------------|-----------------------------|------------------|---------------------|-----------------------------------|
| | Office 2007: New Features | Self-Paced | 01/2005-12/2009 | 6/39 Hour(s)/ Min(s) | 3.32 | Combinable | Interdisciplinary/Elective |
| | OneNote® 2007 | Self-Paced | 01/2005-12/2009 | 5/7 Hour(s)/ Min(s) | 2.56 | Combinable | Interdisciplinary/Elective |
| | OpenOffice Base 2.3 | Self-Paced | 01/2005-12/2009 | 6/19 Hour(s)/ Min(s) | 3.16 | Combinable | Interdisciplinary/Elective |
| | OpenOffice Calc 2.3 | Self-Paced | 01/2005-12/2009 | 5/45 Hour(s)/ Min(s) | 2.87 | Combinable | Interdisciplinary/Elective |
| | OpenOffice Impress 2.3 | Self-Paced | 01/2005-12/2009 | 7/6 Hour(s)/ Min(s) | 3.55 | Combinable | Interdisciplinary/Elective |
| | OpenOffice Writer 2.3 | Self-Paced | 01/2005-12/2009 | 8/27 Hour(s)/ Min(s) | 4.22 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2002 (Office XP): Advanced | Self-Paced | 01/2005-12/2009 | 3/29 Hour(s)/ Min(s) | 1.74 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2002 (Office XP): Introduction | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/ Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2002 (Office XP): Level 1(For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 10/30 Hour(s)/ Min(s) | 5.25 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2002 (Office XP): Level 2(For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/3 Hour(s)/ Min(s) | 1.52 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Communicating, Customizing And Organizing | Self-Paced | 01/2005-12/2009 | 3/10 Hour(s)/ Min(s) | 1.58 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Level 1 | Self-Paced | 01/2005-12/2009 | 5/46 Hour(s)/ Min(s) | 2.88 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Level 1 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 2/56 Hour(s)/ Min(s) | 1.46 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Level 2 | Self-Paced | 01/2005-12/2009 | 4/30 Hour(s)/ Min(s) | 2.25 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Level 2 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/1 Hour(s)/ Min(s) | 1.51 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Level 3 | Self-Paced | 01/2005-12/2009 | 5/30 Hour(s)/ Min(s) | 2.75 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Level 3 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/1 Hour(s)/ Min(s) | 1.51 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Managing Your Schedule | Self-Paced | 01/2005-12/2009 | 1/56 Hour(s)/ Min(s) | 0.96 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Optimizing Outlook | Self-Paced | 01/2005-12/2009 | 1/24 Hour(s)/ Min(s) | 0.7 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Organizing Your Work | Self-Paced | 01/2005-12/2009 | 2/24 Hour(s)/ Min(s) | 1.2 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Working Offline And With Items | Self-Paced | 01/2005-12/2009 | 2/18 Hour(s)/ Min(s) | 1.15 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2003: Working With Messages | Self-Paced | 01/2005-12/2009 | 2/18 Hour(s)/ Min(s) | 1.15 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2007: Level 1 (Second Edition) | Self-Paced | 01/2005-12/2009 | 8/30 Hour(s)/ Min(s) | 4.25 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2007: Level 2 (Second Edition) | Self-Paced | 01/2005-12/2009 | 8/15 Hour(s)/ Min(s) | 4.12 | Combinable | Interdisciplinary/Elective |
| | Outlook® 2007: Level 3 (Second Edition) | Self-Paced | 01/2005-12/2009 | 6/45 Hour(s)/ Min(s) | 3.37 | Combinable | Interdisciplinary/Elective |

| Course Number | Course Title | Delivery Method | Course Year | Course Length | Applicable Hours | Credits Recommended | University of Phoenix Equivalency |
|---------------|---|-----------------|-----------------|----------------------------|------------------|---------------------|-----------------------------------|
| | Outlook® 2007: New Features | Self-Paced | 01/2005-12/2009 | 6/10 Hour(s)/ Min(s) | 3.08 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2002 (Office XP): Advanced | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/ Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2002 (Office XP): Advanced (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/ Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2002 (Office XP): Introduction | Self-Paced | 01/2005-12/2009 | 3/28 Hour(s)/ Min(s) | 1.73 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2002 (Office XP): Introduction (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/28 Hour(s)/ Min(s) | 1.73 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2003: Creating A Basic Presentation | Self-Paced | 01/2005-12/2009 | 2/14 Hour(s)/ Min(s) | 1.11 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2003: Delivering Presentations | Self-Paced | 01/2005-12/2009 | 2/23 Hour(s)/ Min(s) | 1.19 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2003: Level 1 | Self-Paced | 01/2005-12/2009 | 4/48 Hour(s)/ Min(s) | 2.4 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2003: Level 2 | Self-Paced | 01/2005-12/2009 | 5/18 Hour(s)/ Min(s) | 2.65 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2003: Modifying Presentations | Self-Paced | 01/2005-12/2009 | 3/33 Hour(s)/ Min(s) | 1.77 | Combinable | Interdisciplinary/Elective |
| | PowerPoint 2003: Working With Tables, Charts, And Diagrams | Self-Paced | 01/2005-12/2009 | 1/54 Hour(s)/ Min(s) | 0.95 | Combinable | Interdisciplinary/Elective |
| | PowerPoint® 2003: Level 2 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/12 Hour(s)/ Min(s) | 1.6 | Combinable | Interdisciplinary/Elective |
| | PowerPoint® 2004: Level 1 Macintosh | Self-Paced | 01/2005-12/2009 | 4/46 Hour(s)/ Min(s) | 2.38 | Combinable | Interdisciplinary/Elective |
| | PowerPoint® 2004: Level 2 Macintosh | Self-Paced | 01/2005-12/2009 | 4/36 Hour(s)/ Min(s) | 2.3 | Combinable | Interdisciplinary/Elective |
| | PowerPoint® 2007: Level 1 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 2/48 Hour(s)/ Min(s) | 1.4 | Combinable | Interdisciplinary/Elective |
| | PowerPoint® 2007: Level 1 (Second Edition) | Self-Paced | 01/2005-12/2009 | 8/30 Hour(s)/ Min(s) | 4.25 | Combinable | Interdisciplinary/Elective |
| | PowerPoint® 2007: Level 2 (Second Edition) | Self-Paced | 01/2005-12/2009 | 8/15 Hour(s)/ Min(s) | 4.12 | Combinable | Interdisciplinary/Elective |
| | PowerPoint® 2007: New Features | Self-Paced | 01/2005-12/2009 | 3/45 Hour(s)/ Min(s) | 1.72 | Combinable | Interdisciplinary/Elective |
| | Project 2003: Creating And Modifying A Project Plan | Self-Paced | 01/2005-12/2009 | 3/34 Hour(s)/ Min(s) | 1.78 | Combinable | Interdisciplinary/Elective |
| | Project 2003: Professional | Self-Paced | 01/2005-12/2009 | 4/54 Hour(s)/ Min(s) | 2.45 | Combinable | Interdisciplinary/Elective |
| | Project 2003: Web Access | Self-Paced | 01/2005-12/2009 | 5/22 Hour(s)/ Min(s) | 2.68 | Combinable | Interdisciplinary/Elective |
| | Project 2003: Working With An Implemented Project Plan | Self-Paced | 01/2005-12/2009 | 3/26 Hour(s)/ Min(s) | 1.71 | Combinable | Interdisciplinary/Elective |
| | Project 2007: Level 1 | Self-Paced | 01/2005-12/2009 | 5/26 Hour(s)/ Min(s) | 2.71 | Combinable | Interdisciplinary/Elective |
| | Project 2007: Level 2 | Self-Paced | 01/2005-12/2009 | 5/35 Hour(s)/ Min(s) | 2.79 | Combinable | Interdisciplinary/Elective |
| | Project 2007: Professional | Self-Paced | 01/2005-12/2009 | 5/38 Hour(s)/ Min(s) | 2.81 | Combinable | Interdisciplinary/Elective |

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|---------------|--|-----------------|-----------------|---------------------|------------------|---------------------|-----------------------------------|
| | Project 2007: Web Access | Self-Paced | 01/2005-12/2009 | 7/2 Hour(s)/Min(s) | 3.51 | Combinable | Interdisciplinary/Elective |
| | Publisher 2007 | Self-Paced | 01/2005-12/2009 | 7/29 Hour(s)/Min(s) | 3.74 | Combinable | Interdisciplinary/Elective |
| | SharePoint® Designer 2007: Level 1 | Self-Paced | 01/2005-12/2009 | 7/59 Hour(s)/Min(s) | 3.99 | Combinable | Interdisciplinary/Elective |
| | SharePoint® Designer 2007: Level 2 | Self-Paced | 01/2005-12/2009 | 3/14 Hour(s)/Min(s) | 1.61 | Combinable | Interdisciplinary/Elective |
| | SharePoint® Server 2007: Introduction | Self-Paced | 01/2005-12/2009 | 6/14 Hour(s)/Min(s) | 3.11 | Combinable | Interdisciplinary/Elective |
| | Visio 2002 Professional: Level 1 | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Visio 2002 Professional: Level 2 | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Visio® 2003 Professional | Self-Paced | 01/2005-12/2009 | 3/14 Hour(s)/Min(s) | 1.61 | Combinable | Interdisciplinary/Elective |
| | Visio® Professional 2007: Level 1 | Self-Paced | 01/2005-12/2009 | 4/14 Hour(s)/Min(s) | 2.11 | Combinable | Interdisciplinary/Elective |
| | Visio® Professional 2007: Level 2 | Self-Paced | 01/2005-12/2009 | 4/35 Hour(s)/Min(s) | 2.29 | Combinable | Interdisciplinary/Elective |
| | Vista™: Level 1 | Self-Paced | 01/2005-12/2009 | 4 Hour(s) | 2 | Combinable | Interdisciplinary/Elective |
| | Vista™: Level 2 | Self-Paced | 01/2005-12/2009 | 4 Hour(s) | 2 | Combinable | Interdisciplinary/Elective |
| | Vista™: New Features | Self-Paced | 01/2005-12/2009 | 4 Hour(s) | 2 | Combinable | Interdisciplinary/Elective |
| | Vista™: New Features | Self-Paced | 01/2005-12/2009 | 4 Hour(s) | 2 | Combinable | Interdisciplinary/Elective |
| | What's New In Microsoft® Office OneNote® 2007 | Self-Paced | 01/2005-12/2009 | 1 Hour(s) | 0.5 | Combinable | Interdisciplinary/Elective |
| | What's New In Microsoft® Office Outlook® 2007 | Self-Paced | 01/2005-12/2009 | 1 Hour(s) | 0.5 | Combinable | Interdisciplinary/Elective |
| | What's New In Microsoft® Office Visio® 2007 | Self-Paced | 01/2005-12/2009 | 1 Hour(s) | 0.5 | Combinable | Interdisciplinary/Elective |
| | Word 2002 (Office XP): Advanced | Self-Paced | 01/2005-12/2009 | 3/28 Hour(s)/Min(s) | 1.73 | Combinable | Interdisciplinary/Elective |
| | Word 2002 (Office XP): Level 1 | Self-Paced | 01/2005-12/2009 | 3/28 Hour(s)/Min(s) | 1.73 | Combinable | Interdisciplinary/Elective |
| | Word 2002 (Office XP): Level 1 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/28 Hour(s)/Min(s) | 1.73 | Combinable | Interdisciplinary/Elective |
| | Word 2002 (Office XP): Level 2 | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Word 2002 (Office XP): Level 2 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/50 Hour(s)/Min(s) | 1.91 | Combinable | Interdisciplinary/Elective |
| | Word 2002 (Office XP): Level 3 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/15 Hour(s)/Min(s) | 1.62 | Combinable | Interdisciplinary/Elective |
| | Word 2003: Controlling Document Information | Self-Paced | 01/2005-12/2009 | 2/8 Hour(s)/Min(s) | 1.06 | Combinable | Interdisciplinary/Elective |
| | Word 2003: Creating Basic Documents | Self-Paced | 01/2005-12/2009 | 1/52 Hour(s)/Min(s) | 0.93 | Combinable | Interdisciplinary/Elective |

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|---------------|---|-----------------|-----------------|----------------------------|------------------|---------------------|-----------------------------------|
| | Word 2003: Creating Document Templates | Self-Paced | 01/2005-12/2009 | 2/35 Hour(s)/ Min(s) | 1.29 | Combinable | Interdisciplinary/Elective |
| | Word 2003: Formatting Documents | Self-Paced | 01/2005-12/2009 | 2/32 Hour(s)/ Min(s) | 1.26 | Combinable | Interdisciplinary/Elective |
| | Word 2003: Graphic Elements In Documents | Self-Paced | 01/2005-12/2009 | 1/50 Hour(s)/ Min(s) | 0.91 | Combinable | Interdisciplinary/Elective |
| | Word 2003: Level 1 | Self-Paced | 01/2005-12/2009 | 4/36 Hour(s)/ Min(s) | 2.3 | Combinable | Interdisciplinary/Elective |
| | Word 2003: Level 2 | Self-Paced | 01/2005-12/2009 | 5/49 Hour(s)/ Min(s) | 2.91 | Combinable | Interdisciplinary/Elective |
| | Word 2003: Making Documents More Readable | Self-Paced | 01/2005-12/2009 | 1/12 Hour(s)/ Min(s) | 0.6 | Combinable | Interdisciplinary/Elective |
| | Word 2003: Making Information Accessible | Self-Paced | 01/2005-12/2009 | 1/24 Hour(s)/ Min(s) | 0.7 | Combinable | Interdisciplinary/Elective |
| | Word 2003: Working With Tables And Data | Self-Paced | 01/2005-12/2009 | 1/50 Hour(s)/ Min(s) | 0.75 | Combinable | Interdisciplinary/Elective |
| | Word 2007: New Features | Self-Paced | 01/2005-12/2009 | 3/30 Hour(s)/ Min(s) | 1.75 | Combinable | Interdisciplinary/Elective |
| | Word® 2003: Level 1 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/8 Hour(s)/ Min(s) | 1.56 | Combinable | Interdisciplinary/Elective |
| | Word® 2003: Level 2 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/2 Hour(s)/ Min(s) | 1.51 | Combinable | Interdisciplinary/Elective |
| | Word® 2003: Level 3 (For Use With Screen Readers) | Self-Paced | 01/2005-12/2009 | 3/16 Hour(s)/ Min(s) | 1.63 | Combinable | Interdisciplinary/Elective |
| | Word® 2004: Level 1 Macintosh | Self-Paced | 01/2005-12/2009 | 5/36 Hour(s)/ Min(s) | 2.8 | Combinable | Interdisciplinary/Elective |
| | Word® 2004: Level 2 Macintosh | Self-Paced | 01/2005-12/2009 | 5/39 Hour(s)/ Min(s) | 2.82 | Combinable | Interdisciplinary/Elective |
| | Word® 2007: Level 1 | Self-Paced | 01/2005-12/2009 | 9 Hour(s) | 4.5 | Combinable | Interdisciplinary/Elective |
| | Word® 2007: Level 2 | Self-Paced | 01/2005-12/2009 | 9 Hour(s) | 4.5 | Combinable | Interdisciplinary/Elective |
| | Word® 2007: Level 3 | Self-Paced | 01/2005-12/2009 | 8/45 Hour(s)/ Min(s) | 4.37 | Combinable | Interdisciplinary/Elective |
| | Word® 2008: Level 1 Macintosh | Self-Paced | 01/2005-12/2009 | 6/47 Hour(s)/ Min(s) | 3.39 | Combinable | Interdisciplinary/Elective |
| | WordPerfect 11: Level 1 | Self-Paced | 01/2005-12/2009 | 3/36 Hour(s)/ Min(s) | 1.8 | Combinable | Interdisciplinary/Elective |
| | WordPerfect 11: Level 2 | Self-Paced | 01/2005-12/2009 | 2/45 Hour(s)/ Min(s) | 1.37 | Combinable | Interdisciplinary/Elective |
| | WordPerfect 11: Level 3 | Self-Paced | 01/2005-12/2009 | 3/29 Hour(s)/ Min(s) | 1.74 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® 12: Advanced Document Management | Self-Paced | 01/2005-12/2009 | 6/49 Hour(s)/ Min(s) | 3.41 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® 12: Advanced Documents | Self-Paced | 01/2005-12/2009 | 5/3 Hour(s)/ Min(s) | 2.52 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® 12: Advanced Formatting | Self-Paced | 01/2005-12/2009 | 5/6 Hour(s)/ Min(s) | 2.55 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® 12: Creating A Document | Self-Paced | 01/2005-12/2009 | 5/10 Hour(s)/ Min(s) | 2.58 | Combinable | Interdisciplinary/Elective |

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|---------------|---|-----------------|-----------------|----------------------------|------------------|---------------------|-----------------------------------|
| | WordPerfect® 12: Making WordPerfect Work For You | Self-Paced | 01/2005-12/2009 | 5/7 Hour(s)/ Min(s) | 2.56 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® 12: Merging Data | Self-Paced | 01/2005-12/2009 | 4/16 Hour(s)/ Min(s) | 2.13 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® 12: Modifying A Document | Self-Paced | 01/2005-12/2009 | 5/6 Hour(s)/ Min(s) | 2.55 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® 12: Organizing And Proofing A Document | Self-Paced | 01/2005-12/2009 | 5/58 Hour(s)/ Min(s) | 2.98 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® 12: Using Documents In The Workplace | Self-Paced | 01/2005-12/2009 | 4/20 Hour(s)/ Min(s) | 2.16 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® X4: Level 1 | Self-Paced | 01/2005-12/2009 | 7/17 Hour(s)/ Min(s) | 3.64 | Combinable | Interdisciplinary/Elective |
| | WordPerfect® X4: Level 2 | Self-Paced | 01/2005-12/2009 | 6/53 Hour(s)/ Min(s) | 3.44 | Combinable | Interdisciplinary/Elective |

The University's Central Administration is located at 4035 S. Riverpoint Parkway Phoenix, AZ 85040. University of Phoenix is accredited by The Higher Learning Commission and is a member of the North Central Association. For additional information, contact The Higher Learning Commission, ncahlc.org.

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