



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: 11/11/2019

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

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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
	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

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	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
	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

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	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
	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

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency	
	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
	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

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	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
	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

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	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
	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

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	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
	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

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	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
	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

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	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
	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

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	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
	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

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