

\*NOTE: For course descriptions/information refer to the campus schedules and appropriate program office.

**Fall 2008 UA-Approved Non-Credit Courses eligible for UA's employee education benefit. See University Regulation 04.06.010.**

Subject	Course #	Course Title	Campus	Building	Room
ABUS	F004C	Eff Leadership/Today's Suprvsr	UAF - Main Campus	TVCC	211
ABUS	F005C	Communication in the Workplace	UAF - Main Campus	TVCC	211
ABUS	F006C	Dealing with Difficult People	UAF - Main Campus	TVCC	211
ABUS	F007C	Hiring 101: Dos and Don'ts	UAF - Main Campus	TVCC	211
ABUS	F008C	Time, Project & Meeting Mngmnt	UAF - Main Campus	TVCC	211
ABUS	F009C	Team Building & Motivating	UAF - Main Campus	TVCC	211
ABUS	F010C	Understanding Financial Stmtnts	UAF - Main Campus	TVCC	211
ABUS	F011C	Go Fish:Creatng Cstmr Srv Envr	UAF - Main Campus	TVCC	211
BFIN	AC001	Basic Business Bookkeeping	UAA - Main Campus	OFF	CMPS
BFIN	AC003	Comprehensive Financial Mgmt	UAA - Mat-Su Campus	FSM	107
CIOS	F001C	Microsoft Word 2007	UAF - Main Campus	TVCC	113
CIOS	F002C	Microsoft Excel 2007	UAF - Main Campus	TVCC	113
CIOS	F004C	Microsoft PowerPoint 2007	UAF - Main Campus	TVCC	116
CIOS	F005C	Microsoft Access 2007	UAF - Main Campus	TVCC	
CP	AC010	Office 2007 Access	UAA - Main Campus	ER	228-B
CP	AC010	Office 2007 Excel	UAA - Main Campus	ER	228-B
CP	AC010	Office 2007 Outlook	UAA - Main Campus	ER	228-B
CP	AC010	Office 2007 Power Point	UAA - Main Campus	ER	228-B
CP	AC010	Office 2007 Word	UAA - Main Campus	ER	228-B
PRD	A014	Grant Proposal Writing	UAA - Kenai Peninsula Campus	KBC	
PRD	AC042	Grants Management	UAA - Kenai Peninsula Campus	KBC	