

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

Fall 2009 UA-Approved Non-Credit Courses eligible for UA's employee education benefit. See University Regulation 04.06.010

Subject	Course #	CRN	Course Title	Campus	Building	Room
ABUS	F001C	83335	Change is Good	UAF - Main Campus	TVCC	211
ABUS	F002C	83336	Effective Presentations	UAF - Main Campus	TVCC	211
ABUS	F003C	83337	Employee Feedback: How to Build Morale	UAF - Main Campus	TVCC	211
ABUS	F004C	83338	Effective Leadership for Today's Supervisor	UAF - Main Campus	TVCC	211
ABUS	F005C	83339	Communication in the Workplace	UAF - Main Campus	TVCC	211
ABUS	F006C	83340	Dealing with Difficult People	UAF - Main Campus	TVCC	211
ABUS	F007C	83341	Hiring 101: Dos and Don'ts	UAF - Main Campus	TVCC	211
ABUS	F008C	83342	Time, Project and Meeting Management	UAF - Main Campus	TVCC	211
ABUS	F009C	83343	Team Building and Motivating Employees for Performance	UAF - Main Campus	TVCC	211
ABUS	F010C	83344	Understanding Financial Statements	UAF - Main Campus	TVCC	211
ABUS	F011C	83345	Go Fish: Creating a Customer Service Environment	UAF - Main Campus	TVCC	211
CIOS	F001C	86371	Microsoft Excel 2007	UAF - Main Campus	TVCC	TBA
CIOS	F002C	86372	Microsoft PowerPoint 2007	UAF - Main Campus	TVCC	TBA
CIOS	F005C	83908	Microsoft Access 2007	UAF - Main Campus	TVCC	TBA