



Employment Notification Form Exhibit A.

Skill List by Program

Career Center - 2015

INSTRUCTIONS

Find your School and Program in this document using the table of contents below. Choose at least 4 related skills which you use at work and include them into your Employment Notification Form (ENF). Please scan your ENF with Employment Offer Letter and email it to career@viu.edu.

CONTENTS

School of Business..... 2

 Master of Business Administration (CIP: 52.0201) 2

 Master of Science in Accounting (CIP: 52.0301) 3

 Master of Science in Project Management (CIP: 52.0211) 4

 Graduate Certificate in Project Management (CIP: 52.0211) 4

 Bachelor of Science in Business Administration (CIP: 52.0201)..... 5

 Undergraduate Certificate in Small Business Management (CIP: 52.0703) 6

 Undergraduate Certificate Medical Administrative Assistant (CIP: 51.0716) 6

 Undergraduate Certificate in International Business (CIP: 52.1101) 6

School of Computer Information Systems 7

 Master of Science in Computer Science (CIP: 11.0701) 7

 Master of Science in Information Systems (CIP: 11.0101) 7

 Master of Science in Information Systems Management (CIP: 11.0101) 7

 Masters of Science in Information Technology (CIP: 11.0103) 7

 Master of Science in Software Engineering (CIP: 14.0903)..... 8

 Graduate Certificate in Information Systems (CIP: 11.0101) 8

 Graduate Certificate in Information Systems Management (CIP: 11.0101) 8

 Graduate Certificate in Business Intelligence (CIP: 52.1301)..... 8

 Graduate Certificate in Information Technology Audit and Compliance (CIP: 11.1003) 8

 Bachelor of Science in Computer Science (CIP: 11.0701) 8

School of Education..... 9

 Master of Arts in TESOL (CIP: 13.1401) 9

 Master of Education (CIP: 13.0101) 9

 Master of Science in Applied Linguistics (CIP: 16.0105) 9

 Graduate Certificate in TESOL (CIP: 13.1401) 10

 Graduate Certificate of Education (CIP: 13.0101)..... 10

School of Public & International Affairs..... 11

 Master in Public Administration (CIP: 44.0401) 11

 Master in International Relations (CIP: 45.0901) 11

- | | | |
|---|---|---|
| <input type="checkbox"/> Accuracy | <input type="checkbox"/> Discussion | <input type="checkbox"/> Prioritization |
| <input type="checkbox"/> Active Listening | <input type="checkbox"/> Efficiency Maximization | <input type="checkbox"/> Problem Resolution |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Employee Management | <input type="checkbox"/> Production Management |
| <input type="checkbox"/> Business Planning | <input type="checkbox"/> Employee Motivation | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Estimations | <input type="checkbox"/> Program Monitoring |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Evaluation | <input type="checkbox"/> Progress Reporting |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Goal Setting and Achievement | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Hiring | <input type="checkbox"/> Proposal Development |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Contract Interpretation | <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Purchasing |
| <input type="checkbox"/> Coordination | <input type="checkbox"/> Leadership | <input type="checkbox"/> Quality Assurance |
| <input type="checkbox"/> Cost Benefit Analysis | <input type="checkbox"/> Licensing and Registration | <input type="checkbox"/> Quality Control |
| <input type="checkbox"/> Cost Calculate Equations | <input type="checkbox"/> Logistical Planning | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Cost Effective Planning | <input type="checkbox"/> Marketing | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Cost Efficiency | <input type="checkbox"/> Multi-Tasking | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Cost-Estimating | <input type="checkbox"/> Needs Assessments | <input type="checkbox"/> Self-Management |
| <input type="checkbox"/> Creative Thinking | <input type="checkbox"/> Negotiation | <input type="checkbox"/> Specification Evaluation |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Networking | <input type="checkbox"/> Strategic Management |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Operations Management | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Data Analysis | <input type="checkbox"/> Organization | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Data Interpretation | <input type="checkbox"/> Planning | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Database Maintenance | <input type="checkbox"/> Policy Assessment | <input type="checkbox"/> Time Efficiency |
| <input type="checkbox"/> Decision-Making | <input type="checkbox"/> Policy Creation | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Delegation | <input type="checkbox"/> Presentation | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Detail Orientation | | <input type="checkbox"/> Writing Business Plans |

MASTER OF SCIENCE IN ACCOUNTING (CIP: 52.0301)

- | | | |
|--|---|--|
| <input type="checkbox"/> Accuracy | <input type="checkbox"/> Documentation Assessment | <input type="checkbox"/> Reporting |
| <input type="checkbox"/> Active Listening | <input type="checkbox"/> Documentation of Facts | <input type="checkbox"/> Research |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Reviewing Balance Sheets |
| <input type="checkbox"/> Analysis | <input type="checkbox"/> Employee Management | <input type="checkbox"/> Reviewing Financial Documentation |
| <input type="checkbox"/> Analysis Defense | <input type="checkbox"/> Financial Analysis Program Use | <input type="checkbox"/> Risk Analysis |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Financial Data Analysis | <input type="checkbox"/> Risk Assessment |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Financial Recommendations | <input type="checkbox"/> Self-Confidence |
| <input type="checkbox"/> Calculating Equations | <input type="checkbox"/> Identifying Fraud | <input type="checkbox"/> Software Skills |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Identifying Risky Assets | <input type="checkbox"/> Spreadsheet Utilization |
| <input type="checkbox"/> Comparing Facts And Figures | <input type="checkbox"/> Information Processing | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Compiling Documentation | <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Tax Law Compliance |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Interpret Facts And Figures | <input type="checkbox"/> Technical Writing |
| <input type="checkbox"/> Coordinating Activities | <input type="checkbox"/> Investing | <input type="checkbox"/> Trend Identification |
| <input type="checkbox"/> Cost Benefit Analysis | <input type="checkbox"/> Making Recommendations | <input type="checkbox"/> Understanding Tax Claims |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Marketing | <input type="checkbox"/> Understanding Tax Deductions |
| <input type="checkbox"/> Customer Satisfaction | <input type="checkbox"/> Math | <input type="checkbox"/> Understanding Tax Laws |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Minimizing Liability | <input type="checkbox"/> Using Accounting Software |
| <input type="checkbox"/> Database Creation | <input type="checkbox"/> Monitoring Balance Sheets | <input type="checkbox"/> Using Bookkeeping Software |
| <input type="checkbox"/> Database Maintenance | <input type="checkbox"/> Organization | <input type="checkbox"/> Using Software |
| <input type="checkbox"/> Database Use | <input type="checkbox"/> Portfolio Creation | <input type="checkbox"/> Using Tax Preparation Software |
| <input type="checkbox"/> Dealing with Confrontation | <input type="checkbox"/> Presentation | <input type="checkbox"/> Verifying Accuracy of Tax Returns |
| <input type="checkbox"/> Decision Making | <input type="checkbox"/> Prioritization | <input type="checkbox"/> Working With Multiple Tax Returns |
| <input type="checkbox"/> Detail Orientation | <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Working With Variety of Financial Documents |
| <input type="checkbox"/> Determining Lawful Tax Credits and Deductions | <input type="checkbox"/> Pursuing Overdue Accounts | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Record Keeping | <input type="checkbox"/> Writing to an Audience |
| <input type="checkbox"/> Documentation | <input type="checkbox"/> Recruitment | |
| | <input type="checkbox"/> Relationship Building | |

VIRGINIA INTERNATIONAL UNIVERSITY SKILL LIST BY PROGRAM

MASTER OF SCIENCE IN PROJECT MANAGEMENT (CIP: 52.0211)

- | | |
|---|--|
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Multi-tasking |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Negotiation |
| <input type="checkbox"/> Computer skills | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Coordination | <input type="checkbox"/> Policy creation |
| <input type="checkbox"/> Cost benefit analysis | <input type="checkbox"/> Presentation skills |
| <input type="checkbox"/> Database maintenance | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Decision making | <input type="checkbox"/> Records management |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Relationship building |
| <input type="checkbox"/> Employee management | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Formulating business plans | <input type="checkbox"/> Self-management |
| <input type="checkbox"/> Interpersonal skills | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Task prioritization |
| | <input type="checkbox"/> Time management |

GRADUATE CERTIFICATE IN PROJECT MANAGEMENT (CIP: 52.0211)

- | | |
|---|--|
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Negotiation |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Computer skills | <input type="checkbox"/> Policy creation |
| <input type="checkbox"/> Coordination | <input type="checkbox"/> Presentation skills |
| <input type="checkbox"/> Cost benefit analysis | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Database maintenance | <input type="checkbox"/> Records management |
| <input type="checkbox"/> Decision making | <input type="checkbox"/> Relationship building |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Employee management | <input type="checkbox"/> Self-management |
| <input type="checkbox"/> Formulating business plans | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Interpersonal skills | <input type="checkbox"/> Task prioritization |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Multi-tasking | |

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (CIP: 52.0201)

- | | | |
|---|---|---|
| <input type="checkbox"/> Accuracy | <input type="checkbox"/> Efficiency Maximization | <input type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Active Listening | <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Production Management |
| <input type="checkbox"/> Assessment | <input type="checkbox"/> Employee Management | <input type="checkbox"/> Program Evaluation |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Employee Motivation | <input type="checkbox"/> Program Monitoring |
| <input type="checkbox"/> Business Planning | <input type="checkbox"/> Estimations | <input type="checkbox"/> Progress Reporting |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Evaluation | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Goal Setting and Achievement | <input type="checkbox"/> Proposal Development |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Hiring | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Purchasing |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Quality Assurance |
| <input type="checkbox"/> Contract Interpretation | <input type="checkbox"/> Leadership | <input type="checkbox"/> Quality Control |
| <input type="checkbox"/> Coordination | <input type="checkbox"/> Licensing and Registration | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Cost Benefit Analysis | <input type="checkbox"/> Logistical Planning | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Cost Calculate Equations | <input type="checkbox"/> Marketing | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Cost Effective Planning | <input type="checkbox"/> Multi-Tasking | <input type="checkbox"/> Self-Management |
| <input type="checkbox"/> Cost Efficiency | <input type="checkbox"/> Needs Assessments | <input type="checkbox"/> Specification Evaluation |
| <input type="checkbox"/> Cost-Estimating | <input type="checkbox"/> Negotiation | <input type="checkbox"/> Strategic Management |
| <input type="checkbox"/> Creative Thinking | <input type="checkbox"/> Networking | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Operations Management | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Organization | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Data Analysis | <input type="checkbox"/> Planning | <input type="checkbox"/> Time Efficiency |
| <input type="checkbox"/> Data Interpretation | <input type="checkbox"/> Policy Assessment | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Database Maintenance | <input type="checkbox"/> Policy Creation | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Decision-Making | <input type="checkbox"/> Presentation | <input type="checkbox"/> Writing Business Plan |
| <input type="checkbox"/> Delegation | <input type="checkbox"/> Prioritization | |
| <input type="checkbox"/> Detail Orientation | <input type="checkbox"/> Problem Resolution | |
| <input type="checkbox"/> Discussion | | |

UNDERGRADUATE CERTIFICATE IN SMALL BUSINESS MANAGEMENT (CIP: 52.0703)

- | | | |
|---|--|--|
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Leadership | <input type="checkbox"/> Problem Solving |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Multi-Tasking | <input type="checkbox"/> Self-Management |
| <input type="checkbox"/> Cost Benefit Analysis | <input type="checkbox"/> Negotiation | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Decision Making | <input type="checkbox"/> Organization | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Policy Creation | |
| <input type="checkbox"/> Formulating Business Plans | <input type="checkbox"/> Presentation | |

UNDERGRADUATE CERTIFICATE MEDICAL ADMINISTRATIVE ASSISTANT (CIP: 51.0716)

- | | | |
|---|---|---|
| <input type="checkbox"/> Accuracy | <input type="checkbox"/> Effective Communication | <input type="checkbox"/> Organization |
| <input type="checkbox"/> Analysis | <input type="checkbox"/> Electronic Record Keeping | <input type="checkbox"/> Record Keeping |
| <input type="checkbox"/> Coding Records for Billing | <input type="checkbox"/> Emailing | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Collecting Client Data | <input type="checkbox"/> Filing | <input type="checkbox"/> Technical Terminology |
| <input type="checkbox"/> Communicating With Clients | <input type="checkbox"/> Following Medical Charts | <input type="checkbox"/> Training Staff |
| <input type="checkbox"/> Confidentiality Procedures | <input type="checkbox"/> Following Medical Diagnosis | <input type="checkbox"/> Understand Billing Codes |
| <input type="checkbox"/> Courteousness | <input type="checkbox"/> Grammar | <input type="checkbox"/> Understanding Pertinent Laws |
| <input type="checkbox"/> Creating a Positive Work Environment | <input type="checkbox"/> Interacting With Clients | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Detail Orientation | <input type="checkbox"/> Interacting With Professionals | <input type="checkbox"/> Writing Memos |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Interpersonal Skills | |
| | <input type="checkbox"/> Office Management | |

UNDERGRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS (CIP: 52.1101)

- | | | |
|--|---|--|
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Formulating Business Plans | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Relationship Building |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Leadership | <input type="checkbox"/> Scheduling |
| <input type="checkbox"/> Coordination | <input type="checkbox"/> Multi-Tasking | <input type="checkbox"/> Self-Management |
| <input type="checkbox"/> Cost Benefit Analysis | <input type="checkbox"/> Negotiation | <input type="checkbox"/> Supervision |
| <input type="checkbox"/> Database Maintenance | <input type="checkbox"/> Organization | <input type="checkbox"/> Task Prioritization |
| <input type="checkbox"/> Decision Making | <input type="checkbox"/> Policy Creation | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Presentation Skills | |
| <input type="checkbox"/> Employee Management | <input type="checkbox"/> Problem Solving | |

SCHOOL OF COMPUTER INFORMATION SYSTEMS

MASTER OF SCIENCE IN COMPUTER SCIENCE (CIP: 11.0701)

- | | | |
|--|--|---|
| <input type="checkbox"/> Computer Systems Analysis | <input type="checkbox"/> Design and Development of Software applications | <input type="checkbox"/> Network Security |
| <input type="checkbox"/> Computer Systems Architecture | <input type="checkbox"/> Design and Development of Web applications | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Computer Systems Design | <input type="checkbox"/> Network Analysis | <input type="checkbox"/> Programming |
| <input type="checkbox"/> Computer Systems Implementation | <input type="checkbox"/> Network Architecture | <input type="checkbox"/> Research Methodology |
| <input type="checkbox"/> Computer Systems Security | <input type="checkbox"/> Network Design | <input type="checkbox"/> Security |
| <input type="checkbox"/> Database Management | <input type="checkbox"/> Network Implementation | <input type="checkbox"/> Software Design and Computer programming |
| | <input type="checkbox"/> Network Management | <input type="checkbox"/> Software Development |

MASTER OF SCIENCE IN INFORMATION SYSTEMS (CIP: 11.0101)

- | | | |
|---|---|---|
| <input type="checkbox"/> Database Management | <input type="checkbox"/> Information Systems Design | <input type="checkbox"/> Information Systems Management |
| <input type="checkbox"/> Database Management | <input type="checkbox"/> Information Systems Development | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Information Systems Analysis | <input type="checkbox"/> Information Systems Implementation | <input type="checkbox"/> Research Methodology |
| <input type="checkbox"/> Information Systems Architecture | | <input type="checkbox"/> Systems Architecture |

MASTER OF SCIENCE IN INFORMATION SYSTEMS MANAGEMENT (CIP: 11.0101)

- | | | |
|--|---|---|
| <input type="checkbox"/> Database Design | <input type="checkbox"/> Information Systems Management | <input type="checkbox"/> Information Systems Implementation |
| <input type="checkbox"/> Database Development | <input type="checkbox"/> Information Systems Analysis | <input type="checkbox"/> Information Systems Management. |
| <input type="checkbox"/> Database Implementation | <input type="checkbox"/> Information Systems Architecture | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Database Modeling | <input type="checkbox"/> Information Systems Architecture | <input type="checkbox"/> Research methodology |
| <input type="checkbox"/> Implementation and Management | <input type="checkbox"/> Information Systems Design | <input type="checkbox"/> Systems Architecture |
| <input type="checkbox"/> Information Systems Development | | |

MASTERS OF SCIENCE IN INFORMATION TECHNOLOGY (CIP: 11.0103)

- | | | |
|--|---|---|
| <input type="checkbox"/> Application Development | <input type="checkbox"/> Information Systems Design | <input type="checkbox"/> Information Systems Security |
| <input type="checkbox"/> Database Management | <input type="checkbox"/> Information systems development | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Design and Development of Software applications | <input type="checkbox"/> Information Systems Implementation | <input type="checkbox"/> Programming |
| <input type="checkbox"/> Information Systems Analysis | <input type="checkbox"/> Information Systems Management | <input type="checkbox"/> Research Methodology |
| <input type="checkbox"/> Information Systems Architecture | | <input type="checkbox"/> Software Development |
| | | <input type="checkbox"/> Systems Architecture |

MASTER OF SCIENCE IN SOFTWARE ENGINEERING (CIP: 14.0903)

Software Engineering

GRADUATE CERTIFICATE IN INFORMATION SYSTEMS (CIP: 11.0101)

Database Management

Information Systems
Architecture

Networking

Information Systems
Development

Information Systems
Implementation

Research Methodology

Systems Architecture

Information Systems Analysis

Information Systems
Management

GRADUATE CERTIFICATE IN INFORMATION SYSTEMS MANAGEMENT (CIP: 11.0101)

Skills you learned in your
degree which you are using in
the workplace

Information Systems Analysis

Information Systems
Management

Information Systems
Architecture

Networking

Database Management

Information Systems
Implementation

Research Methodology

Information Systems
Development

Systems Architecture

GRADUATE CERTIFICATE IN BUSINESS INTELLIGENCE (CIP: 52.1301)

Business Intelligence

Data Analytics

GRADUATE CERTIFICATE IN INFORMATION TECHNOLOGY AUDIT AND COMPLIANCE (CIP: 11.1003)

Information Systems
Architecture

Information Systems Design

Network Administration

Database Management

Information Systems
Implementation

Network Security

Information Systems Security

Information Systems
Management

Networking

Information Systems Analysis

BACHELOR OF SCIENCE IN COMPUTER SCIENCE (CIP: 11.0701)

Applications and operating
Systems Security

Design and Development of
web applications

Network Design

Architecture

Information Systems Analysis

Network Operating Systems
Security

Computer Program Design

Information Systems
Architecture

Network Security

Computer programming

Information Systems Design

Networking

Database Management

Information Systems
Implementation

Security

Design and Development of
Software applications

Network Applications

Software Design

Software development

SCHOOL OF EDUCATION

MASTER OF ARTS IN TESOL (CIP: 13.1401)

- | | | |
|--|---|---|
| <input type="checkbox"/> Teaching diverse students | <input type="checkbox"/> Developing formative assessments | <input type="checkbox"/> Lesson planning |
| <input type="checkbox"/> Complying with learning outcomes | <input type="checkbox"/> Developing learner skill assessments | <input type="checkbox"/> Outcome integration |
| <input type="checkbox"/> Constructing authentic language based classroom material construction | <input type="checkbox"/> Developing learning outcomes | <input type="checkbox"/> Program Analysis |
| <input type="checkbox"/> Course planning | <input type="checkbox"/> Developing needs assessments | <input type="checkbox"/> Regulation compliance |
| <input type="checkbox"/> Creating of need/desire based learner experiences | <input type="checkbox"/> Developing summative assessments | <input type="checkbox"/> Teaching Language Skills |
| | | <input type="checkbox"/> Using classroom technology |

MASTER OF EDUCATION (CIP: 13.0101)

- | | | |
|---|---|---|
| <input type="checkbox"/> Classroom disruption management | <input type="checkbox"/> Developing learning outcomes | <input type="checkbox"/> Meeting student physical needs |
| <input type="checkbox"/> Conducting action research | <input type="checkbox"/> Developing needs assessments | <input type="checkbox"/> Outcome integration |
| <input type="checkbox"/> Course planning | <input type="checkbox"/> Developing summative assessments | <input type="checkbox"/> Regulation compliance |
| <input type="checkbox"/> Creating need/desire based learner experiences | <input type="checkbox"/> Lesson planning | <input type="checkbox"/> Teaching diverse students |
| <input type="checkbox"/> Developing formative learner assessments | <input type="checkbox"/> Meeting student cognitive needs | <input type="checkbox"/> Teaching Specific Content Areas (Math, Science, or ESOL) |
| <input type="checkbox"/> Developing learner skill assessments | <input type="checkbox"/> Meeting student cultural needs | <input type="checkbox"/> Using classroom technology |
| | <input type="checkbox"/> Meeting student emotional needs | |

MASTER OF SCIENCE IN APPLIED LINGUISTICS (CIP: 16.0105)

- | | | |
|--|---|--|
| <input type="checkbox"/> Classroom disruption management | <input type="checkbox"/> Developing online course material | <input type="checkbox"/> Meeting student emotional needs |
| <input type="checkbox"/> Conducting action research | <input type="checkbox"/> Developing online education technology courses | <input type="checkbox"/> Meeting student physical needs |
| <input type="checkbox"/> Course planning | <input type="checkbox"/> Developing program implementation plans | <input type="checkbox"/> Outcome integration |
| <input type="checkbox"/> Creating authentic language based classroom materials | <input type="checkbox"/> Developing summative assessments | <input type="checkbox"/> Program analysis |
| <input type="checkbox"/> Developing formative assessments | <input type="checkbox"/> Implement online courses | <input type="checkbox"/> Program management planning |
| <input type="checkbox"/> Developing learning outcomes | <input type="checkbox"/> Lesson planning | <input type="checkbox"/> Regulation compliance |
| <input type="checkbox"/> Developing need/desire based learner experiences | <input type="checkbox"/> Meeting student cognitive needs | <input type="checkbox"/> Teaching diverse students |
| <input type="checkbox"/> Developing needs assessments | <input type="checkbox"/> Meeting student cultural needs | <input type="checkbox"/> Teaching Language Skills |
| | | <input type="checkbox"/> Using classroom technology |

GRADUATE CRTIFICATE IN TESOL (CIP: 13.1401)

- | | |
|--|---|
| <input type="checkbox"/> Teaching diverse students | <input type="checkbox"/> Developing needs assessments |
| <input type="checkbox"/> Complying with learning outcomes | <input type="checkbox"/> Developing summative assessments |
| <input type="checkbox"/> Constructing authentic language based classroom material construction | <input type="checkbox"/> Lesson planning |
| <input type="checkbox"/> Course planning | <input type="checkbox"/> Outcome integration |
| <input type="checkbox"/> Creating of need/desire based learner experiences | <input type="checkbox"/> Program Analysis |
| <input type="checkbox"/> Developing formative assessments | <input type="checkbox"/> Regulation compliance |
| <input type="checkbox"/> Developing learner skill assessments | <input type="checkbox"/> Teaching Language Skills |
| <input type="checkbox"/> Developing learning outcomes | <input type="checkbox"/> Using classroom technology |

GRADUATE CERTIFICATE OF EDUCATION (CIP: 13.0101)

- | | |
|---|--|
| <input type="checkbox"/> Classroom disruption management | <input type="checkbox"/> Lesson planning |
| <input type="checkbox"/> Conducting action research | <input type="checkbox"/> Meeting student cognitive needs |
| <input type="checkbox"/> Course planning | <input type="checkbox"/> Meeting student cultural needs |
| <input type="checkbox"/> Creating need/desire based learner experiences | <input type="checkbox"/> Meeting student emotional needs |
| <input type="checkbox"/> Developing formative learner assessments | <input type="checkbox"/> Meeting student physical needs |
| <input type="checkbox"/> Developing learner skill assessments | <input type="checkbox"/> Outcome integration |
| <input type="checkbox"/> Developing learning outcomes | <input type="checkbox"/> Regulation compliance |
| <input type="checkbox"/> Developing needs assessments | <input type="checkbox"/> Teaching diverse students |
| <input type="checkbox"/> Developing summative assessments | <input type="checkbox"/> Using classroom technology |

SCHOOL OF PUBLIC & INTERNATIONAL AFFAIRS**MASTER IN PUBLIC ADMINISTRATION (CIP: 44.0401)**

- | | |
|--|--|
| <input type="checkbox"/> Advocate issues | <input type="checkbox"/> Health Care administration |
| <input type="checkbox"/> Analyze Information | <input type="checkbox"/> Human Resource practices (public and non-profit) |
| <input type="checkbox"/> Argument and debate | <input type="checkbox"/> IT planning and security |
| <input type="checkbox"/> Budget design | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Management |
| <input type="checkbox"/> Comparative analysis strategy | <input type="checkbox"/> Motivation |
| <input type="checkbox"/> Critical thinking | <input type="checkbox"/> Organizational management (public and non-profit) |
| <input type="checkbox"/> Data analysis and forecasting | <input type="checkbox"/> Policy preference formation |
| <input type="checkbox"/> Data collection | <input type="checkbox"/> Program assessment (public and non-profit) |
| <input type="checkbox"/> Data interpretation | <input type="checkbox"/> Program design (public and non-profit) |
| <input type="checkbox"/> Decision making | <input type="checkbox"/> Program implementation (public and non-profit) |
| <input type="checkbox"/> Financial planning | <input type="checkbox"/> Research and source information |
| <input type="checkbox"/> Fund raising | <input type="checkbox"/> Statistical interpretation |
| <input type="checkbox"/> Grant-writing | <input type="checkbox"/> Surveying |

MASTER IN INTERNATIONAL RELATIONS (CIP: 45.0901)

- | | |
|--|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Implementing best practices in international finance management |
| <input type="checkbox"/> Analyze international political development | <input type="checkbox"/> International finance management |
| <input type="checkbox"/> Analyzing information | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Coherent argument construction | <input type="checkbox"/> Management |
| <input type="checkbox"/> Critical thinking | <input type="checkbox"/> Management of international business |
| <input type="checkbox"/> Cross cultural communication | <input type="checkbox"/> Multilingual sensitivity |
| <input type="checkbox"/> Cross cultural negotiation | <input type="checkbox"/> Presenting |
| <input type="checkbox"/> Cultural sensitivity | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Design development or policy proposals | <input type="checkbox"/> Researching |
| <input type="checkbox"/> Forecasting future trends from complex data | <input type="checkbox"/> Sourcing writing |
| <input type="checkbox"/> Formulate policy | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Grant implementation | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Grant writing | <input type="checkbox"/> Writing opinion pieces |
| <input type="checkbox"/> Implement development or policy proposals | <input type="checkbox"/> Writing policy research |