



**DEFENSE ACQUISITION UNIVERSITY**  
 9820 Belvoir Road, Fort Belvoir, VA 22060-5565

UNOFFICIAL TRANSCRIPT AS OF JANUARY 25, 2016

**STUDENT:** MANUEL E DELVILLAR  
**SSN:** XXX-XX-2669

Course Code	Course Title	Completed <sup>1</sup>	ACE <sup>2</sup>	CEU <sup>3</sup>	CLP <sup>4</sup>	RRP <sup>5</sup>
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**SECTION I: DAU Course Completions**

No completions on record with DAU

**SECTION II: DAU Continuous Learning Modules**

HBS 411	Developing Employees	2013-12-16	N/A	N/A	2.00	1
HBS 413	Dismissing An Employee	2013-12-16	N/A	N/A	2.00	1
HBS 416	Feedback Essentials	2013-12-16	N/A	N/A	2.00	1
HBS 417	Finance Essentials	2013-12-11	N/A	N/A	2.00	1
HBS 419	Goal Setting	2013-12-11	N/A	N/A	2.00	1
HBS 425	Managing Upward	2013-12-11	N/A	N/A	2.00	1
HBS 429	New Manager Transitions	2013-12-11	N/A	N/A	2.00	1
HBS 433	Presentation Skills	2013-12-11	N/A	N/A	2.00	1
HBS 442	Time Management	2013-10-24	N/A	N/A	2.00	1
HBS 437	Strategic Thinking	2013-10-23	N/A	N/A	2.00	1
HBS 438	Strategy Execution	2013-10-23	N/A	N/A	2.00	1
HBS 439	Stress Management	2013-10-23	N/A	N/A	2.00	1
HBS 440	Team Leadership	2013-10-23	N/A	N/A	2.00	1
HBS 441	Team Management	2013-10-23	N/A	N/A	2.00	1
HBS 444	Writing Skills	2013-10-23	N/A	N/A	2.00	1
HBS 303	Leading Team With Emotional Intelligence	2013-10-22	N/A	N/A	3.00	1
HBS 309	Coaching For Results	2013-10-22	N/A	N/A	2.00	1
HBS 406	Coaching	2013-10-22	N/A	N/A	2.00	1
HBS 409	Decision Making	2013-10-22	N/A	N/A	2.00	1
HBS 410	Delegating	2013-10-22	N/A	N/A	2.00	1
HBS 414	Diversity	2013-10-22	N/A	N/A	2.00	1
HBS 415	Ethics At Work	2013-10-22	N/A	N/A	2.00	1
HBS 424	Leading And Motivating	2013-10-22	N/A	N/A	2.00	1
HBS 432	Persuading Others	2013-10-22	N/A	N/A	2.00	1


**SECTION III: DAU Courses Credited by Completing an Equivalent Course <sup>6</sup>**

No completions on record with DAU

Course Code	Course Title	Completed <sup>1</sup>	ACE <sup>2</sup>	CEU <sup>3</sup>	CLP <sup>4</sup>	RRP <sup>5</sup>
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**SECTION IV: DAU Courses Credited Through Fulfillment <sup>7</sup>**

No completions on record with DAU

  
 Jeanette Madrid  
 Director, Student  
 Services

- <sup>1</sup> DAU does not issue letter grades. All measurable courses are PASS/FAIL where the student must demonstrate a Mastery of all learning outcomes at 80% or better. Only mastered courses are listed.
- <sup>2</sup> American Council on Education (ACE): This course has been reviewed by the American Council on Education and has recommended semester credit hours as listed. U = Undergraduate G = Graduate.
- <sup>3</sup> Continuing Education Units (CEU): DAU is a member of the International Association for Education and Training (IACET). CEUs have been awarded for this course in accordance with IACET standards.
- <sup>4</sup> Continuous Learning Points (CLP): Members of the DoD AT&L workforce are required to participate in continuous learning activities. This course is approved for the number of CLPs as listed.
- <sup>5</sup> Reserve Retirement Points (RRP): Military Reserve Students Only. This represents the number of points that should be awarded for completion of this course.
- <sup>6</sup> Equivalent Courses: Equivalent Courses are courses or programs of instruction, offered by other Federal Agencies, Colleges or Universities, Private Vendors or Not For Profit Organizations that have been determined through an independent evaluation by ACE and approved by DAU to substantially meet or exceed the outcomes and content of one or more DAU courses. DAU maintains no records of equivalent courses completed by this student. Courses reflected in this section have been reported as completed by the student's parent DoD Component at the time of reporting.
- <sup>7</sup> Credit through Fulfillment: Members of the DoD AT&L workforce who can demonstrate proficiency through an assessment of their previous education, training and experience against the outcomes of any select level DAU course may be granted credit for completing the course through the Fulfillment Program. DAU maintains no records of fulfilled courses approved for this student. Courses reflected in this section have been reported as fulfilled by the student's parent DoD Component at the time of reporting.

**In accordance with the Privacy Act of 1974, this transcript is not releasable to third parties without written authorization of the Student.**