

**APPROVED MANAGEMENT COURSES FOR PROMOTION QUALIFICATION**

A. **GENERAL:** Courses listed below may be taken without prior approval. Courses other than those listed below require prior approval from the Director, Commissioned Personnel Center (CPC). Use the course titles below as a guide for the type of courses that will be approved as substitutes. Requests for approval of courses, including college-level courses, must include the course name, number of credit hours, and a brief course description. For college-level courses, five semester hours or seven quarter hours are considered to be equivalent to 15.0 Continuing Education Units (CEU). This equates to 3.0 CEU for each semester credit and 2.1 CEU for each quarter credit. Ten general short-course hours are equal to 1.0 CEU. Any CEU acquired in excess for promotion to the next grade will be counted towards the requirement for the following grade. Credit will not be given for courses of less than 8 hours or 0.6 CEU.

B. **PRE-APPROVED COURSES FUNDED BY CPC:** The following self-study correspondence courses, available through the USDA Graduate School, are pre-approved. The CPC Training Coordinator will procure these courses upon request.

1. For promotion to lieutenant (junior grade):

Introduction to Supervision SUPV3101N, 3.0 CEU.

2. For promotion to lieutenant:

Introduction to Federal Budgeting, BUDG7001N, 2.4 CEU and  
Assertive Supervision, SUPV7002N, 2.4 CEU (other pre-approved supervisory courses may be substituted).

3. For promotion to lieutenant commander:

Basic Project Management, PROJ7001N, 2.4 CEU,  
Basic Labor Relations, LABR7051N, 4.0 CEU,  
EEO–Its Place in the Federal Government, EEOP7051N, 1.6 CEU,  
Preventing Sexual Harassment in the Workplace, EEOP7003N, 1.6 CEU,  
Effective Work Delegation, SUPV7056N, 2.4 CEU,  
Solving Performance and Conduct Problems, LABR 7052N, 2.4 CEU,  
Improving Employee Performance, SUPV7007N, 2.4 CEU,  
Time Management for Supervisors, SUPV7051N, 2.4 CEU,

Information on USDA correspondence courses may be obtained by visiting their website at [www.grad.usda.gov](http://www.grad.usda.gov).