



ACADEMY OF LEARNING COLLEGE

2003-2014 Credit Recommendation Guide

The following courses have been evaluated by Corporate Articulation to potentially fulfill General Education or Elective credits for an Undergraduate Degree. In order to potentially receive any of the credits recommended below, students should submit supporting documents to Prior Learning Assessment. For more information on PLA visit: ecampus.phoenix.edu/pla or contact the department toll free at 866-440-4707.

There are fees associated with your PLA submission. However, you may be eligible for PLA benefits. Please contact your Finance Advisor for more information. PLA will not award credit for certifications or coursework that duplicates the content of credits earned through PLA, transfer credit, National Testing Program credit or University of Phoenix. Clock hour to semester credit hour conversions are made by the University using current U.S. Department of Education standards.

University of Phoenix Equivalency: General Education or Elective category to which credit can be applied.

Combinable: Courses may only be combined with courses of similar content and General Education/Elective areas.

Non-Academic: Lack of college level theory and/or principle necessary for credit recognition. Company specific and skill-based training.

Too Few Hours: Courses/training that cannot receive credit because they are less than 1 hour total in length. Similar content in a 1(+) hour timeframe may be eligible for credit.

Applicable Hours: Indicates the total amount of actual learning time. Any breaks or lunch time included in the initial clock hours have been removed.

Updated: 07/30/2019

The credit awards shown are for informative purposes, state and program limits on Prior Learning Assessment credit may apply.

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
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Operating Systems

MSD2K001	Introduction To MS-DOS	Self-Paced	01/2003-07/2014	28 Hour(s)	11	0.5	Science/Technology
WINXPE1	Microsoft Windows XP - Level 1	Self-Paced	01/2008- 07/2014	21 Hour(s)	7.5	0.5	Interdisciplinary/Elective
WINXPE2	Microsoft Windows XP- Level 2	Self-Paced	01/2008- 07/2014	20 Hour(s)	7	Combinable	Interdisciplinary/Elective
WINVSM1	Microsoft Windows Vista Level 1	Self-Paced	01/2009-07/2014	21 Hour(s)	7.5	0.5	Interdisciplinary/Elective
WINVSM2	Microsoft Windows Vista Level 2	Self-Paced	01/2009-07/2014	20 Hour(s)	7	Combinable	Interdisciplinary/Elective
WIN07M1	Microsoft Windows Level 1	Self-Paced	01/2011-07/2014	21 Hour(s)	7.5	0.5	Interdisciplinary/Elective

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
WIN07M2	Microsoft Windows Level 2	Self-Paced	01/2011-07/2014	20 Hour(s)	7	Combinable	Interdisciplinary/Elective

Accounting

ACPW55E2	ACCPAC 500 ERP 5.5 - Inventory Control And Order Entry	Self-Paced	01/2010-07/2014	27 Hour(s)	10.5	0.5	Interdisciplinary/Elective
ACPW55E3	ACCPAC 500 ERP 5.5 - General Ledger	Self-Paced	01/2010-07/2014	32 Hour(s)	13	0.5	Interdisciplinary/Elective
ACPW55E4	ACCPAC 500 ERP 5.5 - Accounts Receivable	Self-Paced	01/2010-07/2014	21 Hour(s)	8.5	0.5	Interdisciplinary/Elective
ACPW55E5	ACCPAC 500 ERP 5.5 - Accounts Payable	Self-Paced	01/2010-07/2014	21 Hour(s)	8.5	0.5	Interdisciplinary/Elective
BBK99E1	Basic Bookkeeping - Level 1	Self-Paced	01/2003-07/2014	30 Hour(s)	11	0.5	Interdisciplinary/Elective
BBK99E2	Basic Bookkeeping - Level 2	Self-Paced	01/2003-07/2014	20 Hour(s)	6	Combinable	Interdisciplinary/Elective
QBK12E1	QuickBooks Premier 2012	Self-Paced	06/2013-01/2014	29 Hour(s)	11.5	0.5	Interdisciplinary/Elective
SFW10E1	Simply Accounting 2010	Self-Paced	01/2005 - 09/2013	46 Hour(s)	20	1.0	Interdisciplinary/Elective
SG5013E1	Sage 50 Premium Accounting	Self-Paced	10/2013 - 07/2014	46 Hour(s)	20	1.0	Interdisciplinary/Elective
CPA06E1	Payroll Compliance Legislation	Self-Paced	01/2008- 07/2014	60 Hour(s)	27.5	1.5	Interdisciplinary/Elective
CPA06E2	Payroll Fundamentals 1	Self-Paced	01/2008- 07/2014	60 Hour(s)	27.5	1.5	Interdisciplinary/Elective
CPA06E3	Payroll Fundamentals 2	Self-Paced	01/2008- 07/2014	60 Hour(s)	27.5	1.5	Interdisciplinary/Elective

Database Management

ACS07M1	Microsoft Access 2007 Level 1	Self-Paced	09/2008 - 07/2014	27 Hour(s)	10.5	0.5	Interdisciplinary/Elective
ACS07M2	Microsoft Access 2007 Level 2	Self-Paced	09/2008 - 07/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
ACS10M1	Microsoft Access 2010 Level 1	Self-Paced	12/2012-07/2014	27 Hour(s)	10.5	0.5	Interdisciplinary/Elective

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ACS10M2	Microsoft Access 2010 Level 2	Self-Paced	12/2012-07/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
ACS10P1	Microsoft Access 2010 Level 1	Self-Paced	01/2014-07/2014	27 Hour(s)	10.5	0.5	Interdisciplinary/Elective
ACS10P2	Microsoft Access 2010 Level 2	Self-Paced	01/2014-07/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective

Graphics/Presentation

PBL03E1	Microsoft Publisher	Self-Paced	01/2003 - 01/2014	26 Hour(s)	10	0.5	Interdisciplinary/Elective
PBL10P1	Microsoft Publisher 2010	Self-Paced	01/2014-07/2014	26 Hour(s)	10	0.5	Interdisciplinary/Elective
DPPS00E1	Desktop Publishing And Marketing Assistant Practical Simulation	Classroom	01/2003-07/2014	22 Hour(s)	22	1.0	Interdisciplinary/Elective
DPPS00E1	Desktop Publishing And Marketing Assistant Practical Simulation	Classroom	01/2003-07/2014	30 Hour(s)	30	2.0	Interdisciplinary/Elective
PPT07M1	Microsoft PowerPoint 2007 Level 1	Self-Paced	09/2008 - 07/2014	24 Hour(s)	9	0.5	Interdisciplinary/Elective
PPT07M2	Microsoft PowerPoint 2007 Level 2	Self-Paced	09/2008 - 07/2014	26 Hour(s)	10	0.5	Interdisciplinary/Elective
PPT10M1	Microsoft PowerPoint 2007 Level 1	Self-Paced	12/2012-07/2014	24 Hour(s)	9	0.5	Interdisciplinary/Elective
PPT10M2	Microsoft PowerPoint 2010 Level 2	Self-Paced	12/2012-07/2014	26 Hour(s)	10	0.5	Interdisciplinary/Elective
PPT10P1	Microsoft PowerPoint 2007 Level 1	Self-Paced	01/2014-07/2014	24 Hour(s)	9	0.5	Interdisciplinary/Elective
PPT10P2	Microsoft PowerPoint 2007 Level 2	Self-Paced	01/2014-07/2014	26 Hour(s)	10	0.5	Interdisciplinary/Elective
4017CS5	Color Theory	Self-Paced	03/2008-08/2014	25 Hour(s)	10.5	0.5	Interdisciplinary/Elective
4218	Photoshop Basics	Self-Paced	03/2008-08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
4221	Fundamentals Of Typography	Self-Paced	03/2008-08/2014	20 Hour(s)	8	0.5	Interdisciplinary/Elective
4226	Illustrator Basics	Self-Paced	03/2008-08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
5221	Information Design 1	Self-Paced	03/2008-08/2014	20 Hour(s)	8	0.5	Interdisciplinary/Elective

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Office Skills

INT07E1	Introduction To The Internet	Self-Paced	05/2007-08/2014	22	Hour(s)	0	0.0	Non-Academic
INF13E1	Internet Fundamentals	Self-Paced	03/2014-08/2014	22	Hour(s)	0	0.0	Non-Academic
IPC09E1-U	Introduction To Personal Computers For End Users	Self-Paced	03/2010-01/2014	24	Hour(s)	9	0.5	Interdisciplinary/Elective
IPC13E1-T	Introduction To Personal Computers For Technical Users	Self-Paced	03/2010-01/2014	24	Hour(s)	9	0.5	Interdisciplinary/Elective
PCF13E1-U	Personal Computer Fundamentals For End Users	Self-Paced	01/2014-07/2014	24	Hour(s)	9	0.5	Interdisciplinary/Elective
PCF13E1-T	Personal Computer Fundamentals For Technical Users	Self-Paced	01/2014-07/2014	24	Hour(s)	9	0.5	Interdisciplinary/Elective
KBD04E1	Introduction To Keyboarding	Self-Paced	12/2004-07/2014	19	Hour(s)	0	0.0	Non-Academic
KBD04E2	Keyboard Skill Building - Level 1	Self-Paced	12/2004-07/2014	25	Hour(s)	0	0.0	Non-Academic
KBD04E3	Keyboard Skill Building - Level 2	Self-Paced	12/2004-07/2014	25	Hour(s)	0	0.0	Non-Academic
KBD04E4	Keyboard Skill Building - Level 3	Self-Paced	12/2004-07/2014	25	Hour(s)	0	0.0	Non-Academic
BSC07E1	Business Correspondence Level 1	Self-Paced	12/2010-03/2014	32	Hour(s)	13	0.5	Interdisciplinary/Elective
BSC07E2	Business Correspondence Level 2	Self-Paced	12/2010-03/2014	32	Hour(s)	13	0.5	Interdisciplinary/Elective
BSC10E1	Business Correspondence Level 1	Self-Paced	12/2010-03/2014	32	Hour(s)	13	0.5	Interdisciplinary/Elective
BSC10E2	Business Correspondence Level 2	Self-Paced	12/2010-03/2014	32	Hour(s)	13	0.5	Interdisciplinary/Elective
PWS00101	Punctuation And Writing Skills	Classroom	01/2003-12/2014	16	Hour(s)	0	0.0	Non-Academic
OFP07E1	Office Procedures - Level 1	Classroom	01/2011-03/2014	24	Hour(s)	0	0.0	Non-Academic
OFP07E2	Office Procedures - Level 2	Classroom	01/2011-03/2014	24	Hour(s)	0	0.0	Non-Academic
OFP10E1	Office Procedures - Level 1	Classroom	04/2014 - 07/2014	24	Hour(s)	0	0.0	Non-Academic

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OFP10E2	Office Procedures - Level 2	Classroom	04/2014 - 07/2014	24 Hour(s)	0	0.0	Non-Academic
BMA06E1	Business Math	Self-Paced	07/2006-07/2014	22 Hour(s)	8	0.5	Interdisciplinary/Elective
BPL00101	Business Planning	Classroom	01/2003-07/2014	16 Hour(s)	12	0.5	Interdisciplinary/Elective
MFN06E1	Management Fundamentals	Self-Paced	03/2006-07/2014	36 Hour(s)	15	1.0	Interdisciplinary/Elective
WSI00E1	Workplace Success/Intrapreneurship	Self-Paced	01/2003-07/2014	32 Hour(s)	12.5	0.5	Interdisciplinary/Elective
BAPS00E1	Business & Office Accounting Clerk Practical Simulation	Self-Paced	01/2003-07/2014	16 Hour(s)	8	0.5	Interdisciplinary/Elective
OTL07M1	Microsoft Outlook 2007 - Level 1	Self-Paced	09/2008 - 07/2014	25 Hour(s)	9.5	0.5	Interdisciplinary/Elective
OTL07M2	Microsoft Outlook 2007 - Level 2	Self-Paced	09/2008 - 07/2014	25 Hour(s)	9.5	0.5	Interdisciplinary/Elective
OTL10M1	Microsoft Outlook 2010 - Level 1	Self-Paced	12/2012-07/2014	25 Hour(s)	9.5	0.5	Interdisciplinary/Elective
OTL10M2	Microsoft Outlook 2010 - Level 2	Self-Paced	12/2012-07/2014	25 Hour(s)	9.5	0.5	Interdisciplinary/Elective
OTL10P1	Microsoft Outlook 2010 - Level 1	Self-Paced	01/2014-07/2014	25 Hour(s)	9.5	0.5	Interdisciplinary/Elective
OTL10P2	Microsoft Outlook 2010 - Level 2	Self-Paced	01/2014-07/2014	25 Hour(s)	9.5	0.5	Interdisciplinary/Elective
CSR04E1	Customer Service	Self-Paced	01/2005 - 12/2013	30 Hour(s)	12	0.5	Interdisciplinary/Elective
CSR11E1	Customer Service	Self-Paced	01/2014 - 07/2014	30 Hour(s)	15	1.0	Interdisciplinary/Elective
CSR04E1A	Customer Service Essentials	Self-Paced	01/2005 - 12/2013	20 Hour(s)	7.5	0.5	Interdisciplinary/Elective
CSR13E1A	Customer Service Essentials	Self-Paced	01/2014 - 07/2014	20 Hour(s)	7.5	0.5	Interdisciplinary/Elective
CSPS00E1	Customer Service And Information Clerk Practical Simulation	Self-Paced	01/2003-07/2014	16 Hour(s)	0	0.0	Non-Academic
MDT00E1	Introduction To Medical Terminology	Self-Paced	01/2003-07/2014	32 Hour(s)	16	1.0	Interdisciplinary/Elective
MDP00E1	Medical Office Procedures	Self-Paced	01/2003-07/2014	32 Hour(s)	13	0.5	Interdisciplinary/Elective
MDL09E1	Learning Medical Language	Self-Paced	10/2010-08/2014	150 Hour(s)	72.5	4.5	Interdisciplinary/Elective

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MRPS00E1	Medical Receptionist Practical Simulation	Self-Paced	01/2004-08/2014	20 Hour(s)	0	0.0	Non-Academic

Spreadsheets

EXC07M1	Microsoft Excel 2007 Level 1	Self-Paced	09/2008- 07/2014	28 Hour(s)	11	0.5	Interdisciplinary/Elective
EXC07M2	Microsoft Excel 2007 Level 2	Self-Paced	09/2008- 07/2014	35 Hour(s)	14.5	0.5	Interdisciplinary/Elective
EXC07M3	Microsoft Excel 2007 Level 3	Self-Paced	09/2008- 07/2014	35 Hour(s)	14.5	0.5	Interdisciplinary/Elective
EXC10M1	Microsoft Excel 2010 Level 1	Self-Paced	12/2012-07/2014	28 Hour(s)	11	0.5	Interdisciplinary/Elective
EXC10M2	Microsoft Excel 2010 Level 2	Self-Paced	12/2012-07/2014	35 Hour(s)	14.5	0.5	Interdisciplinary/Elective
EXC10M3	Microsoft Excel 2010 Level 3	Self-Paced	12/2012-07/2014	35 Hour(s)	14.5	0.5	Interdisciplinary/Elective
EXC10P1	Microsoft Excel 2010 Level 1	Self-Paced	01/2014-07/2014	28 Hour(s)	11	0.5	Interdisciplinary/Elective
EXC10P2	Microsoft Excel 2010 Level 2	Self-Paced	01/2014-07/2014	35 Hour(s)	14.5	0.5	Interdisciplinary/Elective
EXC10P3	Microsoft Excel 2010 Level 3	Self-Paced	01/2014-07/2014	35 Hour(s)	14.5	0.5	Interdisciplinary/Elective

Word Processing

WPW90E1	WordPerfect 9 - Level 1	Classroom	01/2003-07/2014	20 Hour(s)	14	0.5	Interdisciplinary/Elective
WPW90E2	WordPerfect 9 - Level 2	Classroom	01/2003-07/2014	20 Hour(s)	14	0.5	Interdisciplinary/Elective
WPW90E3	WordPerfect 9 - Level 3	Classroom	01/2003-07/2014	20 Hour(s)	14	0.5	Interdisciplinary/Elective
WRD07M1	Microsoft Word 2007 - Level 1	Self-Paced	09/2008 - 07/2014	28 Hour(s)	11	0.5	Interdisciplinary/Elective
WRD07M2	Microsoft Word 2007 - Level 2	Self-Paced	09/2008 - 07/2014	37 Hour(s)	15.5	1.0	Interdisciplinary/Elective
WRD07M3	Microsoft Word 2007 - Level 3	Self-Paced	09/2008 - 07/2014	34 Hour(s)	14	0.5	Interdisciplinary/Elective

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
WRD10M1	Microsoft Word 2010 - Level 1	Self-Paced	12/2012-07/2014	28 Hour(s)	11	0.5	Interdisciplinary/Elective
WRD10M2	Microsoft Word 2010 - Level 2	Self-Paced	12/2012-07/2014	37 Hour(s)	15.5	1.0	Interdisciplinary/Elective
WRD10M3	Microsoft Word 2010 - Level 3	Self-Paced	12/2012-07/2014	34 Hour(s)	14	0.5	Interdisciplinary/Elective
WRD10M1	Microsoft Word 2010 - Level 1	Self-Paced	01/2014-07/2014	28 Hour(s)	11	0.5	Interdisciplinary/Elective
WRD10M2	Microsoft Word 2010 - Level 2	Self-Paced	01/2014-07/2014	37 Hour(s)	15.5	1.0	Interdisciplinary/Elective
WRD10M3	Microsoft Word 2010 - Level 3	Self-Paced	01/2014-07/2014	34 Hour(s)	14	0.5	Interdisciplinary/Elective

PC Troubleshooting

SSCAC801	CompTIA A+ Certification: 220-801	Self-Paced	03/2013-08/2014	100 Hour(s)	42	2.5	Science/Technology
SSCAC802	CompTIA A+ Certification: 220-802	Self-Paced	03/2013-08/2014	100 Hour(s)	42	2.5	Science/Technology
SSMS432	Microsoft SQL Server 2008 Implementation And Maintenance	Self-Paced	06/2011-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSMS410	Microsoft Windows Server 2012 Installing And Configuring	Self-Paced	12/2013-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSMS411	Microsoft Windows Server 2012 Administering	Self-Paced	12/2013-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSMS412	Microsoft Windows Server 2012 Configuring Advanced Services	Self-Paced	12/2013-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSMS640	Microsoft Windows Server 2008 Configuring Active Directory	Self-Paced	06/2010-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSMS642	Microsoft Windows Server 2008 Configuring Network Infrastructure	Self-Paced	06/2010-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSMS643	Microsoft Windows Server 2008 Configuring Applications Infrastructure	Self-Paced	09/2010-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSMS646	Microsoft Windows Server 2008 Server Administration	Self-Paced	06/2010-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSMS647	Microsoft Windows Server 2008 Enterprise Administration	Self-Paced	06/2010-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSMS680	Microsoft Windows 7 Configuring	Self-Paced	09/2010-08/2014	100 Hour(s)	40	2.5	Science/Technology

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SSMS685	Microsoft Windows 7 Enterprise Desktop Support Technician	Self-Paced	06/2011-08/2014	100 Hour(s)	40	2.5	Science/Technology
SSN10005	CompTIA Network+	Self-Paced	06/2012-08/2014	60 Hour(s)	25	1.5	Science/Technology
SSSK0003	CompTIA Server+	Self-Paced	06/2012-08/2014	60 Hour(s)	25	1.5	Science/Technology
SSSY0301	CompTIA Security+	Self-Paced	06/2012-08/2014	100 Hour(s)	40	2.5	Science/Technology

Business Skills

BAIP04E1	Business Administration Integrative Project	Self-Paced	01/2004-08/2014	40 Hour(s)	20	1.0	Interdisciplinary/Elective
BEC04E1	Business Economics	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
BEA04E1	Business In The Electronic Age	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
BES04E1	Business Essentials	Self-Paced	01/2008- 08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
BFM04E1	Business Financial Management	Self-Paced	01/2008- 08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
BLE04E1	Business Law And Ethics	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
BNC06E1	Business Negotiations And Contracts	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
BPS05E1	Business Presentations	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
BSS05E1	Business Supervisory Skills	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
BVC06E1	Business Verbal Communications	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
CEM06E1	Conference And Event Management	Self-Paced	01/2008- 08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
BEM06E1	Event Marketing	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
BWE06E1	Grammar Essentials For Business Writing	Self-Paced	01/2008- 08/2014	30 Hour(s)	13	0.5	Interdisciplinary/Elective
HRM04E1	Human Resource Management	Self-Paced	01/2008- 12/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective

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MFN06E1	Management Fundamentals	Self-Paced	01/2008- 08/2014	36 Hour(s)	15	1.0	Interdisciplinary/Elective
MKA05E1	Marketing Administration	Self-Paced	01/2008- 08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
MKS04E1	Marketing & Sales	Self-Paced	12/2013- 08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
PRS07E1	Principles Of Selling	Self-Paced	05/2008-08/2014	40 Hour(s)	17	1.0	Interdisciplinary/Elective
PFS07E1	Professional Selling	Self-Paced	03/2009-08/2014	40 Hour(s)	17	1.0	Interdisciplinary/Elective
PRJ03E1	Microsoft Project 2003 Level 1	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
PRJ03E2	Microsoft Project 2003 Level 2	Self-Paced	01/2008- 08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective
PMF14E1	Project Management Fundamentals Level 1	Self-Paced	05/2014-08/2014	36 Hour(s)	15	1.0	Interdisciplinary/Elective
PMF14E2	Project Management Fundamentals Level 2	Self-Paced	05/2014-08/2014	30 Hour(s)	12	0.5	Interdisciplinary/Elective

Help Desk & Call Centre Skills

HDA05E1	Help Desk Analyst	Self-Paced	01/2008- 08/2014	24 Hour(s)	9	0.5	Interdisciplinary/Elective
CCI00E1	Call Centre Industry Overview	Classroom	01/2003-07/2014	20 Hour(s)	15	1.0	Interdisciplinary/Elective
CCC00E1	Career Options And Opportunities	Classroom	01/2003-07/2014	18 Hour(s)	0	0.0	Non-Academic
CCT00E1	Telephone Communications Skills	Classroom	01/2003-07/2014	18 Hour(s)	0	0.0	Non-Academic
CCS00E1	Telephone Sales	Classroom	01/2003-07/2014	18 Hour(s)	12	0.5	Interdisciplinary/Elective
CCD00E1	Team Dynamics And Personal Development	Classroom	01/2003-07/2014	18 Hour(s)	12	0.5	Interdisciplinary/Elective
CCE00E1	Call Centre Equipment And Technology	Classroom	01/2003-07/2014	18 Hour(s)	12	0.5	Interdisciplinary/Elective

Job Readiness/Employability Skills

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
ESS04E1	Employment Success Strategies	Self-Paced	01/2008- 08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
JSR11E1	Job Search And Resume Writing	Self-Paced	02/2013-07/2014	30 Hour(s)	0	0.0	Non-Academic
SFS11O1	Strategies For Success	Self-Paced	05/2012-08/2014	60 Hour(s)	0	0.0	Non-Academic
THPATI	Thought Patterns For A Successful Career	Self-Paced	05/2012-08/2014	24 or 30 Hour(s)	0	0.0	Non-Academic

Insurance

IND04E1	Insurance Databases 1 - Applied Systems	Self-Paced	12/2005-08/2014	50 Hour(s)	22.5	1.5	Interdisciplinary/Elective
IND04E2	Insurance Databases 2 - Compu-Quote	Self-Paced	12/2005-08/2014	25 Hour(s)	10	0.5	Interdisciplinary/Elective
IASP04E1	Skills & Practices of Insurance	Self-Paced	07/2004-08/2014	50 Hour(s)	22.5	1.5	Interdisciplinary/Elective
INFD04E1	Fundamentals of Insurance	Self-Paced	07/2004-08/2014	75 Hour(s)	35	2.0	Interdisciplinary/Elective

Healthcare

HCAW0111**	Addictions Worker Level 1	Classroom	06/2011-08/2014	100 Hour(s)	97	6.0	Social Science
HCAW0112**	Addictions Worker Level 2	Classroom	06/2011-08/2014	100 Hour(s)	97	6.0	Social Science
HCAW0113**	Addictions Worker Level 3	Classroom	06/2011-08/2014	100 Hour(s)	97	6.0	Social Science
HCAW0101**	Addictions Worker Level 1	Self-Paced	06/2011-08/2014	100 Hour(s)	48.5	3.0	Social Science
HCAW0102**	Addictions Worker Level 2	Self-Paced	06/2011-08/2014	100 Hour(s)	48.5	3.0	Social Science
HCAW0103**	Addictions Worker Level 3	Self-Paced	06/2011-08/2014	100 Hour(s)	48.5	3.0	Social Science
HCAP1011	Anatomy And Physiology Part 1	Classroom	06/2011-08/2014	75 Hour(s)	67	4.0	Physical/Biological Science
HCAP1012	Anatomy And Physiology Part 2	Classroom	06/2011-08/2014	75 Hour(s)	67	4.0	Physical/Biological Science

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
HCAP1001**	Anatomy And Physiology Part 1	Self-Paced	06/2011-08/2014	75 Hour(s)	33.5	2.0	Physical/Biological Science
HCAP1002**	Anatomy And Physiology Part 2	Self-Paced	06/2011-08/2014	75 Hour(s)	33.5	2.0	Physical/Biological Science
HCCP1211**	Clinical Procedures	Classroom	06/2011-08/2014	75 Hour(s)	0	0.0	Non-Academic
HCCP1201**	Clinical Procedures	Self-Paced	06/2011-08/2014	75 Hour(s)	0	0.0	Non-Academic
HCCITOE1	Crisis Intervention Training	Self-Paced	06/2011-08/2014	10 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HCHUC0711**	Health Unit Coordinator Level 1	Self-Paced	06/2011-08/2014	100 Hour(s)	48.5	3.0	Interdisciplinary/Elective
HCHUC0712**	Health Unit Coordinator Level 2	Self-Paced	06/2011-08/2014	100 Hour(s)	48.5	3.0	Interdisciplinary/Elective
HCHUC0713**	Health Unit Coordinator Level 3	Self-Paced	06/2011-08/2014	100 Hour(s)	48.5	3.0	Interdisciplinary/Elective
HCHUC0701**	Health Unit Coordinator Level 1	Self-Paced	06/2011-08/2014	100 Hour(s)	48.5	3.0	Interdisciplinary/Elective
HCHUC0702**	Health Unit Coordinator Level 2	Self-Paced	06/2011-08/2014	100 Hour(s)	48.5	3.0	Interdisciplinary/Elective
HCHUC0703**	Health Unit Coordinator Level 3	Self-Paced	06/2011-08/2014	100 Hour(s)	48.5	3.0	Interdisciplinary/Elective
HCMOP1211**	Medical Office Procedures	Classroom	06/2011-08/2014	75 Hour(s)	67	4.0	Interdisciplinary/Elective
HCMOP1201**	Medical Office Procedures	Self-Paced	06/2011-08/2014	75 Hour(s)	33.5	2.0	Interdisciplinary/Elective
HCTR070E1**	Medical Transcription	Self-Paced	06/2011-08/2014	100 Hour(s)	47.5	3.0	Interdisciplinary/Elective
HCTR0711**	Introduction To Medical Transcription	Classroom	06/2011-08/2014	75 Hour(s)	67	4.0	Interdisciplinary/Elective
HCTR0701**	Introduction To Medical Transcription	Self-Paced	06/2011-08/2014	75 Hour(s)	33.5	2.0	Interdisciplinary/Elective
HCMT1011**	Introduction To Medical Terminology	Classroom	06/2011-08/2014	75 Hour(s)	67	4.0	Interdisciplinary/Elective
HCMT01001**	Introduction To Medical Terminology	Self-Paced	06/2011-08/2014	75 Hour(s)	33.5	2.0	Interdisciplinary/Elective
HCMPM0301**	Medical Practice Marketing	Self-Paced	06/2011-08/2014	28 Hour(s)	11.5	0.5	Interdisciplinary/Elective
HCCMP0301**	Clinic Management And Profitability	Self-Paced	06/2011-08/2014	39 Hour(s)	17	1.0	Interdisciplinary/Elective

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HCEHR01O2**	EHR, Billing And Coding	Self-Paced	06/2011-08/2014	39 Hour(s)	18	1.0	Interdisciplinary/Elective
HCDAA10O1**	Dental Administrative Assistant Level 1	Self-Paced	06/2011-08/2014	100 Hour(s)	46	3.0	Interdisciplinary/Elective
HCDAA10O2**	Dental Administrative Assistant Level 2	Self-Paced	06/2011-08/2014	100 Hour(s)	46	3.0	Interdisciplinary/Elective
HCDAA10O3**	Dental Administrative Assistant Level 3	Self-Paced	06/2011-08/2014	100 Hour(s)	46	3.0	Interdisciplinary/Elective
HCVAA02O1**	Veterinary Administrative Assistant Level 1	Self-Paced	06/2011-08/2014	100 Hour(s)	46	3.0	Physical/Biological Science
HCVAA02O2**	Veterinary Administrative Assistant Level 2	Self-Paced	06/2011-08/2014	100 Hour(s)	46	3.0	Interdisciplinary/Elective
HCVAA02O3**	Veterinary Administrative Assistant Level 3	Self-Paced	06/2011-08/2014	100 Hour(s)	46	3.0	Interdisciplinary/Elective
HCPF04I1**	Psychology Fundamentals	Classroom	08/2012-08/2014	75 Hour(s)	72	4.5	Social Science
HCPF04O1**	Psychology Fundamentals	Self-Paced	08/2012-08/2014	75 Hour(s)	36	2.0	Social Science
HCSFL02I1**	Sociology And Family Life In Canada	Classroom	08/2012-08/2014	75 Hour(s)	72	4.5	Social Science
HCSFL02O1**	Sociology And Family Life In Canada	Self-Paced	08/2012-08/2014	75 Hour(s)	36	2.0	Social Science
HCMHA05I1**	Introduction To Mental Health And Addictions	Classroom	08/2012-08/2014	50 Hour(s)	47	3.0	Interdisciplinary/Elective
HCMHA05O1**	Introduction To Mental Health And Addictions	Self-Paced	08/2012-08/2014	50 Hour(s)	23.5	1.5	Interdisciplinary/Elective
HCLD05I1**	Life-Span Development	Classroom	08/2012-08/2014	50 Hour(s)	47	3.0	Social Science
HCLD05O1**	Life-Span Development	Self-Paced	08/2012-08/2014	50 Hour(s)	23.5	1.5	Social Science
HCCRP01I1**	Criminology And At-Risk Populations	Classroom	08/2012-08/2014	50 Hour(s)	47	3.0	Social Science
HCCRP01O1**	Criminology And At-Risk Populations	Self-Paced	08/2012-08/2014	50 Hour(s)	23.5	1.5	Social Science
HCCMC05I1**	Case Management, Counselling, And Ethics	Classroom	08/2012-08/2014	75 Hour(s)	72	4.5	Interdisciplinary/Elective
HCCMC05O1**	Case Management, Counselling, And Ethics	Self-Paced	08/2012-08/2014	75 Hour(s)	36	2.0	Interdisciplinary/Elective
HCBC01I1**	Business Communication And Report Writing	Classroom	08/2012-08/2014	75 Hour(s)	70.5	4.5	Interdisciplinary/Elective

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HCBC01O1**	Business Communication And Report Writing	Self-Paced	08/2012-08/2014	75 Hour(s)	35.25	2.0	Interdisciplinary/Elective
HCSS01I1**	Government And Social Services	Classroom	08/2012-08/2014	75 Hour(s)	72	4.5	Interdisciplinary/Elective
HCSS01O1**	Government And Social Services	Self-Paced	08/2012-08/2014	75 Hour(s)	36	2.0	Interdisciplinary/Elective
HCCP1**	Clinical Placement	Practicum	08/2012-08/2014	160 Hour(s)	0	0.0	Non-Academic

Legal

LILS1001	Introduction To The Legal System	Classroom	09/2013-08/2014	35 Hour(s)	35	2.0	Interdisciplinary/Elective
LILS10I2	Introduction To The Legal System Part 2	Classroom	09/2013-08/2014	20 Hour(s)	20	1.0	Interdisciplinary/Elective
LLOP02I1	Legal Office Procedures	Classroom	09/2013-08/2014	50 Hour(s)	50	3.0	Interdisciplinary/Elective
LCCLP01I1	Client Care For Legal Professionals	Classroom	09/2013-08/2014	25 Hour(s)	25	1.5	Interdisciplinary/Elective
LLRMW03I1	Legal Research And Memorandum Writing	Classroom	09/2013-08/2014	30 Hour(s)	30	2.0	Interdisciplinary/Elective
LLWC01I1ON	Legal Writing And Communications	Classroom	09/2013-08/2014	20 Hour(s)	20	1.0	Interdisciplinary/Elective
LLCA07I1	Legal Computer Applications	Classroom	09/2013-08/2014	20 Hour(s)	20	1.0	Interdisciplinary/Elective
LLACC01I1ON	Legal Accounting	Classroom	09/2013-08/2014	10 Hour(s)	10	0.5	Interdisciplinary/Elective
LTCL10I1	Tort And Contract Law	Classroom	09/2013-08/2014	50 Hour(s)	50	3.0	Interdisciplinary/Elective
LEL10I1ON	Employment Law	Classroom	09/2013-08/2014	30 Hour(s)	30	2.0	Interdisciplinary/Elective
LIL10I1ON	Insurance Law/Sabs	Classroom	09/2013-08/2014	10 Hour(s)	10	0.5	Interdisciplinary/Elective
LCLW03I1	Criminal Law	Classroom	09/2013-08/2014	35 Hour(s)	35	2.0	Interdisciplinary/Elective
LCL03I1ON	Civil Litigation	Classroom	09/2013-08/2014	90 Hour(s)	90	6.0	Interdisciplinary/Elective
LFL03I1ON	Family Law	Classroom	09/2013-08/2014	75 Hour(s)	75	5.0	Interdisciplinary/Elective

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LSCC0211ON	Small Claims Court	Classroom	09/2013-08/2014	50 Hour(s)	50	3.0	Interdisciplinary/Elective
LDCLP0411ON	Debtor-Creditor Law And Procedure	Classroom	09/2013-08/2014	50 Hour(s)	50	3.0	Interdisciplinary/Elective
LREL0311ON	Real Estate Law	Classroom	09/2013-08/2014	75 Hour(s)	75	5.0	Interdisciplinary/Elective
LBCL0211ON	Business And Corporate Law	Classroom	09/2013-08/2014	75 Hour(s)	75	5.0	Interdisciplinary/Elective
LWWEL0311ON	Wills And Estates Law	Classroom	09/2013-08/2014	50 Hour(s)	50	3.0	Interdisciplinary/Elective
LSLS0111ON	Specialized Legal Software	Classroom	09/2013-08/2014	50 Hour(s)	50	3.0	Interdisciplinary/Elective
LWPPLC1	Work Place Practicum (Law Clerk)	Practicum	09/2013-08/2014	120 Hour(s)	0	0.0	Non-Academic

Web Design

4213CS5	Web Portfolio Design	Self-Paced	03/2008-08/2014	25 Hour(s)	8.5	0.5	Interdisciplinary/Elective
5002CS5	Web 101	Self-Paced	03/2008-08/2014	25 Hour(s)	8.5	0.5	Interdisciplinary/Elective
5011CS5	Introduction To Web Design	Self-Paced	03/2008-08/2014	20 Hour(s)	6	Combinable	Interdisciplinary/Elective
5013CS5	Web Design 1	Self-Paced	03/2008-08/2014	50 Hour(s)	21	1.0	Science/Technology
5016CS5	Web Graphics Using Fireworks	Self-Paced	03/2008-08/2014	50 Hour(s)	21	1.0	Interdisciplinary/Elective
5229	HTML and CSS Essentials	Self-Paced	03/2008-08/2014	60 Hour(s)	26	1.5	Science/Technology
5300CS5	Dreamweaver 1	Self-Paced	03/2008-08/2014	50 Hour(s)	21	1.0	Interdisciplinary/Elective
5302CS5	Dreamweaver 2	Self-Paced	03/2008-08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
5442CS5	Dynamic Web Development With PHP	Self-Paced	03/2008-08/2014	60 Hour(s)	26	1.5	Science/Technology
5500CS5	Flash Basics	Self-Paced	03/2008-08/2014	40 Hour(s)	16	1.0	Interdisciplinary/Elective
7116	JavaScript For Designers	Self-Paced	03/2008-08/2014	40 Hour(s)	16	1.0	Science/Technology

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