



ALAMEDA CONTRACTA TRANSIT DISTRICT

2007-2010 Credit Recommendation Guide

The following courses have been evaluated by University of Phoenix Prior Learning Assessment 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: 08/01/2019

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
	ANGER MANAGEMENT	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	BUSINESS WRITING	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CHANGE MANAGEMENT	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COACHING SKILLS	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COMMUNICATION SKILLS	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	COMMUNICATION ARTS
	CONFLICT RESOLUTION	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CONTINUOUS PROCESS IMPROVEMENT	CLASSROOM	01/2010- 12/2010	6	hour(s)	6	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COPING WITH DIFFICULT PEOPLE	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COUNSELING SKILLS	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	CUSTOMER SERVICE EXCELLENCE	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	DELEGATION SKILLS	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	DEVELOPING SUPERVISORY SKILLS HOME STUDY PROGRAM	SELF-PACED	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	FACILITATING EFFECTIVE MEETINGS	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	INTERVIEWING (FOR A JOB/PROMOTION) SKILLS	CLASSROOM	01/2010- 12/2010	6	hour(s)	0	0	NON-ACADEMIC
	INTERVIEW AND SELECTION SKILLS (FOR PANALISTS)	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	COMMUNICATION ARTS
	INTERVIEW AND SELECTION SKILLS FOR MANAGERS	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	COMMUNICATION ARTS
	MOTIVATING EMPLOYEES	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	SOCIAL SCIENCE
	NEW SUPERVISOR SKILLS	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ORGANIZATIONAL PERFORMANCE EXCELLENCE	CLASSROOM	01/2010- 12/2010	6	hour(s)	0	0	NON-ACADEMIC
	PRESENTATION SKILLS	CLASSROOM	01/2010- 12/2010	12	hour(s)	12	0.5	COMMUNICATION ARTS
	PRIORITY SETTING/ TIME MANAGEMENT	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PROBLEM SOLVING SKILLS	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PROFESSIONAL EFFECTIVENESS	CLASSROOM	01/2010- 12/2010	32	hour(s)	32	2	INTERDISCIPLINARY/ ELECTIVE
	PROJECT MANAGEMENT	CLASSROOM	01/2010- 12/2010	6	hour(s)	6	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	INTRODUCTION TO SELF DISCOVERY	CLASSROOM	01/2010- 12/2010	6	hour(s)	0	0	NON-ACADEMIC
	STRESS MANAGEMENT	CLASSROOM	01/2010- 12/2010	6	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	TRAIN-THE-TRAINER	CLASSROOM	01/2010- 12/2010	18	hour(s)	18	1	INTERDISCIPLINARY/ ELECTIVE
	TEAM BUILDING	CLASSROOM	01/2010- 12/2010	3	hour(s)	3	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
*NOTE-THE SEXUAL HARASSMENT PREVENTION CREDIT CAN ONLY BE GIVEN FOR THE INITIAL TRAINING. REFRESHER TRAININGS EVERY TWO YEARS IS NOT ELIGIBLE FOR ADDITIONAL CREDIT.								
	SEXUAL HARASSMENT PREVENTION	CLASSROOM	01/2010- 12/2010	2	hour(s)	2	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	OVERVIEW OF HR/LABOR ISSUES	CLASSROOM	01/2010- 12/2010	3	hour(s)	3	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ADA/REASONABLE ACCOMMODATION	CLASSROOM	01/2010- 12/2010	3	hour(s)	3	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ADVERSE LETTERS/INVESTIGATION/CONTRACTS	CLASSROOM	01/2010- 12/2010	3	hour(s)	3	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	FIRST LEVEL HEARINGS/CONTRACTS	CLASSROOM	01/2010- 12/2010	3	hour(s)	3	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	AA/EEO, SEXUAL HARASSMENT PREVENTION, AND DIVERSITY	CLASSROOM	01/2010- 12/2010	3	hour(s)	3	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PROTECTIVE SERVICES/SAFETY/WORKPLACE VIOLENCE	CLASSROOM	01/2010- 12/2010	3	hour(s)	3	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	INDUSTRIAL INJURIES/MODIFIED DUTY	CLASSROOM	01/2010- 12/2010	3	hour(s)	3	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ACCESS - INTRODUCTION	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ACCESS - INTERMEDIATE	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ACCESS - ADVANCED	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EXCEL - BASIC WORKSHEETS - INTRO	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EXCEL- CHART AND ORGANIZE DATA -INTERMEDIATE	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EXCEL - ADVANCED	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	OUTLOOK - INTRODUCTION	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	OUTLOOK - ADVANCED	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POWERPOINT - INTRODUCTION	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POWERPOINT - ADVANCED	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS PROJECT	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WINDOWS - INTRODUCTION	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WINDOWS - ADVANCED	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WORD - INTRODUCTION	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WORD - INTERMEDIATE	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WORD - ADVANCED	CLASSROOM	01/2010- 12/2010	4	hour(s)	4	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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