



AMERICAN HOTEL & LODGING EDUCATIONAL INSTITUTE

1999-2013 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 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: 10/22/2018

In order to have coursework evaluated for credit, students must obtain and submit an official transcript from the Educational Institute. Only courses listed on an official Educational Institute transcript will be evaluated for potential credit.

*Coursework is pre-evaluated by the American Council on Education (ACE). Students must submit an ACE transcript through the Office of Admissions and Evaluation.

**Coursework is pre-evaluated and listed on the Apollo Quick List. Credit recommendations are subject to changes made to the Apollo Quick List.

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Spa Management Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	Rooms Division Management Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	Food and Beverage Management Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	Human Resources Management Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	Accounting and Financial Management Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	Marketing and Sales Management Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	International Hotel Management Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Club Management Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	2011-2012 Hospitality Fundamentals Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	2011-2012 Hospitality Operations Certificate	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	2011-2012 Hospitality Management Diploma	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
	2011-2012 Food and Beverage Management Diploma	Students must submit all individual courses completed toward the certification in order to receive credit for the overall certificate program.					
8033	GM (General Manager) 101	Self-Paced	01/2011-12/2013	6 Hour(s)	3	Combinable	Interdisciplinary/Elective
8030	Skills Training Online Program: Front Desk Representative	Self-Paced	01/2005-12/2013	3.5 Hour(s)	0	0.0	Non-Academic
8031	Skills Training Online Program: Guestroom Attendant	Self-Paced	01/2005-12/2013	3.5 Hour(s)	0	0.0	Non-Academic
8037	Skills Training Online Program: Maintenance Employee	Self-Paced	01/2009-12/2013	3.5 Hour(s)	0	0.0	Non-Academic
8022	Skills Training Online Program: Restaurant Server	Self-Paced	01/2005-12/2013	3.5 Hour(s)	0	0.0	Non-Academic
	Supervisory Skills Builders, 3rd Edition	Self-Paced	01/2008-12/2013	27 Hour(s)	13.5	0.5	Interdisciplinary/Elective
	Eye on Awareness - Hotel Security and Anti-terrorism Training	Self-Paced	01/2011-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
	TRAC (Train, Retain, Assess, Certify) for Guestroom Attendant	Classroom	01/2009-12/2013	24 Hour(s)	0	0.0	Non-Academic
	TRAC (Train, Retain, Assess, Certify) for Front Desk Representative	Classroom	01/2009-12/2013	24 Hour(s)	0	0.0	Non-Academic
	TRAC (Train, Retain, Assess, Certify) for Restaurant Server	Classroom	01/2009-12/2013	24 Hour(s)	0	0.0	Non-Academic
6500	Guest Service Gold: Training, Employee Certification, Property Certification	Classroom	01/2011-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
6500	Guest Service Gold: Training, Employee Certification, Property Certification	Self-Paced	01/2011-12/2013	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
88128	PCI Compliance Training Course: For property owners and managers	Self-Paced	01/2010-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
7075	Title 26	Self-Paced	01/2010-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
7065	Title 31 CRTC	Self-Paced	01/2010-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
7070	Title 31 SARC	Self-Paced	01/2010-12/2013	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
	Controlling Alcohol Risks Effectively (CARE)	Classroom	01/2007-12/2013	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
	CARE Online	Self-Paced	01/2007-12/2013	4 Hour(s)	2	Combinable	Interdisciplinary/Elective
	CARE for Servers	Classroom	01/2007-12/2013	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
	CARE for Gaming Servers	Classroom	01/2007-12/2013	4 Hour(s)	4	Combinable	Interdisciplinary/Elective

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	CARE for Club Servers	Classroom	01/2007-12/2013	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
	CARE for Guest Contact Staff	Classroom	01/2007-12/2013	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
	CARE for Trainers	Self-Paced	01/2007-12/2013	4 Hour(s)	2	Combinable	Interdisciplinary/Elective
100	The Lodging and Food Service Industry	Classroom	02/2009-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
100	The Lodging and Food Service Industry	Self-Paced	02/2009-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
103	Hospitality Today: An Introduction	Classroom	08/2010-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
281	Hospitality Facilities Management and Design	Self-Paced	08/2006-12/2013	44 Hour(s)	*Please see ACE website for credit recommendation.		
333	Managing Front Office Operations	Self-Paced	12/2008-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
338	Managing Housekeeping Operations	Self-Paced	08/2008-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
387	Security and Loss Prevention Management	Self-Paced	07/1999-09/2000	40 Hour(s)	*Please see ACE website for credit recommendation.		
387	Security and Loss Prevention Management	Self-Paced	10/2000-05/2012	30 Hour(s)	*Please see ACE website for credit recommendation.		
387	Security and Loss Prevention Management	Classroom	06/2012-05/2012	45 Hour(s)	*Please see ACE website for credit recommendation.		
468	Managing Technology in the Hospitality Industry	Classroom	01/2011-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
241	Management of Food and Beverage Operations	Classroom	06/2011-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
245	Food Safety: Managing with the HACCP System	Classroom	01/2008-12/2013	40 Hour(s)	0	0.0	Non-Academic
245	Food Safety: Managing with the HACCP System	Self-Paced	01/2008-12/2013	40 Hour(s)	0	0.0	Non-Academic
346	Managing Beverage Operations	Classroom	01/2010-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
346	Managing Beverage Operations	Self-Paced	01/2010-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
349	Managing Service in Food and Beverage Operations	Self-Paced	01/2012-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
445	Purchasing for Food Service Operations	Classroom	01/2007-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
445	Purchasing for Food Service Operations	Self-Paced	01/2007-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
464	Planning and Control for Food and Beverage Operations	Classroom	02/2009-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
464	Planning and Control for Food and Beverage Operations	Self-Paced	02/2009-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
260	Hospitality Industry Financial Accounting	Self-Paced	01/2006-06/2006	40 Hour(s)	*Please see ACE website for credit recommendation.		
260	Hospitality Industry Financial Accounting	Self-Paced	07/2006-12/2013	44 Hour(s)	*Please see ACE website for credit recommendation.		

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261	Hotel and Restaurant Accounting	Classroom	06/2012-12/2013	45 Hour(s)	45	3.0	Interdisciplinary/Elective
362	Accounting for Hospitality Managers	Self-Paced	01/2007-01/2009	40 Hour(s)	*Please see ACE website for credit recommendation.		
362	Accounting for Hospitality Managers	Classroom	01/2009-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
362	Accounting for Hospitality Managers	Self-Paced	01/2009-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
366	Accounting for Club Operations	Classroom	01/2001-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
366	Accounting for Club Operations	Self-Paced	01/2001-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
462	Hospitality Industry Managerial Accounting	Self-Paced	01/2011-12/2013	44 Hour(s)	*Please see ACE website for credit recommendation.		
270	Marketing in the Hospitality Industry	Classroom	01/2011-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
270	Marketing in the Hospitality Industry	Self-Paced	01/2011-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
323	Fundamentals of Destination Management and Marketing	Classroom	01/2005-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
323	Fundamentals of Destination Management and Marketing	Self-Paced	01/2005-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
374	Revenue Management: Maximizing Revenue in Hospitality Operations	Classroom	01/2009-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
374	Revenue Management: Maximizing Revenue in Hospitality Operations	Self-Paced	01/2009-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
472	Hospitality Sales and Marketing	Classroom	08/2008-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
478	Convention Management and Service	Self-Paced	01/2011-12/2013	44 Hour(s)	*Please see ACE website for credit recommendation.		
478	Convention Management and Service	Classroom	01/2011-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
250	Supervision in the Hospitality Industry	Self-Paced	07/2006-05/2012	40 Hour(s)	*Please see ACE website for credit recommendation.		
354	Training and Development of the Hospitality Industry	Self-Paced	05/2002-05/2011	40 Hour(s)	*Please see ACE website for credit recommendation.		
354	Training and Development of the Hospitality Industry	Classroom	06/2011-12/2013	40 Hour(s)	*Please see ACE website for credit recommendation.		
357	Managing Hospitality Human Resources	Self-Paced	01/2012-12/2013	44 Hour(s)	*Please see ACE website for credit recommendation.		
120	Spa: A Comprehensive Introduction	Classroom	01/2008-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
120	Spa: A Comprehensive Introduction	Self-Paced	01/2008-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
220	Retail Management for Spas	Classroom	01/2005-05/2007	40 Hour(s)	40	2.5	Interdisciplinary/Elective
220	Retail Management for Spas	Self-Paced	01/2005-05/2007	40 Hour(s)	20	1.0	Interdisciplinary/Elective
304	Leadership and Management in the Hospitality Industry	Self-Paced	01/2010-01/2012	40 Hour(s)	*Please see ACE website for credit recommendation.		

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
313	Contemporary Club Management	Classroom	01/2007-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
313	Contemporary Club Management	Self-Paced	01/2007-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
367	Financial Management for Spas	Classroom	01/2011-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
367	Financial Management for Spas	Self-Paced	01/2011-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
388	Risk Management for Spas	Classroom	01/2010-12/2013	10 Hour(s)	10	0.5	Interdisciplinary/Elective
388	Risk Management for Spas	Self-Paced	01/2010-12/2013	10 Hour(s)	5	Combinable	Interdisciplinary/Elective
391	Understanding Hospitality Law	Classroom	01/2010-12/2013	40 Hour(s)	40	2.5	Interdisciplinary/Elective
391	Understanding Hospitality Law	Self-Paced	01/2010-12/2013	40 Hour(s)	20	1.0	Interdisciplinary/Elective
424	World of Resorts: From Development to Management	Classroom	01/2010-05/2011	40 Hour(s)	40	2.5	Interdisciplinary/Elective
424	World of Resorts: From Development to Management	Self-Paced	01/2010-05/2011	40 Hour(s)	20	1.0	Interdisciplinary/Elective
424	World of Resorts: From Development to Management	Classroom	06/2011-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
428	International Hotels: Development and Management	Classroom	08/2008-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
428	International Hotels: Development and Management	Self-Paced	08/2008-12/2013	45 Hour(s)	*Please see ACE website for credit recommendation.		
	Certified Hotel Administrator (CHA)	Classroom	06/2012-12/2013	24 Week(s)	*Please see ACE website for credit recommendation.		
	Certified Engineering Operations Executive (CEOE)	Self-Paced	01/2012-12/2013	40 Hour(s)	**Please see Apollo Quick List for Certified Engineering Operations Executive (CEOE) credit recommendation.		
	Certified Food and Beverage Executive (CFBE)	Self-Paced	01/2009-12/2013	40 Hour(s)	**Please see Apollo Quick List for Certified Food and Beverage Executive (CFBE) credit recommendation.		
	Certified Front Desk Supervisor (CFDS)	Self-Paced	01/2011-12/2013	339 Hour(s)	**Please see Apollo Quick List for Certified Front Desk Supervisor (CFDS) credit recommendation.		
	Certified Guest Service Professional (CGSP)	Self-Paced	01/2012-12/2013	2 Hour(s)	**Please see Apollo Quick List for Certified Guest Service Professional (CGSP) credit recommendation.		
	Certified Hospitality Department Trainer (CHDT)	Self-Paced	01/2012-12/2013	16 Hour(s)	**Please see Apollo Quick List for Certified Hospitality Department Trainer (CHDT) credit recommendation.		
	Certified Hospitality Facilities Executive (CHFE)	Self-Paced	01/2012-12/2013	40 Hour(s)	**Please see Apollo Quick List for Certified Hospitality Facilities Executive (CHFE) credit recommendation.		
	Certified Hospitality Housekeeping Executive (CHHE)	Self-Paced	01/2012-12/2013	40 Hour(s)	**Please see Apollo Quick List for Certified Hospitality Housekeeping Executive (CHHE) credit recommendation.		
	Certified Human Resources Executive (CHRE)	Self-Paced	01/2012-12/2013	40 Hour(s)	**Please see Apollo Quick List for Certified Human Resources Executive (CHRE) credit recommendation.		
	Certified Hospitality Revenue Manager (CHRM)	Self-Paced	01/2012-12/2013	10 Hour(s)	**Please see Apollo Quick List for Certified Hospitality Revenue Manager (CHRM) credit recommendation.		
	Certified Hospitality Supervisor (CHS)	Self-Paced	01/2012-12/2013	45 Hour(s)	**Please see Apollo Quick List for Certified Hospitality Supervisor (CHS) credit recommendation.		
	Certified Hospitality Sales Professional (CHSP)	Self-Paced	01/2012-12/2013	30 Hour(s)	**Please see Apollo Quick List for Certified Hospitality Sales Professional (CHSP) credit recommendation.		

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Certified Hospitality Trainer (CHT)	Self-Paced	01/2012-12/2013	40 Hour(s)			**Please see Apollo Quick List for Certified Hospitality Trainer (CHT) credit recommendation.
	Certified Lodging Security Director (CLSD)	Self-Paced	01/2010-12/2013	40 Hour(s)			**Please see Apollo Quick List for Certified Lodging Security Director (CLSD) credit recommendation.
	Certified Lodging Security Officer (CLSO)	Classroom or Self-Paced	01/2011-12/2013	Varies			**Please see Apollo Quick List for Certified Lodging Security Officer (CLSO) credit recommendation.
	Certified Lodging Security Supervisor (CLSS)	Self-Paced	01/2012-12/2013	45 Hour(s)			**Please see Apollo Quick List for Certified Lodging Security Supervisor (CLSS) credit recommendation.
	Certified Master Hotel Supplier (CMHS)	Self-Paced	01/2012-12/2013	Varies			**Please see Apollo Quick List for Certified Master Hotel Supplier (CMHS) credit recommendation.
	Certified Rooms Division Executive (CRDE)	Self-Paced	01/2012-12/2013	40 Hour(s)			**Please see Apollo Quick List for Certified Rooms Division Executive (CRDE) credit recommendation.
	Certified Spa Supervisor (CSS)	Self-Paced	01/2012-12/2013	40 Hour(s)			**Please see Apollo Quick List for Certified Spa Supervisor (CSS) credit recommendation.
	Hospitality Skills Certification (HSC)	On The Job Training	01/2012-12/2013	Varies			**Please see Apollo Quick List for Hospitality Skills Certification (HSC) credit recommendation.

The University's Central Administration is located at 4035 S. Riverpoint Parkway Phoenix, AZ 85040. University of Phoenix is accredited by The Higher Learning Commission and is a member of the North Central Association. For additional information, contact The Higher Learning Commission, ncahlc.org.

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