



BUSINESS COMPUTER TRAINING INSTITUTE

2004 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: 08/16/2019

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
*NOTE - THE ASTERISKS IN THE APPLICABLE HOURS COLUMN INDICATES PREVIOUSLY EVALUATED COURSES.							
INTEGRATED COMPUTER APPLICATIONS (ICA)							
	KEYBOARDING	CLASSROOM	01/2004-12/2004	25	*	0	NON-ACADEMIC
	MICROSOFT OFFICE	CLASSROOM	01/2004-12/2004	100	*	6.5	INTERDISCIPLINARY/ ELECTIVE
	BUSINESS COMMUNICATIONS	CLASSROOM	01/2004-12/2004	15	*	1	INTERDISCIPLINARY/ ELECTIVE
	BUSINESS WRITING SKILLS	CLASSROOM	01/2004-12/2004	40	*	2.5	COMMUNICATION ARTS
	PROFESSIONAL GROWTH & TEAM DEVELOPMENT	CLASSROOM	01/2004-12/2004	100	*	0	NON-ACADEMIC
	JOB DEVELOPMENT/JOB SEARCH	CLASSROOM	01/2004-12/2004	11	*	0	NON-ACADEMIC
ADVANCED INFORMATION SYSTEMS (AIS)							

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	KEYBOARDING	CLASSROOM	01/2004-12/2004	25	*	0	NON-ACADEMIC
	BUSINESS SOFTWARE	CLASSROOM	01/2004-12/2004	100	*	6.5	INTERDISCIPLINARY/ ELECTIVE
	BUSINESS COMMUNICATIONS	CLASSROOM	01/2004-12/2004	15	*	1	INTERDISCIPLINARY/ ELECTIVE
	BUSINESS WRITING SKILLS	CLASSROOM	01/2004-12/2004	40	*	2.5	COMMUNICATION ARTS
	PROFESSIONAL GROWTH & TEAM DEVELOPMENT	CLASSROOM	01/2004-12/2004	145	*	0	NON-ACADEMIC
	JOB DEVELOPMENT/JOB SEARCH	CLASSROOM	01/2004-12/2004	15	*	0	NON-ACADEMIC
	COMPUTER HARDWARE AND OPERATING SYSTEMS	CLASSROOM	01/2004-12/2004	60	*	4	SCIENCE/TECHNOLOGY
	NETWORK ADMINISTRATION	CLASSROOM	01/2004-12/2004	70	*	4.5	SCIENCE/TECHNOLOGY
	WEB DESIGN (HTML)	CLASSROOM	01/2004-12/2004	50	*	3	SCIENCE/TECHNOLOGY
	GRAPHIC DESIGN	CLASSROOM	01/2004-12/2004	50	*	3	INTERDISCIPLINARY/ ELECTIVE

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