



University of Phoenix®

# CAPITOL CITY CAREERS

## 2009-2010 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](http://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: 08/19/2019

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
<b>**NOTE:</b> HIGH SCHOOL DIPLOMA IS NOT AN ENTRANCE REQUIREMENT FOR THE BELOW-REFERENCED PROGRAMS, THEREFORE STUDENTS WHO COMPLETED ALL OR PART OF THIS PROGRAM DURING HIGH SCHOOL WILL NOT BE ELIGIBLE FOR TRANSFER CREDIT.							
	LEGAL ADMINISTRATIVE ASSISTANT (DAY OR EVENING COURSES)	CLASSROOM	01/2009- 12/2010	960 CONTACT HOURS	616.58	27.0	8.0 COMMUNICATION ARTS; 1.0 HUMANITIES ; 2.0 SOCIAL SCIENCE; 16.0 INTERDISCIPLINARY/ELECTIVE
KB 190	KEYBOARDING I	CLASSROOM/LAB	01/2009- 12/2010	35/25	0	0.0	NON-ACADEMIC
WC 100	WRITTEN COMMUNICATIONS	CLASSROOM/LAB	01/2009- 12/2010	45/15	43.75	2.5	COMMUNICATION ARTS
EN 109	ENGLISH	CLASSROOM/LAB	01/2009- 12/2010	40/20	0	0.0	NON-ACADEMIC
WP 100	WORD PROCESSING I	CLASSROOM/LAB	01/2009- 12/2010	45/15	43.75	2.5	BASIC COMPUTER APPLICATIONS
WP 200	WORD PROCESSING II	CLASSROOM/LAB	01/2009- 12/2010	30/30	37.5	2.5	BASIC COMPUTER APPLICATIONS
KB 200	KEYBOARDING II	CLASSROOM/LAB	01/2009- 12/2010	25/35	0	0.0	NON-ACADEMIC
OP 100	OFFICE SYSTEMS & PROCEDURES	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
MA 100	BUSINESS MATHEMATICS	CLASSROOM/LAB	01/2009- 12/2010	35/25	39.58	2.5	INTERDISCIPLINARY/ ELECTIVE
LD 100	LEGAL DOCUMENT PRODUCTION I	CLASSROOM/LAB	01/2009- 12/2010	20/40	33.33	2.0	COMMUNICATION ARTS
LP 101	LEGAL PRACTICE I	CLASSROOM/LAB	01/2009- 12/2010	40/20	41.67	2.5	INTERDISCIPLINARY/ ELECTIVE
SB 100	SPREADSHEETS & BILLING	CLASSROOM/LAB	01/2009- 12/2010	15/25	22.92	1.5	BASIC COMPUTER APPLICATIONS
LE 101	BUSINESS & LEGAL ETHICS	CLASSROOM	01/2009- 12/2010	20	16.67	1.0	HUMANITIES
LD 101	LEGAL DOCUMENT PRODUCTION II	CLASSROOM/LAB	01/2009- 12/2010	20/40	33.33	2.0	COMMUNICATION ARTS
LP 200	LEGAL PRACTICE II	CLASSROOM/LAB	01/2009- 12/2010	20/40	33.33	2.0	SOCIAL SCIENCE
OC 120	ORAL COMMUNICATIONS	CLASSROOM	01/2009- 12/2010	30	25	1.5	COMMUNICATION ARTS
LR 100	LEGAL RESEARCH	CLASSROOM/LAB	01/2009- 12/2010	20/40	33.33	2.0	INTERDISCIPLINARY/ ELECTIVE
CR 100	COURT RULES & PROCEDURES	CLASSROOM/LAB	01/2009- 12/2010	30/30	37.5	2.5	INTERDISCIPLINARY/ ELECTIVE
PD 106	PROFESSIONAL DEVELOPMENT	CLASSROOM	01/2009- 12/2010	30	0	0.0	NON-ACADEMIC
	EXECUTIVE ADMINISTRATIVE ASSISTANT (DAY OR EVENING COURSES)	CLASSROOM	2009 - 2010	960 CONTACT HOURS	612.49	22.0	3.5 COMMUNICATION ARTS; 1.0 HUMANITIES; 17.5 INTERDISCIPLINARY/ELECTIVE
KB 190	KEYBOARDING I	CLASSROOM/LAB	01/2009- 12/2010	35/25	0	0.0	NON-ACADEMIC
WC 100	WRITTEN COMMUNICATIONS	CLASSROOM/LAB	01/2009- 12/2010	45/15	0	0.0	NON-ACADEMIC
EN 109	ENGLISH	CLASSROOM/LAB	01/2009- 12/2010	40/20	0	0.0	NON-ACADEMIC
WP 100	WORD PROCESSING I	CLASSROOM/LAB	01/2009- 12/2010	45/15	43.75	2.5	BASIC COMPUTER APPLICATIONS
WP 200	WORD PROCESSING II	CLASSROOM/LAB	01/2009- 12/2010	30/30	37.5	2.5	BASIC COMPUTER APPLICATIONS
KB 200	KEYBOARDING II	CLASSROOM/LAB	01/2009- 12/2010	25/35	0	0.0	NON-ACADEMIC
OP 100	OFFICE SYSTEMS & PROCEDURES	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
MA 100	BUSINESS MATHEMATICS	CLASSROOM/LAB	01/2009- 12/2010	35/25	39.58	2.5	INTERDISCIPLINARY/ ELECTIVE
LD 100	LEGAL DOCUMENT PRODUCTION I	CLASSROOM/LAB	01/2009- 12/2010	20/40	33.33	2.0	COMMUNICATION ARTS
LP 101	LEGAL PRACTICE I	CLASSROOM/LAB	01/2009- 12/2010	40/20	41.67	2.5	INTERDISCIPLINARY/ ELECTIVE
SB 100	SPREADSHEETS & BILLING	CLASSROOM/LAB	01/2009- 12/2010	15/25	22.92	1.5	BASIC COMPUTER APPLICATIONS
LE 101	BUSINESS & LEGAL ETHICS	CLASSROOM	01/2009- 12/2010	20	16.67	1.0	HUMANITIES

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WP 220	WORD PROCESSING III	CLASSROOM/LAB	01/2009- 12/2010	20/40	33.33	2.0	BASIC COMPUTER APPLICATIONS
OP 200	ADVANCED OFFICE SYSTEMS & PROCEDURES	CLASSROOM/LAB	01/2009- 12/2010	20/40	33.33	2.0	INTERDISCIPLINARY/ ELECTIVE
OC 120	ORAL COMMUNICATIONS	CLASSROOM	01/2009- 12/2010	30	25	1.5	COMMUNICATION ARTS
CA 200	ADVANCED COMPUTER APPLICATIONS	CLASSROOM/LAB	01/2009- 12/2010	20/40	33.33	2.0	BASIC COMPUTER APPLICATIONS
MT 200	MACHINE TRANSCRIPTION	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
PD 106	PROFESSIONAL DEVELOPMENT	CLASSROOM	01/2009- 12/2010	30	0	0.0	NON-ACADEMIC
	ENGLISH AS A SECOND LANGUAGE (ESL)	CLASSROOM/LAB	01/2009- 12/2010	720 CONTACT HOURS	27.5	1.5	1.5 COMMUNICATION ARTS
<p><b>***NOTE:</b> STUDENTS WHO SUBMIT BERLITZ TESTING FOR CREDIT THROUGH OFFICE OF ADMISSIONS OR THROUGH PRIOR LEARNING ASSESSMENT MAY NOT RECEIVE CREDIT FOR BERLITZ AND ENGLISH AS A SECOND LANGUAGE (ESL) COURSES. STUDENTS MAY ONLY RECEIVE CREDIT FOR ESL <b>OR</b> BERLITZ, NOT BOTH. STUDENTS WHO TAKE MORE THAN ONE TRACK WILL ONLY RECEIVE CREDIT FOR "TRACK C" WHICH IS THE ONLY TRACK CONSIDERED BACCALAUREATE LEVEL AND WORTHY OF COLLEGE CREDIT.</p>							
TRACK A							
ESL 100	INTEGRATED SKILLS ENGLISH FOR BEGINNERS	CLASSROOM/LAB	01/2009- 12/2010	68/124	0	0.0	NON-ACADEMIC
ESL 115	PRACTICAL ENGLISH APPLICATION I	CLASSROOM/LAB	01/2009- 12/2010	19/29	0	0.0	NON-ACADEMIC
ESL 200	SPEAKING & LISTENING II	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
ESL 212	GRAMMAR II	CLASSROOM/LAB	01/2009- 12/2010	30/30	0	0.0	NON-ACADEMIC
ESL 213	VOCABULARY & READING II	CLASSROOM/LAB	01/2009- 12/2010	20/16	0	0.0	NON-ACADEMIC
ESL 214	WRITING II	CLASSROOM/LAB	01/2009- 12/2010	18/30	0	0.0	NON-ACADEMIC
ESL 215	PRACTICAL ENGLISH APPLICATION II	CLASSROOM/LAB	01/2009- 12/2010	16/20	0	0.0	NON-ACADEMIC
ESL 300	SPEAKING & LISTENING III	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
ESL 312	GRAMMAR III	CLASSROOM/LAB	01/2009- 12/2010	30/30	0	0.0	NON-ACADEMIC
ESL 313	VOCABULARY & READING III	CLASSROOM/LAB	01/2009- 12/2010	20/16	0	0.0	NON-ACADEMIC
ESL 314	WRITING III	CLASSROOM/LAB	01/2009- 12/2010	18/30	0	0.0	NON-ACADEMIC
ESL 315	PRACTICAL ENGLISH APPLICATION III	CLASSROOM/LAB	01/2009- 12/2010	16/20	0	0.0	NON-ACADEMIC
TRACK B							
ESL 200	SPEAKING & LISTENING II	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
ESL 212	GRAMMAR II	CLASSROOM/LAB	01/2009- 12/2010	30/30	0	0.0	NON-ACADEMIC

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ESL 213	VOCABULARY & READING II	CLASSROOM/LAB	01/2009- 12/2010	20/16	0	0.0	NON-ACADEMIC
ESL 214	WRITING II	CLASSROOM/LAB	01/2009- 12/2010	18/30	0	0.0	NON-ACADEMIC
ESL 215	PRACTICAL ENGLISH APPLICATION II	CLASSROOM/LAB	01/2009- 12/2010	16/20	0	0.0	NON-ACADEMIC
ESL 300	SPEAKING & LISTENING III	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
ESL 312	GRAMMAR III	CLASSROOM/LAB	01/2009- 12/2010	30/30	0	0.0	NON-ACADEMIC
ESL 313	VOCABULARY & READING III	CLASSROOM/LAB	01/2009- 12/2010	20/16	0	0.0	NON-ACADEMIC
ESL 314	WRITING III	CLASSROOM/LAB	01/2009- 12/2010	18/30	0	0.0	NON-ACADEMIC
ESL 315	PRACTICAL ENGLISH APPLICATION III	CLASSROOM/LAB	01/2009- 12/2010	16/20	0	0.0	NON-ACADEMIC
ESL 400	SPEAKING & LISTENING IV	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
ESL 412	GRAMMAR IV	CLASSROOM/LAB	01/2009- 12/2010	30/30	0	0.0	NON-ACADEMIC
ESL 413	VOCABULARY & READING IV	CLASSROOM/LAB	01/2009- 12/2010	20/16	0	0.0	NON-ACADEMIC
ESL 414	WRITING IV	CLASSROOM/LAB	01/2009- 12/2010	18/30	0	0.0	NON-ACADEMIC
ESL 415	PRACTICAL ENGLISH APPLICATION IV	CLASSROOM/LAB	01/2009- 12/2010	16/20	0	0.0	NON-ACADEMIC
TRACK C							
ESL 300	SPEAKING & LISTENING III	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
ESL 312	GRAMMAR III	CLASSROOM/LAB	01/2009- 12/2010	30/30	0	0.0	NON-ACADEMIC
ESL 313	VOCABULARY & READING III	CLASSROOM/LAB	01/2009- 12/2010	20/16	0	0.0	NON-ACADEMIC
ESL 314	WRITING III	CLASSROOM/LAB	01/2009- 12/2010	18/30	0	0.0	NON-ACADEMIC
ESL 315	PRACTICAL ENGLISH APPLICATION III	CLASSROOM/LAB	01/2009- 12/2010	16/20	0	0.0	NON-ACADEMIC
ESL 400	SPEAKING & LISTENING IV	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
ESL 412	GRAMMAR IV	CLASSROOM/LAB	01/2009- 12/2010	30/30	0	0.0	NON-ACADEMIC
ESL 413	VOCABULARY & READING IV	CLASSROOM/LAB	01/2009- 12/2010	20/16	0	0.0	NON-ACADEMIC
ESL 414	WRITING IV	CLASSROOM/LAB	01/2009- 12/2010	18/30	0	0.0	NON-ACADEMIC
ESL 415	PRACTICAL ENGLISH APPLICATION IV	CLASSROOM/LAB	01/2009- 12/2010	16/20	0	0.0	NON-ACADEMIC

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
ESL 500	SPEAKING & LISTENING V	CLASSROOM/LAB	01/2009- 12/2010	20/40	0	0.0	NON-ACADEMIC
ESL 512	GRAMMAR V	CLASSROOM/LAB	01/2009- 12/2010	30/30	0	0.0	NON-ACADEMIC
ESL 513	VOCABULARY & READING V	CLASSROOM/LAB	01/2009- 12/2010	20/16	0	0.0	NON-ACADEMIC
ESL 514	WRITING V	CLASSROOM/LAB	01/2009- 12/2010	18/30	27.5	1.5	COMMUNICATION ARTS
ESL 515	PRACTICAL ENGLISH APPLICATION V	CLASSROOM/LAB	01/2009- 12/2010	16/20	0	0.0	NON-ACADEMIC

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