



University of Phoenix®

CAPITOL CITY TRADE & TECHNICAL SCHOOL

2008-2010 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: 08/19/2019

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

Course Number	Course Title	Course Year	Quarter Credits	Credits Recommended	University of Phoenix Equivalency
2008-2009					
LEGAL ADMINISTRATIVE ASSISTANT					
MA 100	BUSINESS MATHEMATICS	01/2008- 12/2009	*	0	NON-ACADEMIC
CR 100	COURTS RULES AND PROCEDURES	01/2008- 12/2009	*	3	INTERDISCIPLINARY/ ELECTIVE
EN 109	ENGLISH	01/2008- 12/2009	*	0	NON-ACADEMIC
KB 190	KEYBOARDING I	01/2008- 12/2009	*	0	NON-ACADEMIC
KB 200	KEYBOARDING II	01/2008- 12/2009	*	0	NON-ACADEMIC
LD 100	LEGAL DOCUMENTATION PRODUCTION I	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE
LD 101	LEGAL DOCUMENTATION PRODUCTION II	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Course Year	Quarter Credits	Credits Recommended	University of Phoenix Equivalency
LE 101	BUSINESS AND LEGAL ETHICS	01/2008- 12/2009	*	1	INTERDISCIPLINARY/ ELECTIVE
LP 101	LEGAL PRACTICE I	01/2008- 12/2009	*	2.5	INTERDISCIPLINARY/ ELECTIVE
LP 200	LEGAL PRACTICE II	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE
LR 100	LEGAL RESEARCH	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE
OP 100	OFFICE SYSTEMS & PROCEDURES	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE
SB 100	SPREADSHEET & BILLING	01/2008- 12/2009	*	1.5	INTERDISCIPLINARY/ ELECTIVE
WP 100	WORD PROCESSING I	01/2008- 12/2009	*	0	NON-ACADEMIC
WP 200	WORD PROCESSING II	01/2008- 12/2009	*	0	NON-ACADEMIC
WC 100	WRITTEN COMMUNICATION	01/2008- 12/2009	*	0	NON-ACADEMIC
PD 106	PROFESSIONAL DEVELOPMENT	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE
OC 120	ORAL COMMUNICATIONS	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE
EXECUTIVE ADMINISTRATIVE ASSISTANT					
CA 200	ADVANCED COMPUTER APPLICATIONS	01/2008- 12/2009	*	3	INTERDISCIPLINARY/ ELECTIVE
EN 109	ENGLISH	01/2008- 12/2009	*	0	NON-ACADEMIC
KB 190	KEYBOARDING I	01/2008- 12/2009	*	0	NON-ACADEMIC
KB 200	KEYBOARDING II	01/2008- 12/2009	*	0	NON-ACADEMIC
LD 1100	LEGAL DOCUMENT PRODUCTION I	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE
LE 101	BUSINESS AND LEGAL ETHICS	01/2008- 12/2009	*	4	INTERDISCIPLINARY/ ELECTIVE
LP 101	LEGAL PRACTICE I	01/2008- 12/2009	*	4	INTERDISCIPLINARY/ ELECTIVE
MA 100	BUSINESS MATHEMATICS	01/2008- 12/2009	*	2.5	INTERDISCIPLINARY/ ELECTIVE
MT 200	MACHINE TRANSCRIPTION	01/2008- 12/2009	*	0	NON-ACADEMIC
OC 120	ORAL COMMUNICATIONS	01/2008- 12/2009	*	2	COMMUNICATION ARTS
OP 100	OFFICE SYSTEMS & PROCEDURES	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE
OP 200	ADVANCED OFFICE SYSTEMS AND PROCEDURES	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE

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PD 106	PROFESSIONAL DEVELOPMENT	01/2008- 12/2009	*	2	INTERDISCIPLINARY/ ELECTIVE
SB 100	SPREADSHEET & BILLING	01/2008- 12/2009	*	1.5	INTERDISCIPLINARY/ ELECTIVE
WC 100	WRITTEN COMMUNICATION	01/2008- 12/2009	*	0	NON-ACADEMIC
WP 100	WORD PROCESSING I	01/2008- 12/2009	*	0	NON-ACADEMIC
WP 200	WORD PROCESSING II	01/2008- 12/2009	*	0	NON-ACADEMIC
WP 220	WORD PROCESSING III	01/2008- 12/2009	*	0	NON-ACADEMIC
ENGLISH AS A SECOND LANGUAGE (ESL)					
ESL 100	INTEGRATED SKILLS ENGLISH FOR BEGINNERS	01/2008- 12/2009	*	0	NON-ACADEMIC
ESL 115	PRACTICAL ENGLISH APPLICATION I	01/2008- 12/2009	*	0	COMMUNICATION ARTS
ESL 200	SPEAKING AND LISTENING II	01/2008- 12/2009	*	3	COMMUNICATION ARTS
ESL 212	GRAMMAR II	01/2008- 12/2009	*	3	COMMUNICATION ARTS
ESL 213	VOCABULARY & READING II	01/2008- 12/2009	*	2	COMMUNICATION ARTS
ESL 214	WRITING II	01/2008- 12/2009	*	2	COMMUNICATION ARTS
ESL 215	PRACTICAL ENGLISH APPLICATION II	01/2008- 12/2009	*	2	COMMUNICATION ARTS
ESL 300	SPEAKING AND LISTENING III	01/2008- 12/2009	*	2	COMMUNICATION ARTS
ESL 312	GRAMMAR III	01/2008- 12/2009	*	3	COMMUNICATION ARTS
ESL 313	VOCABULARY & READING III	01/2008- 12/2009	*	2	COMMUNICATION ARTS
ESL 314	WRITING III	01/2008- 12/2009	*	2.5	COMMUNICATION ARTS
ESL 315	PRACTICAL ENGLISH APPLICATION III	01/2008- 12/2009	*	1.5	COMMUNICATION ARTS
ESL 400	SPEAKING & LISTENING IV	01/2008- 12/2009	*	2	COMMUNICATION ARTS
ESL 412	GRAMMAR IV	01/2008- 12/2009	*	3	COMMUNICATION ARTS
ESL 413	VOCABULARY & READING IV	01/2008- 12/2009	*	1.5	COMMUNICATION ARTS
ESL 414	WRITING IV	01/2008- 12/2009	*	2.5	COMMUNICATION ARTS
ESL 415	PRACTICAL ENGLISH APPLICATION IV	01/2008- 12/2009	*	1.5	COMMUNICATION ARTS

Course Number	Course Title	Course Year	Quarter Credits	Credits Recommended	University of Phoenix Equivalency
ESL 500	SPEAKING AND LISTENING V	01/2008- 12/2009	*	2	COMMUNICATION ARTS
ESL 512	GRAMMAR V	01/2008- 12/2009	*	3	COMMUNICATION ARTS
ESL 513	VOCABULARY & READING V	01/2008- 12/2009	*	1.5	COMMUNICATION ARTS
ESL 514	WRITING V	01/2008- 12/2009	*	2.5	COMMUNICATION ARTS
ESL 515	PRACTICAL ENGLISH APPLICATION V	01/2008- 12/2009	*	1.5	COMMUNICATION ARTS
2009-2010					
*NOTE- CREDIT WILL ONLY BE AWARDED TO STUDENTS HAVING COMPLETED THE FOLLOWING COURSEWORK FOLLOWING THE ATTAINMENT OF A HIGH SCHOOL DIPLOMA OR GED. CREDIT WILL NOT BE AWARDED TO STUDENTS WHO HAVE COMPLETED THE FOLLOWING TRAINING PRIOR TO HIGH SCHOOL GRADUATION OR THE ATTAINMENT OF A GED					
HVAC PROGRAM					
AC 101	BASICS	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AC 102	ELECTRICAL	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AC 103	REFRIGERATION AND COMFORT COOLING SYSTEMS	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AC 104	HEATING	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AC 105	COMMERCIAL SYSTEMS	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AC 106	HEAT PUMPS	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AUTOMOTIVE REPAIR TECHNICIAN PROGRAM					
AM 120	BRAKES	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AM 122	SUSPENSION/STEERING	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AM 128	ELECTRICAL/ELECTRONICS SYSTEMS I	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AM 130	ELECTRICAL/ELECTRONICS SYSTEMS II	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AM 132	HEATING AND AIR CONDITIONING	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AM 134	ENGINE PERFORMANCE I	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
AM 136	ENGINE PERFORMANCE II	01/2009-12/2010	6	4.00	INTERDISCIPLINARY/ ELECTIVE
CAD/DRAFTING PROGRAM					
DFT 101	INTRODUCTION TO DRAFTING	01/2009-12/2010	5	3.33	INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Course Year	Quarter Credits	Credits Recommended	University of Phoenix Equivalency
DFT 102	FUNDAMENTALS OF DRAFTING	01/2009-12/2010	5	3.33	INTERDISCIPLINARY/ ELECTIVE
DFT 103	ARCHITECTURAL DRAFTING	01/2009-12/2010	10	6.67	INTERDISCIPLINARY/ ELECTIVE
DFT 104	ELECTRONIC DRAFTING	01/2009-12/2010	10	6.67	INTERDISCIPLINARY/ ELECTIVE
DFT 105	MECHANICAL DRAFTING	01/2009-12/2010	10	6.67	INTERDISCIPLINARY/ ELECTIVE
DFT 106	CIVIL DRAFTING	01/2009-12/2010	10	6.67	INTERDISCIPLINARY/ ELECTIVE
DFT 107	INTRODUCTION TO COMPUTER AIDED DRAFTING	01/2009-12/2010	10	6.67	INTERDISCIPLINARY/ ELECTIVE
DFT 108	COMPUTER AIDED DRAFTING	01/2009-12/2010	10	6.67	INTERDISCIPLINARY/ ELECTIVE

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