



CHANGES TRAINING CENTER

2003 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: 08/20/2019

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.							
	COMPUTERIZED BOOKKEEPER DIPLOMA (CORE COURSES ONLY)	CLASSROOM	01/2003-12/2003	320	*	7.5	INTERDISCIPLINARY/ ELECTIVE
	COMPUTERIZED OFFICE PROFESSIONAL DIPLOMA (CORE COURSES ONLY)	CLASSROOM	01/2003-12/2003	245	*	13.0	INTERDISCIPLINARY/ ELECTIVE
	MARKETING & SALES DIPLOMA	CLASSROOM	01/2003-12/2003	480	*	20.0	INTERDISCIPLINARY/ ELECTIVE
	GENERAL INSURANCE CLERK CERTIFICATION	CLASSROOM	01/2003-12/2003	450	*	16.0	INTERDISCIPLINARY/ ELECTIVE
<u>ADDITIONAL ELECTIVE COURSES:</u>							
	MICROSOFT WORD	CLASSROOM	01/2003-12/2003	60	*	2.0	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT EXCEL	CLASSROOM	01/2003-12/2003	60	*	2.0	INTERDISCIPLINARY/ ELECTIVE
	MICROSOFT ACCESS	CLASSROOM	01/2003-12/2003	60	*	2.0	INTERDISCIPLINARY/ ELECTIVE

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	MICROSOFT POWERPOINT	CLASSROOM	01/2003-12/2003	30	*	0	NON-ACADEMIC
	QUICK BOOKS	CLASSROOM	01/2003-12/2003	25	*	0	NON-ACADEMIC
	MYOB	CLASSROOM	01/2003-12/2003	25	*	0	NON-ACADEMIC
	COREL WORD PERFECT	CLASSROOM	01/2003-12/2003	25	*	0	NON-ACADEMIC
	ACCPAC FOR WINDOWS	CLASSROOM	01/2003-12/2003	70	*	2.5	INTERDISCIPLINARY/ ELECTIVE
	SIMPLY ACCOUNTING ADVANCED APPLICATIONS	CLASSROOM	01/2003-12/2003	20	*	0.5	INTERDISCIPLINARY/ ELECTIVE
	EXCEL & ACCESS LEVEL 2	CLASSROOM	01/2003-12/2003	20	*	0.5	INTERDISCIPLINARY/ ELECTIVE

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