



# CITY OF GLENDALE

## 2001-2012 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](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: 09/12/2012

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
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### Glendale Leadership Academy for Development (GLAD) Certification Course-Level II

COG100	Leadership Skills for a Positive Workforce	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG101	Fundamentals of Conflict Management	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG102	Managing Corrective Action & Discipline	Classroom	01/2001-12/2012	8 Hour(s)	8	0.5	Interdisciplinary/Elective
COG103	Performance Management	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG104	Understanding Your Personality & Leadership Style	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG105	Effective Communication	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Communication Arts
COG106	Selection & Hiring	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG107	Organizational Culture & Values	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective

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	Safety Fundamentals for Supervisors	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG108	Avoiding Common Management Mistakes	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG109	The Winning Balance: Diversity in the Workplace	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG128	What Supervisors Should Know About Employee Benefits	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG110	Understanding & Supervising Multi-Generations	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG129	Meeting Skills	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG111	Time Management	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG112	Project Management	Classroom	01/2001-12/2012	8 Hour(s)	8	0.5	Interdisciplinary/Elective
COG113	Budgeting Basics	Classroom	01/2001-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG130	Grant Writing	Classroom	01/2001-12/2012	8 Hour(s)	8	0.5	Interdisciplinary/Elective

#### Glendale Leadership Academy for Development (GLAD) Certification Course-Level I

COG114	Listening Skills	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Communication Arts
COG115	Achieving Outstanding Customer Service	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG116	Managing Your Performance & Career Development	Classroom	01/2006-12/2012	4 Hour(s)	0	0.0	Non-Academic
COG117	The Winning Balance: Diversity in the Workplace	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG118	Your Personality & Communication Style	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG119	Dealing Effectively with Conflict	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG120	Dealing with Change	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG121	Time Management	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG122	Working with Multiple Generations	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
	Understanding Your Benefits	Classroom	01/2006-12/2012	4 Hour(s)	0	0.0	Non-Academic
COG123	Business Writing Basics	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Communication Arts
COG124	Planning Your Career	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
COG125	Developing Your Resume	Classroom	01/2006-12/2012	4 Hour(s)	0	0.0	Non-Academic
COG126	Interviewing Skills	Classroom	01/2006-12/2012	4 Hour(s)	0	0.0	Non-Academic

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
COG127	Business Etiquette & Social Skills	Classroom	01/2006-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/Elective