

# CITY OF HOUSTON

## 1996-Present 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: phoenix.edu or contact the department at PLAC@Phoenix.edu.

Clock hour to semester credit hour conversions are made by the University using current U.S. Department of Education standards.

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.

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**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: 08/25/2021

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	Duration	Units	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
COH-OTOD - 0116	ADAPTING YOUR LEADERSHIP STYLE	Classroom	12/2019-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD - 0110	ADMINISTRATION DEVELOPMENT PROGRAM (ADP)	Classroom	03/2015-Present	64	Hours	64	4.0	Interdisciplinary/Elective
	ADVANCING YOUR ADMINISTRATIVE CAREER	Classroom	01/1996-12/2005	4	Hours	0	0.0	Non-Academic
	BACK INJURY PREVENTION	Classroom	01/1996-12/2005	1	Hours	0	0.0	Non-Academic
	BACK SAFETY	Classroom	01/1996-12/2005	3	Hours	0	0.0	Non-Academic
	BASIC KEYBOARDING	Classroom	01/1996-12/2005	16	Hours	0	0.0	Non-Academic
COH-OTOD - 0045	BUILDING A HIGH PERFORMANCE TEAM	Classroom	07/2012-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	BUILDING WORKPLACE RELATIONSHIPS	Classroom	01/1996-12/2005	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD-0056	BUILDING WORKPLACE RELATIONSHIPS	Classroom	06/2010-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD-0046	BUSINESS ETIQUETTE	Classroom	12/2019-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	BUSINESS GRAMMAR	Classroom	01/1996-12/2005	18	Hours	18	1.0	Interdisciplinary/Elective
COH-OTOD-0047	BUSINESS GRAMMAR 1	Classroom	06/2015-Present	7	Hours	0	0.0	Non-Academic
COH-OTOD-0048	BUSINESS GRAMMAR 2	Classroom	06/2015-Present	7	Hours	0	0.0	Non-Academic
COH-OTOD-0049	BUSINESS GRAMMAR 3	Classroom	06/2015-Present	7	Hours	0	0.0	Non-Academic
	BUSINESS WRITING	Classroom	01/1996-12/2005	24	Hours	24	1.5	Communication Arts
COH-OTOD-0050	BUSINESS WRITING	Classroom	08/2015-Present	8.5	Hours	8.5	0.5	Interdisciplinary/Elective
	CARDIO PULMONARY RESUSCITATION (CPR)/MEDIC FIRST AID/AED	Classroom	01/1996-12/2005	7	Hours	0	0.0	Non-Academic
	CDL PREPARATORY COURSE	Classroom	01/1996-12/2005	7	Hours	0	0.0	Non-Academic
	CHAIN SAW SAFETY	Classroom	01/1996-12/2005	2	Hours	0	0.0	Non-Academic
	CHAINS & SLINGS	Classroom	01/1996-12/2005	2	Hours	0	0.0	Non-Academic
COH-OTOD - 0111	CITY ACCREDITATION PROGRAM FOR SUPERVISORS (CAPS)	Classroom	06/2010-Present	126	Hours	126	8.0	Interdisciplinary/Elective
	CITY ACCREDITATION PROGRAM I FOR SUPERVISORS	Classroom	01/1996-12/2005	97	Hours	97	6.0	Interdisciplinary/Elective

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	CITY ACCREDITATION PROGRAM II FOR SUPERVISORS	Classroom	01/1996-12/2005	23	Hours	23	1.5	Interdisciplinary/Elective
COH-OTOD - 0052	COACHING FOR DEVELOPMENT	Classroom	06/2010-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	COMPUTER LAB	Classroom	01/1996-12/2005	6	Hours	0	0.0	Non-Academic
COH-OTOD - 0054	CONDUCTING PRODUCTIVE MEETINGS	Classroom	02/2015-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	CONFINED SPACE ENTRY (CSE - OVERVIEW)	Classroom	01/1996-12/2005	8	Hours	0	0.0	Non-Academic
	CONFINED SPACE ENTRY (CSE)	Classroom	01/1996-12/2005	40	Hours	0	0.0	Non-Academic
COH-OTOD - 0055	CONFLICT RESOLUTION FOR MANAGERS & SUPERVISORS	Classroom	06/2010-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD - 0057	CREATING A POSITIVE WORKPLACE	Classroom	06/2010-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD - 0058	CREATING AN EMPLOYEE DEVELOPMENT PLAN	Classroom	08/2014-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD-0060	CRITICAL THINKING SKILLS	Classroom	12/2019-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	CRYSTAL REPORTS	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Science/Technology
COH-OTOD-0062	DEALING WITH DIFFICULT WORK SITUATIONS	Classroom	08/2014-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	DEALING WITH THE STRESS MESS	Classroom	01/1996-12/2005	4	Hours	4	Combinable	Interdisciplinary/Elective
	DEFENSIVE DRIVING COURSE	Classroom	01/1996-12/2005	6	Hours	0	0.0	Non-Academic
	DEFENSIVE DRIVING COURSE (DDC)	Classroom	01/1996-12/2005	6	Hours	0	0.0	Non-Academic
COH-OTOD - 0063	DELEGATION FOR GROWTH	Classroom	01/2019-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD-0064	DELIVERING QUALITY CUSTOMER SERVICE	Classroom	06/2010-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD-002	DIVERSITY COMMITMENT	Classroom	05/2016-04/2020	4	Hours	4	Combinable	Interdisciplinary/Elective
	DOT I - FOR SUPERVISORS (DRUG & ALCOHOL TESTING)	Classroom	01/1996-12/2005	2	Hours	2	Combinable	Interdisciplinary/Elective
	DOT II - FOR EMPLOYEES (DRUG & ALCOHOL TESTING)	Classroom	01/1996-12/2005	2	Hours	0	0.0	Non-Academic
	DYNAMIC GROUP FACILITATOR	Classroom	01/1996-12/2005	21	Hours	21	1.0	Communication Arts
COH-OTOD-0065	EFFECTIVE LISTENING SKILLS	Classroom	12/2019-Present	3	Hours	3	Combinable	Interdisciplinary/Elective
	EFFECTIVE NEGOTIATION	Classroom	01/1996-12/2005	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD-0066	EFFECTIVE TELEPHONE SKILLS	Classroom	06/2010-Present	4	Hours	0	0.0	Non-Academic
COH-OTOD - 0113	EMERGING LEADERS TRAINING PROGRAM	Classroom	07/2017-Present	48	Hours	48	3.0	Interdisciplinary/Elective
COH-OTOD - 0067	EMOTIONAL INTELLIGENCE	Classroom	07/2014-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD-0068	EMPLOYEE ENGAGEMENT	Classroom	12/2019-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	EMPLOYEE PERFORMANCE EVALUATION	Classroom	01/1996-12/2005	4	Hours	4	Combinable	Interdisciplinary/Elective
	ENGLISH AS A SECOND LANGUAGE (BASIC)	Classroom	01/1996-12/2005	*	Hours	0	0.0	Non-Academic
	ENGLISH AS A SECOND LANGUAGE (INTERMEDIATE)	Classroom	01/1996-12/2005	*	Hours	0	0.0	Non-Academic
	ERGONOMICS	Classroom	01/1996-12/2005	1	Hours	1	Combinable	Interdisciplinary/Elective
	EXCAVATION SAFETY	Classroom	01/1996-12/2005	8	Hours	0	0.0	Non-Academic
COH-EO-0150	EXECUTIVE ORDER 1-50: WORKPLACE DISCRIMINATION AND HARASSMENT	Classroom	04/2020-Present	2	Hours	2	Combinable	Interdisciplinary/Elective
	FIRE EXTINGUISHER TRAINING	Classroom	01/1996-12/2005	2	Hours	0	0.0	Non-Academic
	FORKLIFT OPERATOR'S COURSE	Classroom	01/1996-12/2005	8	Hours	0	0.0	Non-Academic
COH-OTOD - 0070	FUNDAMENTALS OF SUPERVISION	Classroom	06/2010-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD - 0071	GOAL SETTING AND STRATEGIC PLANNING	Classroom	09/2015-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	HAZARD COMMUNICATION AN EMPLOYEE'S RIGHT TO KNOW	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Science/Technology
	HAZWOPER AWARENESS & FIRST RESPONDER LEVEL COURSE	Classroom	01/1996-12/2005	32	Hours	32	2.0	Science/Technology
	HAZWOPER OVERVIEW COURSE	Classroom	01/1996-12/2005	8	Hours	8	0.5	Science/Technology
	HYDROGEN SULFIDE TRAINING	Classroom	01/1996-12/2005	3	Hours	0	0.0	Non-Academic
	IMPROVING COMMUNICATIONS AT WORK	Classroom	01/1996-12/2005	4	Hours	0	0.0	Non-Academic
COH-OTOD - 0076	INTERPERSONAL SKILLS	Classroom	02/2016-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD - 0077	INTRODUCTION TO COMPUTERS	Classroom	11/2020-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD-0104	JUDGEMENT	Classroom	05/2016-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD - 0079	LEADERSHIP 101	Classroom	07/2014-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD - 0080	LEADERSHIP COMMUNICATION	Classroom	06/2010-Present	7	Hours	7	Combinable	Communication Arts
COH-OTOD - 0114	LEADERSHIP INSTITUTE PROGRAM (LIP)	Classroom	06/2013-Present	63	Hours	63	4.0	Interdisciplinary/Elective
	LISTEN TO THE EXPERTS SERIES	Classroom	01/1996-12/2005	8	Hours	8	0.5	Interdisciplinary/Elective
	MAKING EFFECTIVE PRESENTATIONS	Classroom	01/1996-12/2005	18	Hours	18	1.0	Communication Arts
	MANAGING ANGER	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Interdisciplinary/Elective
COH-OTOD - 0081	MANAGING CHANGE (MANAGERS & SUPERVISORS)	Classroom	06/2010-Present	7	Hours	7	Combinable	Interdisciplinary/Elective

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	MANAGING STRESS	Classroom	01/1996-12/2005	1	Hours	0	0.0	Non-Academic
	MODEL-NETICS	Classroom	01/1996-12/2005	40	Hours	40	2.5	Interdisciplinary/Elective
COH-OTOD - 0082	MOTIVATING EMPLOYEES TO BE THEIR BEST	Classroom	12/2019-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD - 0083	MS ACCESS – LEVEL 1	Classroom	12/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	MS ACCESS 2000 - 1	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
	MS ACCESS 2000 - 2	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
	MS ACCESS 2000 - 3	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
	MS EXCEL 1	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
COH-OTOD - 0087	MS EXCEL LEVEL 1	Classroom	06/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	MS EXCEL 2	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
COH-OTOD - 0088	MS EXCEL LEVEL 2	Classroom	11/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	MS EXCEL 3	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
COH-OTOD - 0089	MS EXCEL LEVEL 3	Classroom	12/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	MS EXCEL FORMULAS	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Interdisciplinary/Elective
COH-OTOD - 0084	MS EXCEL ADVANCED - FORMULAS	Classroom	12/2017-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD - 0085	MS EXCEL ADVANCED - PIVOT TABLE	Classroom	12/2017-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	MS EXCEL TIPS & TRICKS	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Interdisciplinary/Elective
COH-OTOD - 0086	MS EXCEL ADVANCED - TIPS & TRICKS	Classroom	12/2017-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	MS OUTLOOK 1	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
	MS OUTLOOK 2	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
	MS POWERPOINT 1	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
COH-OTOD - 0090	MS POWERPOINT LEVEL 1	Classroom	07/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	MS POWERPOINT 2	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
COH-OTOD - 0091	MS POWERPOINT LEVEL 2	Classroom	12/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD - 0092	MS POWERPOINT LEVEL 3	Classroom	12/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	MS POWERPOINT TIPS & TRICKS	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Interdisciplinary/Elective
	MS PROJECT MANAGEMENT	Classroom	01/1996-12/2005	18	Hours	18	1.0	Science/Technology
	MS WINDOWS	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Interdisciplinary/Elective
	MS WORD 1	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
COH-OTOD - 0093	MS WORD LEVEL 1	Classroom	10/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	MS WORD 2	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
COH-OTOD - 0094	MS WORD LEVEL 2	Classroom	06/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	MS WORD 3	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Interdisciplinary/Elective
COH-OTOD - 0095	MS WORD LEVEL 3	Classroom	12/2017-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	MS WORD MERGE	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Interdisciplinary/Elective
	MS WORD TEMPLATES	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Interdisciplinary/Elective
COH-OTOD - 0096	MULTI-GENERATIONAL WORKPLACE	Classroom	08/2015-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	NEW EMPLOYEE ORIENTATION	Classroom	01/1996-12/2005	7.5	Hours	0	0.0	Non-Academic
COH-OTOD - 0097	NEW EMPLOYEE ORIENTATION	Classroom	06/2010-Present	6.25	Hours	0	0.0	Non-Academic
COH-OTOD - 0098	NEW SUPERVISOR ORIENTATION (NSO)	Self-Paced	01/2021-Present	11.5	Hours	3.5	Combinable	Interdisciplinary/Elective
	NSC - SUPERVISOR DEVELOPMENT COURSE	Classroom	01/1996-12/2005	47	Hours	47	3.0	Interdisciplinary/Elective
	OCCUPATIONAL SAFETY MANAGEMENT (OSM)	Classroom	01/1996-12/2005	100	Hours	100	6.5	Interdisciplinary/Elective
	OFFICE SAFETY	Classroom	01/1996-12/2005	2	Hours	0	0.0	Non-Academic
	ORGANIZING YOUR WORK	Classroom	01/1996-12/2005	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD-0099	OVERCOMING THE CHALLENGES OF CHANGE	Classroom	06/2010-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	OVERCOMING THE CHALLENGES OF CHANGE (MANAGEMENT)	Classroom	01/1996-12/2005	3.5	Hours	3.5	Combinable	Interdisciplinary/Elective
	OVERCOMING THE CHALLENGES OF CHANGE (NON-MANAGEMENT)	Classroom	01/1996-12/2005	3.5	Hours	3.5	Combinable	Interdisciplinary/Elective
	PC LITERACY	Classroom	01/1996-12/2005	6	Hours	6	Combinable	Science/Technology
	PERSONAL FINANCIAL MANAGEMENT	Classroom	01/1996-12/2005	4	Hours	4	Combinable	Interdisciplinary/Elective
	PERSONAL PROTECTIVE EQUIPMENT (PPE)	Classroom	01/1996-12/2005	4	Hours	0	0.0	Non-Academic
	POLITICAL AWARENESS & SAVVY	Classroom	01/1996-12/2005	3.5	Hours	3.5	Combinable	Interdisciplinary/Elective
COH-OTOD - 0100	PROBLEM SOLVING AND DECISION MAKING	Classroom	07/2012-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD - 0102	PROJECT MANAGEMENT OVERVIEW	Classroom	02/2012-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
	PROTECT YOUR BACK	Classroom	01/1996-12/2005	2	Hours	0	0.0	Non-Academic
	SAFETY FOR SUPERVISORS	Classroom	01/1996-12/2005	6.5	Hours	6.5	Combinable	Interdisciplinary/Elective
COH-HR-0102	SEXUAL HARASSMENT: A HANDS-OFF APPROACH	Classroom	12/2019-04/2020	2	Hours	2	Combinable	Interdisciplinary/Elective
	SIM HOUSTON ORIENTATION POWER USERS	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Science/Technology

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	SIM HOUSTON ORIENTATION SR. MANAGER OVERVIEW	Classroom	01/1996-12/2005	2	Hours	2	Combinable	Science/Technology
	SIM HOUSTON ORIENTATION STANDARD USER	Classroom	01/1996-12/2005	4	Hours	4	Combinable	Science/Technology
	SLIPS, TRIPS & FALLS	Classroom	01/1996-12/2005	1	Hours	0	0.0	Non-Academic
	SPANISH AS A SECOND LANGUAGE	Classroom	01/1996-12/2005	18	Hours	18	1.0	Communication Arts
	STANDARD FIRST AID & CPR & AED	Classroom	01/1996-12/2005	7.5	Hours	0	0.0	Non-Academic
COH- OTOD - 0115	STRENGTHENING YOUR CORE PROGRAM (SYC)	Classroom	05/2016-Present	32	Hours	32	2.0	Interdisciplinary/Elective
	STRESS, CHANGE & COPING	Classroom	01/1996-12/2005	3	Hours	3	Combinable	Interdisciplinary/Elective
COH-HR-0100	TALK LIKE A LEADER	Classroom	12/2019-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	TEAM DYNAMICS	Classroom	01/1996-12/2005	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-BUS 0012	TEAM DYNAMICS	Classroom	06/2010-04/2020	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD-0105	TEAMWORK	Classroom	05/2016-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	TELEPHONE ETIQUETTE	Classroom	01/1996-12/2005	4	Hours	0	0.0	Non-Academic
COH-OTOD 0107	THE ART OF EFFECTIVE COMMUNICATION	Classroom	06/2010-Present	4	Hours	4	Combinable	Communication Arts
	THE ART OF LISTENING	Classroom	01/1996-12/2005	4	Hours	4	Combinable	Communication Arts
COH-BUS 023	THROUGH THE EYES OF A CHILD: DIVERSITY AND INCLUSION	Classroom	12/2015-04/2020	4	Hours	4	Combinable	Interdisciplinary/Elective
COH-OTOD-0108	TIME MANAGEMENT	Classroom	01/2019-Present	7	Hours	7	Combinable	Interdisciplinary/Elective
COH-OTOD - 0109	TOUGHEST SUPERVISOR CHALLENGES	Classroom	12/2019-Present	4	Hours	4	Combinable	Interdisciplinary/Elective
	WORK ZONE & FLAGGING SAFETY	Classroom	01/1996-12/2005	5	Hours	0	0.0	Non-Academic
	WORKPLACE VIOLENCE AWARENESS	Classroom	01/1996-12/2005	1	Hours	0	0.0	Non-Academic
	WORKPLACE VIOLENCE PREVENTION (NON MANAGEMENT)	Classroom	01/1996-12/2005	4	Hours	4	Combinable	Interdisciplinary/Elective
	WORKPLACE VIOLENCE PREVENTION (MANAGEMENT)	Classroom	01/1996-12/2005	4	Hours	0	0.0	Non-Academic
	YOUR HEART MATTERS	Classroom	01/1996-12/2005	1	Hours	0	0.0	Non-Academic

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