



COLUMBUS CONSOLIDATED GOVERNMENT

2009-2016 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 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: 10/23/2018

*All courses listed are required for completion of the Level II Certification. Credit will only be awarded for completion of the entire program.

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Level II Certification	Classroom	01/2009-12/2016	164 Hour(s)	104	6.5	Interdisciplinary/Elective
	HR Law for the Supervisor - Level 1	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	HR Law for the Supervisor - Level 2	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Emergenetics	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Preparing for the Unexpected-Surviving Workplace Violence	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Mastering Your Role-A Primer for Supervisors and Managers	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Succession Planning and an Introduction to Executive Coaching	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Being Understood, Business Writing	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Media Relations	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Harassment and Discrimination Awareness Training	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Self Discovery through Myers Briggs	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Five Building Blocks of Effective Teamwork	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Interviewing, Hiring, and Firing	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Discipline and Termination	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Leading Effective Teams	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Effective Project Management	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Dealing with Difficult People	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Meeting Planning	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Presentation Skills	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Performance Reviews	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Time Management Skills	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Human Resources Law I for Supervisors	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Human Resources Law II for Supervisors	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Discrimination and Harassment in the Workplace	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Job Descriptions, Postings, Interviewing and Hiring	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Discipline, Termination and Documentation	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Performance Evaluation Process	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Dealing with Difficult People	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Budgeting for Local Government	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Workplace Violence Preparedness	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Generational Diversity in Today's Workplace	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	The Workplace Diversity Advantage	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Ethics in the Public Sector	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Myers Briggs Type Indicator	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above

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	Presentation Skills I	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Presentation Skills II	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Media I for Government Employees	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Time Management	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Leading Effective Teams	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Effective Leadership Styles	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	Planning and Leading Effective Meetings	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above
	HR Law Update	Classroom	01/2009-12/2016	4 Hour(s)			*Please See Credit Award Above

Leadership Development Program (Level I & II Certification)		Classroom	01/2014-12/2016	88	Hour(s)	72	4.5	Interdisciplinary/Elective
	10 Roles of Manager	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Basic Public Administration	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Myers Briggs Type Indicator	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Ethical Management: Finding the Balance	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Team Building and Effective Leadership	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Interviewing and Hiring	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Dealing with Difficult People	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Coaching and Mentoring	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Discipline and Termination in the CCG	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Cultural Diversity	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Exceptional Customer Service	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Safety in the Workplace	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	HR Law	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Communication and Rules of Higher Leadership/City Government	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Effective Presentations	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above
	Effective Meetings	Classroom	01/2014-12/2016	4	Hour(s)			*Please See Credit Award Above

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	Media	Classroom	01/2014-12/2016	4	Hour(s)		*Please See Credit Award Above
	Budget Preparation and Execution	Classroom	01/2014-12/2016	4	Hour(s)		*Please See Credit Award Above
	Emergency Response Program	Classroom	01/2014-12/2016	4	Hour(s)		*Please See Credit Award Above
	Generational Leadership	Classroom	01/2014-12/2016	4	Hour(s)		*Please See Credit Award Above
	Changing Culture and Transition	Classroom	01/2014-12/2016	4	Hour(s)		*Please See Credit Award Above
	Strategic Planning	Classroom	01/2014-12/2016	4	Hour(s)		*Please See Credit Award Above

The University's Central Administration is located at 4035 S. Riverpoint Parkway Phoenix, AZ 85040. University of Phoenix is accredited by The Higher Learning Commission and is a member of the North Central Association. For additional information, contact The Higher Learning Commission, ncahlc.org.

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