



University of Phoenix®

CITY OF HOUSTON

1996-2005 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: 08/21/2019

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.							
	ADVANCING YOUR ADMINISTRATIVE CAREER	CLASSROOM	01/1996-12/2005	4	*	0	NON-ACADEMIC
	BACK INJURY PREVENTION	CLASSROOM	01/1996-12/2005	1	*	0	NON-ACADEMIC
	BACK SAFETY	CLASSROOM	01/1996-12/2005	3	*	0	NON-ACADEMIC
	BASIC KEYBOARDING	CLASSROOM	01/1996-12/2005	16	*	0	NON-ACADEMIC
	BUILDING WORKPLACE RELATIONSHIPS	CLASSROOM	01/1996-12/2005	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	BUSINESS GRAMMAR	CLASSROOM	01/1996-12/2005	18	*	1	INTERDISCIPLINARY/ ELECTIVE
	BUSINESS WRITING	CLASSROOM	01/1996-12/2005	24	*	1.5	COMMUNICATION ARTS
	CARDIO PULMONARY RESUSCITATION (CPR)/MEDIC FIRST AID/AED	CLASSROOM	01/1996-12/2005	7	*	0	NON-ACADEMIC

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	CDL PREPARATORY COURSE	CLASSROOM	01/1996-12/2005	7	*	0	NON-ACADEMIC
	CHAIN SAW SAFETY	CLASSROOM	01/1996-12/2005	2	*	0	NON-ACADEMIC
	CHAINS & SLINGS	CLASSROOM	01/1996-12/2005	2	*	0	NON-ACADEMIC
	CITY ACCREDITATION PROGRAM I FOR SUPERVISORS	CLASSROOM	01/1996-12/2005	97	*	6	INTERDISCIPLINARY/ ELECTIVE
	CITY ACCREDITATION PROGRAM II FOR SUPERVISORS	CLASSROOM	01/1996-12/2005	23	*	1.5	INTERDISCIPLINARY/ ELECTIVE
	COMPUTER LAB	CLASSROOM	01/1996-12/2005	6	*	0	NON-ACADEMIC
	CONFINED SPACE ENTRY (CSE - OVERVIEW)	CLASSROOM	01/1996-12/2005	8	*	0	NON-ACADEMIC
	CONFINED SPACE ENTRY (CSE)	CLASSROOM	01/1996-12/2005	40	*	0	NON-ACADEMIC
	CRYSTAL REPORTS	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	SCIENCE TECHNOLOGY
	DEALING WITH THE STRESS MESS	CLASSROOM	01/1996-12/2005	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	DEFENSIVE DRIVING COURSE	CLASSROOM	01/1996-12/2005	6	*	0	NON-ACADEMIC
	DEFENSIVE DRIVING COURSE (DDC)	CLASSROOM	01/1996-12/2005	6	*	0	NON-ACADEMIC
	DOT I - FOR SUPERVISORS (DRUG & ALCOHOL TESTING)	CLASSROOM	01/1996-12/2005	2	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	DOT II - FOR EMPLOYEES (DRUG & ALCOHOL TESTING)	CLASSROOM	01/1996-12/2005	2	*	0	NON-ACADEMIC
	DYNAMIC GROUP FACILITATOR	CLASSROOM	01/1996-12/2005	21	*	1	COMMUNICATION ARTS
	EFFECTIVE NEGOTIATION	CLASSROOM	01/1996-12/2005	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EMPLOYEE PERFORMANCE EVALUATION	CLASSROOM	01/1996-12/2005	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ENGLISH AS A SECOND LANGUAGE (BASIC)	CLASSROOM	01/1996-12/2005	*	*	0	NON-ACADEMIC
	ENGLISH AS A SECOND LANGUAGE (INTERMEDIATE)	CLASSROOM	01/1996-12/2005	*	*	0	NON-ACADEMIC
	ERGONOMICS	CLASSROOM	01/1996-12/2005	1	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EXCAVATION SAFETY	CLASSROOM	01/1996-12/2005	8	*	0	NON-ACADEMIC
	FIRE EXTINGUISHER TRAINING	CLASSROOM	01/1996-12/2005	2	*	0	NON-ACADEMIC
	FORKLIFT OPERATOR'S COURSE	CLASSROOM	01/1996-12/2005	8	*	0	NON-ACADEMIC
	HAZARD COMMUNICATION AN EMPLOYEE'S RIGHT TO KNOW	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	SCIENCE TECHNOLOGY

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	HAZWOPER AWARENESS & FIRST RESPONDER LEVEL COURSE	CLASSROOM	01/1996-12/2005	32	*	2	SCIENCE TECHNOLOGY
	HAZWOPER OVERVIEW COURSE	CLASSROOM	01/1996-12/2005	8	*	0.5	SCIENCE TECHNOLOGY
	HYDROGEN SULFIDE TRAINING	CLASSROOM	01/1996-12/2005	3	*	0	NON-ACADEMIC
	IMPROVING COMMUNICATIONS AT WORK	CLASSROOM	01/1996-12/2005	4	*	0	NON-ACADEMIC
	LISTEN TO THE EXPERTS SERIES	CLASSROOM	01/1996-12/2005	8	*	0.5	INTERDISCIPLINARY/ ELECTIVE
	LISTEN TO THE EXPERTS SERIES	CLASSROOM	01/1996-12/2005	8	*	0.5	INTERDISCIPLINARY/ ELECTIVE
	MAKING EFFECTIVE PRESENTATIONS	CLASSROOM	01/1996-12/2005	18	*	0.5	COMMUNICATION ARTS
	MANAGING ANGER	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MANAGING STRESS	CLASSROOM	01/1996-12/2005	1	*	0	NON-ACADEMIC
	MODEL-NETICS	CLASSROOM	01/1996-12/2005	40	*	2.5	INTERDISCIPLINARY/ ELECTIVE
	MS ACCESS 2000 - 1 *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS ACCESS 2000 - 2 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS ACCESS 2000 - 3 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS EXCEL 1 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS EXCEL 2 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS EXCEL 3 -*	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS EXCEL FORMULAS - *	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS EXCEL TIPS & TRICKS - *	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS OUTLOOK 1 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS OUTLOOK 2 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS POWERPOINT 1 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS POWERPOINT 2 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS POWERPOINT TIPS & TRICKS - *	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS PROJECT MANAGEMENT	CLASSROOM	01/1996-12/2005	18	*	1	SCIENCE TECHNOLOGY

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	MS WINDOWS - *	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS WORD 1*	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS WORD 2 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS WORD 3 - *	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS WORD MERGE - *	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MS WORD TEMPLATES - *	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	NEW EMPLOYEE ORIENTATION	CLASSROOM	01/1996-12/2005	7.5	*	0	NON-ACADEMIC
	NSC - SUPERVISOR DEVELOPMENT COURSE	CLASSROOM	01/1996-12/2005	47	*	3	INTERDISCIPLINARY/ ELECTIVE
	OCCUPATIONAL SAFETY MANAGEMENT (OSM)	CLASSROOM	01/1996-12/2005	100	*	4	INTERDISCIPLINARY/ ELECTIVE
	OFFICE SAFETY	CLASSROOM	01/1996-12/2005	2	*	0	NON-ACADEMIC
	ORGANIZING YOUR WORK	CLASSROOM	01/1996-12/2005	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	OVERCOMING THE CHALLENGES OF CHANGE (MANAGEMENT)	CLASSROOM	01/1996-12/2005	3.5	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	OVERCOMING THE CHALLENGES OF CHANGE (NON-MANAGEMENT)	CLASSROOM	01/1996-12/2005	3.5	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PC LITERACY	CLASSROOM	01/1996-12/2005	6	*	COMBINABLE	SCIENCE TECHNOLOGY
	PERSONAL FINANCIAL MANAGEMENT	CLASSROOM	01/1996-12/2005	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PERSONAL PROTECTIVE EQUIPMENT (PPE)	CLASSROOM	01/1996-12/2005	4	*	0	NON-ACADEMIC
	POLITICAL AWARENESS & SAVVY	CLASSROOM	01/1996-12/2005	3.5	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PROTECT YOUR BACK	CLASSROOM	01/1996-12/2005	2	*	0	NON-ACADEMIC
	SAFETY FOR SUPERVISORS	CLASSROOM	01/1996-12/2005	6.5	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	SIM HOUSTON ORIENTATION POWER USERS	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	SCIENCE TECHNOLOGY
	SIM HOUSTON ORIENTATION SR. MANAGER OVERVIEW	CLASSROOM	01/1996-12/2005	2	*	COMBINABLE	SCIENCE TECHNOLOGY
	SIM HOUSTON ORIENTATION STANDARD USER	CLASSROOM	01/1996-12/2005	4	*	COMBINABLE	SCIENCE TECHNOLOGY
	SLIPS, TRIPS & FALLS	CLASSROOM	01/1996-12/2005	1	*	0	NON-ACADEMIC
	SPANISH AS A SECOND LANGUAGE	CLASSROOM	01/1996-12/2005	18	*	1	COMMUNICATION ARTS

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	STANDARD FIRST AID & CPR & AED	CLASSROOM	01/1996-12/2005	7.5	*	0	NON-ACADEMIC
	STRESS, CHANGE & COPING	CLASSROOM	01/1996-12/2005	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	TEAM DYNAMICS	CLASSROOM	01/1996-12/2005	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	TELEPHONE ETIQUETTE	CLASSROOM	01/1996-12/2005	4	*	0	NON-ACADEMIC
	THE ART OF LISTENING	CLASSROOM	01/1996-12/2005	4	*	COMBINABLE	COMMUNICATION ARTS
	WORK ZONE & FLAGGING SAFETY	CLASSROOM	01/1996-12/2005	5	*	0	NON-ACADEMIC
	WORKPLACE VIOLENCE AWARENESS	CLASSROOM	01/1996-12/2005	1	*	0	NON-ACADEMIC
	WORKPLACE VIOLENCE PREVENTION (MANAGEMENT)	CLASSROOM	01/1996-12/2005	4	*	0	NON-ACADEMIC
	WORKPLACE VIOLENCE PREVENTION (NON MANAGEMENT)	CLASSROOM	01/1996-12/2005	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	YOUR HEART MATTERS	CLASSROOM	01/1996-12/2005	1	*	0	NON-ACADEMIC

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