



COUNTY OF PINELLAS

2011-2012 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 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: 10/30/2012

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
HRD600	5 Questions Every Leader Must Ask	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Interdisciplinary/Elective
HRD601	A Leader's Guide To Delegating	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD330	Accountability That Works	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
PER348	Budget and Finance Tools for Pinellas County Managers	Classroom	01/2011-12/2012	3.5 Hour(s)	0	0.0	Non-Academic
HRD402	Career Development Forum	Classroom	01/2011-12/2012	15 Hour(s)	0	0.0	Non-Academic
HRD101	Communicate This!	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Communication Arts
HRD102	Dealing With Difficult People	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD500	Effective Leadership	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Interdisciplinary/Elective
HRD103	Effective Listening	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Communication Arts

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HRD104	Emotional Intelligence	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Social Science
HRD605	Equal Employment Opportunity (EEO) for Supervisors	Classroom	01/2011-12/2012	7 Hour(s)	0	0.0	Non-Academic
HRD170	Ethics for County Government	Classroom	01/2011-12/2012	3.5 Hour(s)	0	0.0	Non-Academic
HRD150	Four Generations In The Workplace	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD901	Passport to Retirement	Classroom	01/2011-12/2012	8 Hour(s)	0	0.0	Non-Academic
HRD900	Getting Ready for Retirement	Classroom	01/2011-12/2012	3.5 Hour(s)	0	0.0	Non-Academic
HRD351	Give 'Em The Pickle	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD320	Goal Setting, Planning & Organizing	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD602	Grievance & Disciplinary Procedures	Classroom	01/2011-12/2012	3.5 Hour(s)	0	0.0	Non-Academic
HRD501	Improving Work Processes	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
PER421	Internal Controls/Fraud Hotline	Classroom	01/2011-12/2012	3.5 Hour(s)	0	0.0	Non-Academic
HRD503	Introduction to Supervision for Non-Supervisors	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Interdisciplinary/Elective
HRD603	Labor Laws-Rights and Responsibilities	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD301	Managing Change	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD151	Managing Diversity In The Workplace	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Social Science
HRD400	Motivating Ourselves	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD105	Myers-Briggs Type Indicator	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
	National Crime Stop Prevention Seminar	Classroom	01/2011-12/2012	1 Hour(s)	0	0.0	Non-Academic
HRD302	New Employee Orientation	Classroom	01/2011-12/2012	8.5 Hour(s)	0	0.0	Non-Academic
HRD300	Administrative Office Skills, Principles & Practices	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Interdisciplinary/Elective
HRD350	Customer Responsiveness	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Interdisciplinary/Elective
HRD604	Performance Measurement	Classroom	01/2011-12/2012	7 Hour(s)	0	0.0	Non-Academic
HRD370	Problem-Solving/Decision-Making	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD331	Project Management	Classroom	01/2011-12/2012	6 Hour(s)	6	Combinable	Interdisciplinary/Elective
HRD202	Running an Effective Meeting	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective

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HRD401	Sharpening Your Professional Image	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD321	Strategic Planning	Classroom	01/2011-12/2012	7 Hour(s)	0	0.0	Non-Academic
HRD800	Stress in the Workplace	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD520	Supervisory & Management Competencies Series	Classroom	01/2011-12/2012	63 Hour(s)	38.5	2.5	Interdisciplinary/Elective
HRD160	Team Building	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Interdisciplinary/Elective
HRD220	Technical Writing at Work	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Communication Arts
HRD352	Telephone Customer Service	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD332	Time Management 30 Ways To Make More Time	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD403	Tips for Getting the Job You Want	Classroom	01/2011-12/2012	3.5 Hour(s)	0	0.0	Non-Academic
	Type, Teamwork, and Communication	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Interdisciplinary/Elective
HRD106	What To Do When Conflict Happens	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD107	Work Smarter Not Harder: Doing Your Job While Effectively Training Others	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
HRD502	Working With The Media	Classroom	01/2011-12/2012	3.5 Hour(s)	0	0.0	Non-Academic
HRD260	Working with Volunteers	Classroom	01/2011-12/2012	2.5 Hour(s)	0	0.0	Non-Academic
HRD200	Workplace Communication Essentials	Classroom	01/2011-12/2012	7 Hour(s)	7	Combinable	Communication Arts
HRD221	Writing at Work: The Essentials of Business Writing	Classroom	01/2011-12/2012	14 Hour(s)	14	0.5	Communication Arts