



University of Phoenix®

THE EMPLOYERS ASSOCIATION

2004-2005 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: 09/09/2019

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. | | | | | | | |
| | PRINCIPLES OF MANAGEMENT I MANAGEMENT SKILLS FOR TODAY'S SUPERVISOR | CLASSROOM | 01/2004-12/2005 | * | 24 | 1.5 | INTERDISCIPLINARY/ ELECTIVE |
| | PRINCIPLES OF MANAGEMENT II HUMAN RELATIONS SKILLS FOR SUPERVISORS | CLASSROOM | 01/2004-12/2005 | * | 24 | 1.5 | INTERDISCIPLINARY/ ELECTIVE |
| | PRINCIPLES OF MANAGEMENT III ADVANCED SUPERVISION SKILLS | CLASSROOM | 01/2004-12/2005 | * | 21 | 1 | INTERDISCIPLINARY/ ELECTIVE |
| | HUMAN RESOURCE ESSENTIALS FORMERLY: ROLE OF HR ASSISTANT | CLASSROOM | 01/2004-12/2005 | * | 12 | 0.5 | INTERDISCIPLINARY/ ELECTIVE |
| | HR MANAGEMENT I - EMPLOYEE RELATIONS | CLASSROOM | 01/2004-12/2005 | * | 12 | 0.5 | INTERDISCIPLINARY/ ELECTIVE |
| | HR MANAGEMENT II REGULATORY COMPLIANCE | CLASSROOM | 01/2004-12/2005 | * | 12 | 0.5 | INTERDISCIPLINARY/ ELECTIVE |
| | HOW TO KEEP YOUR COMPANY OUT OF COURT | CLASSROOM | 01/2004-12/2005 | * | 3.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | UNDERSTANDING IMMIGRATION IN TODAY'S WORKFORCE | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |

| Course Number | Course Title | Delivery Method | Course Year | Course Length | Applicable Hours | Credits Recommended | University of Phoenix Equivalency |
|---------------|--|-----------------|-----------------|---------------|------------------|---------------------|-----------------------------------|
| | UNDERSTANDING THE FOUR GENERATIONS IN THE WORKPLACE (MATURES, BABY BOOMERS, GEN. X'ERS, AND THE MILLENNIALS) | CLASSROOM | 01/2004-12/2005 | * | 3.25 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | INTRODUCTION TO SITUATIONAL LEADERSHIP II | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | MANAGING AND RESOLVING CONFLICT | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | PLANNING, ORGANIZING, AND CONTROLLING | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | PROBLEM SOLVING & DECISION MAKING | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | SELECTION, ORIENTATION, & TRAINING | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | SHADES OF GRAY PREVENTING SEXUAL HARASSMENT | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | PROFESSIONAL PRESENTATION SKILLS | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | COMMUNICATIONS ARTS |
| | SPEED READING PEAK PERFORMANCE LEARNING: DYNAMIC READING, THINKING, MEMORY & RECALL | CLASSROOM | 01/2004-12/2005 | * | 13 | 0 | NON-ACADEMIC |
| | TALES FROM THE FILE ZONE (EMPLOYMENT RELATED RECORDS AND DOCUMENTING FOR TERMINATION) | CLASSROOM | 01/2004-12/2005 | * | 7 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | TECHNICAL REPORT WRITING | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | COMMUNICATIONS ARTS |
| | THE SUPERVISOR'S ROLE IN MANAGEMENT | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | A GUIDE TO EFFECTIVE EMAIL | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | AMERICANS WITH DISABILITIES ACT | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | CHANGE IN ORGANIZATION | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | COACHING SKILLS FOR MANAGERS & SUPERVISORS | CLASSROOM | 01/2004-12/2005 | * | 6 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | COMMUNICATION | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | CONDUCTING PERFORMANCE APPRAISALS | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | DELEGATION | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | DELIVERING EXCELLENT CUSTOMER SERVICE | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | UNDERSTANDING WORK BEHAVIOR STYLES USING THE DISC® PERSONAL PROFILE STYLES | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | DISCIPLINE AND RECOGNITION | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |

| Course Number | Course Title | Delivery Method | Course Year | Course Length | Applicable Hours | Credits Recommended | University of Phoenix Equivalency |
|---------------|---|-----------------|-----------------|---------------|------------------|---------------------|-----------------------------------|
| | DOCUMENTATION: JUST THE FACTS | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | EEO AND THE LAW FOR MANAGERS & SUPERVISORS | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | EFFECTIVE NEGOTIATIONS | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | EFFECTIVE TELEPHONE COMMUNICATIONS | CLASSROOM | 01/2004-12/2005 | * | 3 | 0 | NON-ACADEMIC |
| | EMPLOYEE BENEFIT PLANS... THE BASICS | CLASSROOM | 01/2004-12/2005 | * | 13 | 0.5 | INTERDISCIPLINARY/ ELECTIVE |
| | EMPLOYMENT SELECTION AND INTERVIEWING | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | FAMILY & MEDICAL LEAVE ACT (FMLA) WORKSHOP | CLASSROOM | 01/2004-12/2005 | * | 2.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | FINANCE FOR THE NON-FINANCIAL MANAGER | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | FRINGE BENEFITS, THE IRS, AND YOU | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | FUNDAMENTALS OF COMPENSATION | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | UNDERSTANDING THE PROCEDURES, RULES, AND LAWS...HANDLING WORKERS' COMPENSATION CLAIMS IN NORTH CAROLINA | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | UNDERSTANDING WAGE AND HOUR REGULATIONS | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | VALUING DIVERSITY | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | WHEN YOU HAVE TO BE THE TERMINATOR | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | WORKERS' COMPENSATION - THE INSURANCE PROSPECTIVE | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | YOUR PROFESSIONAL IMAGE: A BLUEPRINT FOR SUCCESS | CLASSROOM | 01/2004-12/2005 | * | 3 | 0 | NON-ACADEMIC |
| | COBRA COMPLIANCE WORKSHOP | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | BUSINESS WRITING THAT WORKS | CLASSROOM | 01/2004-12/2005 | * | 6.5 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | OSHA 10 HOUR GENERAL INDUSTRY | CLASSROOM | 01/2004-12/2005 | * | 10 | 0 | NON-ACADEMIC |
| | ORGANIZED LABOR IN THE CAROLINAS "CHANGE TO WIN" MEANS UNIONS ARE HUNGRY AND ON THE PROWL! | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | MAINTAINING A UNION FREE WORK ENVIRONMENT | CLASSROOM | 01/2004-12/2005 | * | 3 | COMBINABLE | INTERDISCIPLINARY/ ELECTIVE |
| | LEADERSHIP FOR LEAD EMPLOYEES I | CLASSROOM | 01/2004-12/2005 | * | 12 | 0.5 | INTERDISCIPLINARY/ ELECTIVE |
| | LEADERSHIP FOR LEAD EMPLOYEES II | CLASSROOM | 01/2004-12/2005 | * | 12 | 0.5 | INTERDISCIPLINARY/ ELECTIVE |

| Course Number | Course Title | Delivery Method | Course Year | Course Length | Applicable Hours | Credits Recommended | University of Phoenix Equivalency |
|---------------|--------------|-----------------|-------------|---------------|------------------|---------------------|-----------------------------------|
|---------------|--------------|-----------------|-------------|---------------|------------------|---------------------|-----------------------------------|

The University's Central Administration is located at 4025 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. © 2019 University of Phoenix, Inc. All rights reserved.