



# EXECUTIVE TRAINING RESOURCES

## 2008 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](http://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: 09/13/2019

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.							
	ACCESS INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ACCESS INTERMEDIATE	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ACCESS ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ACCESS EXTREME	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COMPUTER QUICK START	CLASSROOM	01/2008-12/2008	3	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EXCEL INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EXCEL INTERMEDIATE	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EXCEL ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	EXCEL EXTREME: WORKING WITH CHARTS	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EXCEL EXTREME: ADVANCED FUNCTIONS	CLASSROOM	01/2008-12/2008	3.5	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	FRONTPAGE INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	FRONTPAGE ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MAIL MERGE	CLASSROOM	01/2008-12/2008	3.5	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	OFFICE 2007: NEW FEATURES	CLASSROOM	01/2008-12/2008	3.5	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	OUTLOOK INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	OUTLOOK ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POWERPOINT INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POWERPOINT INTERMEDIATE	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POWERPOINT ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POWERPOINT EXTREME	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PUBLISHER	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WORD INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WORD INTERMEDIATE	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WORD ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WORD EXTREME	CLASSROOM	01/2008-12/2008	14	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COMPUTER FUNDAMENTALS IC3	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	KEY APPLICATIONS IC3	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	LIVING ONLINE IC3	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WINDOWS XP	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WINDOWS VISTA	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ACT!	CLASSROOM	01/2008-12/2008	14	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ADOBE ACROBAT	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	AUTOCAD	CLASSROOM	01/2008-12/2008	21	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	C#.NET	CLASSROOM	01/2008-12/2008	35	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CAPTIVATE	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CASCADING STYLE SHEETS	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CRYSTAL REPORTS INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CRYSTAL REPORTS ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	DIGITAL PHOTOGRAPHY	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	DREAMWEAVER INTRODUCTION	CLASSROOM	01/2008-12/2008	14	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	DREAMWEAVER ADVANCED	CLASSROOM	01/2008-12/2008	14	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	FLASH MX	CLASSROOM	01/2008-12/2008	14	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	FLASH CS3	CLASSROOM	01/2008-12/2008	14	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	HTML INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	SCIENCE/TECHNOLOGY
	HTML INTERMEDIATE	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	SCIENCE/TECHNOLOGY
	HTML ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	SCIENCE/TECHNOLOGY
	ILLUSTRATOR INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	ILLUSTRATOR ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	IN-DESIGN	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	JAVA	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	SCIENCE/TECHNOLOGY
	NETWORK+	CLASSROOM	01/2008-12/2008	35	*	COMBINABLE	SCIENCE/TECHNOLOGY
	ORGPLUS	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PAGEMAKER	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PC MAINTENANCE AND SECURITY	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PHOTOSHOP INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PHOTOSHOP ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	PHOTOSHOP EXTREME: ARTISTIC EFFECTS	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PHOTOSHOP EXTREME: WEB EFFECTS	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PROJECT	CLASSROOM	01/2008-12/2008	21	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PROJECT MANAGEMENT THEORY	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	QUARKXPRESS	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	QUICKBOOKS INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	QUICKBOOKS INTERMEDIATE	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	QUICKBOOKS ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	QUICKBOOKS PAYROLL	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	SECURITY+	CLASSROOM	01/2008-12/2008	35	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	SQL INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	SCIENCE/TECHNOLOGY
	SQL INTERMEDIATE	CLASSROOM	01/2008-12/2008	14	*	COMBINABLE	SCIENCE/TECHNOLOGY
	SQL ADVANCED	CLASSROOM	01/2008-12/2008	14	*	COMBINABLE	SCIENCE/TECHNOLOGY
	SQL QUERIES	CLASSROOM	01/2008-12/2008	21	*	COMBINABLE	SCIENCE/TECHNOLOGY
	VISIO INTRODUCTION	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	VISIO ADVANCED	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	VISUAL BASIC FOR APPLICATIONS (VBA)	CLASSROOM	01/2008-12/2008	14	*	COMBINABLE	SCIENCE/TECHNOLOGY
	VISUAL BASIC 6.0	CLASSROOM	01/2008-12/2008	21	*	COMBINABLE	SCIENCE/TECHNOLOGY
	XML EXTENSIBLE MARKUP LANGUAGE	CLASSROOM	01/2008-12/2008	21	*	COMBINABLE	SCIENCE/TECHNOLOGY
	ASSERTIVENESS AND SOCIAL STYLES	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	BODY LANGUAGE FOR BUSINESS SUCCESS	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	BUSINESS AND TECHNICAL WRITING	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	COMMUNICATION ARTS
	BUILDING INTERPERSONAL RELATIONSHIPS	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	COLLABORATION IN THE WORKPLACE	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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	COMMUNICATING WITH DIPLOMACY & TACT	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	COMMUNICATION ARTS
	COMMUNICATION BUILDING SKILLS	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	COMMUNICATION ARTS
	CONFLICT MANAGEMENT	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CUSTOMER SATISFACTION	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CUSTOMER SERVICE	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	DEALING WITH EMOTIONAL PEOPLE IN THE WORKPLACE	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	DEALING WITH DIFFICULT PEOPLE	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MASTERING PUBLIC SPEAKING	CLASSROOM	01/2008-12/2008	7 to 14	*	COMBINABLE	COMMUNICATION ARTS
	ENHANCED CUSTOMER SERVICE	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	HOW TO CONDUCT A CONFLICT ASSESSMENT	CLASSROOM	01/2008-12/2008	8 to 16	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	HOW TO DEAL WITH THE "NEGAHOLIC"	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	INTERVIEWING FOR SUCCESS "HOW TO FIND AND RETAIN"	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	INTERVIEWING SKILLS "LOOKING FOR A JOB CAN BE TERRIFYING"	CLASSROOM	01/2008-12/2008	8 to 16	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MANAGING AS A CONSCIENTIOUS COMMUNICATOR	CLASSROOM	01/2008-12/2008	8 to 16	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MANAGING CONFLICT IN THE WORKPLACE	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MANAGING INTERPERSONAL RELATIONSHIPS	CLASSROOM	01/2008-12/2008	8 to 24	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	MASTERING SUPERVISION	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PERFORMANCE BASED APPRAISALS	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PERFORMANCE BASED MEETING MANAGEMENT	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	POSITIVE TEAM BUILDING	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	RESPECTFUL WORKPLACE	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	SITUATIONAL LEADERSHIP	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	TELEPHONE ETIQUETTE	CLASSROOM	01/2008-12/2008	4 to 8	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	THE CONSCIENTIOUS COMMUNICATOR	CLASSROOM	01/2008-12/2008	7	*	COMBINABLE	COMMUNICATION ARTS

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	THE ROLE OF THE OFFICE MANAGER	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	CONDUCTING LEGAL AND EFFECTIVE INTERVIEWS	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EFFECTIVE AND LEGAL PERFORMANCE APPRAISALS	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	EMPLOYEE DISCIPLINE AND BAD CONDUCT	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	FAIR LABOR STANDARDS ACT (FLSA)	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	INTERVIEW FOR SUCCESS "HOW TO FIND AND RETAIN G	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PREVENTING AND MANAGING ABSENTEEISM	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	PRIVACY RULES AND HIPAA	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	THE FAMILY AND MEDICAL LEAVE ACT (FMLA)	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	UNDERSTANDING THE ADA	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	WORKER'S COMPENSATION	CLASSROOM	01/2008-12/2008	4	*	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE

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