



EXPRESS EMPLOYMENT DEVELOPMENT

2009 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: 09/13/2019

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 - DUE TO DUPLICATION BETWEEN CERTIFICATE PROGRAMS AND OTHER TRACKS, COURSES THAT DUPLICATE WILL ONLY BE AWARDED ONCE, AND WILL EFFECT THE CREDIT AMOUNT THAT STUDENTS COULD EARN.							
*NOTE - STUDENTS WILL ONLY BE AWARDED CREDIT FOR THE WHOLE CERTIFICATE, INDIVIDUAL COURSES WILL NOT RECEIVE CREDIT.							
	BUSINESS MANAGEMENT CERTIFICATION	SELF-PACED	01/2009-12/2009	20.47 HOURS	20.47 HOURS	0.5	INTERDISCIPLINARY/ ELECTIVE
	INSIDE SALES CERTIFICATION	SELF-PACED	01/2009-12/2009	11.05 HOURS	11.05 HOURS	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	OUTSIDE SALES CERTIFICATION	SELF-PACED	01/2009-12/2009	10.49 HOURS	10.49 HOURS	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	FRONT OFFICE COORDINATOR CERTIFICATION	SELF-PACED	01/2009-12/2009	5.22 HOURS	5.22 HOURS	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	*NOTE - IF A STUDENT COMPLETED BOTH THE BUSINESS MANAGEMENT CERTIFICATION AND THE OUTSIDE SALES CERTIFICATION, A TOTAL OF					20.96 HOURS WILL BE APPLICABLE DUE TO DUPLICATION OF COURSES.	
	*NOTE - IF A STUDENT COMPLETED BOTH THE BUSINESS MANAGEMENT CERTIFICATION AND THE INSIDE SALES CERTIFICATION, A TOTAL OF					20.60 HOURS WILL BE APPLICABLE DUE TO DUPLICATION OF COURSES.	
	*NOTE - IF A STUDENT COMPLETED BOTH THE BUSINESS MANAGEMENT CERTIFICATION AND THE FRONT OFFICE COORDINATOR CERTIFICATION,					A TOTAL OF 20.60 HOURS WILL BE APPLICABLE DUE TO DUPLICATION OF COURSES.	

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	*NOTE - IF A STUDENT COMPLETED THE INSIDE SALES CERTIFICATION AND THE OUTSIDE SALES CERTIFICATION, A TOTAL OF 15.19 HOURS WILL BE APPLICABLE DUE TO DUPLICATION OF COURSES.						
	*NOTE - IF A STUDENT COMPLETED THE INSIDE SALES CERTIFICATION AND THE FRONT OFFICE COORDINATOR CERTIFICATION, A TOTAL OF 11.38 HOURS WILL BE APPLICABLE DUE TO DUPLICATION OF COURSES.						
	*NOTE - IF A STUDENT COMPLETED THE INSIDE SALES CERTIFICATION AND THE FRONT OFFICE COORDINATOR CERTIFICATION AND THE BUSINESS MANAGEMENT CERTIFICATION AND OUTSIDE SALES CERTIFICATE , A TOTAL OF 20.47 HOURS WILL BE APPLICABLE DUE TO DUPLICATION OF COURSES.						
	*NOTE - IF A STUDENT COMPLETED THE INSIDE SALES CERTIFICATION AND THE FRONT OFFICE COORDINATOR CERTIFICATION AND THE BUSINESS MANAGEMENT CERTIFICATION, A TOTAL OF 20.47 HOURS WILL BE APPLICABLE DUE TO DUPLICATION OF COURSES.						
	*NOTE - IF A STUDENT COMPLETED THE INSIDE SALES CERTIFICATION AND THE FRONT OFFICE COORDINATOR CERTIFICATION AND THE OUTSIDE SALES CERTIFICATION, A TOTAL OF 12.19 HOURS WILL BE APPLICABLE DUE TO DUPLICATION OF COURSES.						
	*NOTE - IF A STUDENT COMPLETED THE INSIDE SALES CERTIFICATION AND THE FRONT OFFICE COORDINATOR CERTIFICATION AND THE BUSINESS MANAGEMENT CERTIFICATION, A TOTAL OF 20.47 HOURS WILL BE APPLICABLE DUE TO DUPLICATION OF COURSES.						
	ADMINISTRATIVE TRACK	SELF-PACED	01/2009-12/2009	5.62 HOURS	5.62 HOURS	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	*NOTE - IF A STUDENT COMPLETE THE INSIDE SALES OR FRONT OFFICE OR OUTSIDE SALES OR BUSINESS MANAGEMENT CERTIFICATIONS, A TOTAL OF 4.05 HOURS WILL BE APPLICABLE AND ADDED TO ANY CERTIFICATE DUE TO DUPLICATION OF COURSES.						
	LEADERSHIP TRACK	SELF-PACED	01/2009-12/2009	1.89 HOURS	1.89 HOURS	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	NOTE: IF A STUDENT COMPLETE THE INSIDE SALES OR FRONT OFFICE OR OUTSIDE SALES CERTIFICATIONS, A TOTAL OF 1.89 HOURS WILL BE APPLICABLE AND ADDED TO THE CERTIFICATE DUE TO DUPLICATION OF COURSES. . IF A STUDENT COMPLETE THE BUSINESS MANAGEMENT CERTIFICATION, A TOTAL OF 0.20 HOURS WILL BE APPLICABLE AND ADDED TO THE CERTIFICATE DUE TO DUPLICATION OF COURSES.						
	GENERAL KNOWLEDGE TRACK	SELF-PACED	01/2009-12/2009	2.07 HOURS	2.07 HOURS	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	*NOTE - IF A STUDENT COMPLETE THE INSIDE SALES OR FRONT OFFICE OR BUSINESS MANAGEMENT CERTIFICATIONS, A TOTAL OF 1.02 HOURS WILL BE APPLICABLE AND ADDED TO ANY CERTIFICATE DUE TO DUPLICATION OF COURSES.						
	RECRUITING TRACK	SELF-PACED	01/2009-12/2009	2.47 HOURS	2.47 HOURS	COMBINABLE	INTERDISCIPLINARY/ ELECTIVE
	*NOTE - IF A STUDENT COMPLETE THE INSIDE SALES OR FRONT OFFICE OR BUSINESS MANAGEMENT CERTIFICATIONS, A TOTAL OF 0.59 HOURS WILL BE APPLICABLE AND ADDED TO ANY CERTIFICATE DUE TO DUPLICATION OF COURSES.						
	HR COURSES TRACK	SELF-PACED	01/2009-12/2009	1.43 HOURS	1.43	0	NON-ACADEMIC
	*NOTE - IF A STUDENT COMPLETE THE INSIDE SALES OR FRONT OFFICE OR BUSINESS MANAGEMENT CERTIFICATIONS, A TOTAL OF 0.83 HOURS WILL BE APPLICABLE AND ADDED TO ANY CERTIFICATE DUE TO DUPLICATION OF COURSES.						
	DIRECT HIRE TRACK	SELF-PACED	01/2009-12/2009	51.93 MIN	0	0	TOO FEW HOURS
	GOVERNMENT BUSINESS TRACK	SELF-PACED	01/2009-12/2009	12.37 MIN	0	0	TOO FEW HOURS
	PERFORMANCE BASED HIRING TRACK	SELF-PACED	01/2009-12/2009	46.39 MIN	0	0	TOO FEW HOURS
	SBA	SELF-PACED	01/2009-12/2009	15.02 MIN	0	0	TOO FEW HOURS
	SOUTH AFRICA LEGAL	SELF-PACED	01/2009-12/2009	17.93 MIN	0	0	TOO FEW HOURS
	VITAL SIGNS	SELF-PACED	01/2009-12/2009	27.06 MIN	0	0	TOO FEW HOURS
	NOTE: DUE TO THE ABOVE TRACKS BEING LESS THAN 1 HOUR LONG, IT WILL NOT BE ELIGIBLE TO RECEIVE CREDIT. COURSES LISTED WITHIN THE PERFORMANCE BASED HIRING, SBA, SOUTH AFRICA LEGAL AND VITAL SIGNS TRACKS COULD BE LISTED IN CERTIFICATE PROGRAMS OR OTHER TRACKS THAT THE STUDENT MIGHT HAVE COMPLETED AND COULD BE ELIGIBLE IN THOSE CERTIFICATE/TRACKS FOR CREDIT.						

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