



FEDEX

Continuous 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 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: 10/24/2018

The credit awards shown are for informative purposes, state and program limits on Prior Learning Assessment credit may apply. * Continuous

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
4709	Internal Customer Service	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
7353	Working with Difficult People: How to Work with Aggressive People	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
5765	Management Essentials: Caring About Your Direct Reports	Self-Paced	*	1 Hour(s)	0	0.0	Non-Academic
4032	Getting Results Without Authority: Persuasive Communication	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
9385	Setting and Managing Priorities within the Organization: Communication	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
5433	Leading an Effective Business Meeting	Self-Paced	*	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
9906	Techniques for Improved Time Management	Self-Paced	*	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
417	An Essential Guide to Giving Feedback	Self-Paced	*	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
8590	Problem Solving: Digging Deeper	Self-Paced	*	0.5 Hour(s)	0.25	Combinable	Interdisciplinary/Elective
2469	Decision Making: The Fundamentals	Self-Paced	*	0.5 Hour(s)	0.25	Combinable	Interdisciplinary/Elective
4049	Getting Started with Excel 2010	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
4089	Getting Started With Word 2010	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
5413	Leadership Essentials: Creating Your Own Leadership Development Plan	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
693	Basic Features of Excel 2003	Self-Paced	*	3 Hour(s)	1.5	Combinable	Interdisciplinary/Elective

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
8596	Problem Solving: The Fundamentals	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
4063	Getting Started with Outlook 2010	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
530	Applying Basic Data Formatting in Excel 2010	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
5480	Lean and Six Sigma	Self-Paced	*	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
7131	Moving and Getting Around in Excel 2010	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
10438	Time Management: Planning and Prioritizing Your Time	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
1034	Change Leadership	Self-Paced	*	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
5481	Lean Concepts	Self-Paced	*	3.5 Hour(s)	1.75	Combinable	Interdisciplinary/Elective
11073	What Is Systems Thinking?	Self-Paced	*	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
4067	Getting Started with PowerPoint 2010	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
10413	The Voice of Leadership: Self-assessment and Motivation	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
10694	Using Basic Formulas in Excel 2010	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
3130	Elements of a Cohesive Team	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
4791	Introducing Windows XP	Self-Paced	*	1.25 Hour(s)	0.63	Combinable	Interdisciplinary/Elective
10719	Using E-mail and Instant Messaging Effectively	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
5440	Leading Effective Business Meetings	Self-Paced	*	2.5 Hour(s)	1.25	Combinable	Interdisciplinary/Elective
729	Behavior: Putting Your Best Foot Forward	Self-Paced	*	4 Hour(s)	2	Combinable	Interdisciplinary/Elective
736	Being an Effective Team Member	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
3730	Formatting and Working with Text in Word 2010	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
5421	Leadership Essentials: Leading with Emotional Intelligence	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
4048	Getting Started with Excel 2007	Self-Paced	*	2 Hour(s)	1	Combinable	Interdisciplinary/Elective
10695	Using Basic Functions with Excel 2010	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
5423	Leadership Essentials: Motivating Employees	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
11394	Workplace Conflict: Recognizing and Responding to Conflict	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective
5874	Managing Effective Business Meetings	Self-Paced	*	1 Hour(s)	0.5	Combinable	Interdisciplinary/Elective

The University's Central Administration is located at 4035 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.