



MANPOWER

2017-2019 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: 09/30/2019

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
	MAP 2.0 Call Center Customer Service	Self-Paced	01/2017-12/2019	30 Hour(s)	15	1.0	Interdisciplinary/Elective
	MAP 2.0 Contact Center – Team Lead	Self-Paced	01/2017-12/2019	30 Hour(s)	15	1.0	Interdisciplinary/Elective
	Accounts Payable-Accounts Receivable	Self-Paced	01/2017-12/2019	33 Hour(s)	16.5	1.0	Interdisciplinary/Elective
	Unit 1 – Introduction to Accounting	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 2 – General Ledgers	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 3 – Auditing Basics	Self-Paced	01/2017-12/2019	5 Hour(s)			Please see credit award above
	Unit 4 – Introduction to Excel	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 5 – The Importance of Budgets	Self-Paced	01/2017-12/2019	5 Hour(s)			Please see credit award above
	Unit 6 – Communicating in the Workplace	Self-Paced	01/2017-12/2019	5 Hour(s)			Please see credit award above

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Project Assistant MAP	Self-Paced	01/2017-12/2019	34 Hour(s)	17	1.0	Interdisciplinary/Elective
	Unit 1 –Project Management Essentials	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 2 – Running Projects	Self-Paced	01/2017-12/2019	5 Hour(s)			Please see credit award above
	Unit 3 – Project Communication Skills	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 4 – Organization For Project Management	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 5 – Excel for Project Management	Self-Paced	01/2017-12/2019	5 Hour(s)			Please see credit award above
	Unit 6 – Visio Basics	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Help Desk	Self-Paced	01/2017-12/2019	36 Hour(s)	18	1.0	Interdisciplinary/Elective
	Unit 1 –Introduction to the IT Industry & Troubleshooting	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 2 Hardware Basics	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 3 – Microsoft Windows Part 1	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 4 – Microsoft Windows Part 2	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 5 – Networking Fundamentals	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 6 – Troubleshooting Basics	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Warehouse/Manufacturing Team Lead	Self-Paced	01/2017-12/2019	34 Hour(s)	17	1.0	Interdisciplinary/Elective
	Unit 1 – Leading a Team	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 2 – Supply Chain & Inventory Management	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 3 – Inventory Management Tools	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Unit 4- Managing a Team	Self-Paced	01/2017-12/2019	5 Hour(s)			Please see credit award above
	Unit 5 – Communicating with Your Team	Self-Paced	01/2017-12/2019	5 Hour(s)			Please see credit award above
	Unit 6 – Making Decisions	Self-Paced	01/2017-12/2019	6 Hour(s)			Please see credit award above
	Project Professional	Self-Paced	01/2019-12/2019	34 Hour(s)	17	1.0	Interdisciplinary/Elective
	Unit 1 –Project Management Essentials	Self-Paced	01/2019-12/2019	6 Hour(s)			Please see credit award above
	Unit 2 – Running Projects	Self-Paced	01/2019-12/2019	5 Hour(s)			Please see credit award above

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Unit 3 – Project Communication Skills	Self-Paced	01/2019-12/2019	6 Hour(s)			Please see credit award above
	Unit 4 – Organization For Project Management	Self-Paced	01/2019-12/2019	6 Hour(s)			Please see credit award above
	Unit 5 – Excel for Project Management	Self-Paced	01/2019-12/2019	5 Hour(s)			Please see credit award above
	Unit 6 – Visio Basics	Self-Paced	01/2019-12/2019	6 Hour(s)			Please see credit award above
	Human Resource Assistant	Self-Paced	01/2019-12/2019	60 Hour(s)	30	1.0	Interdisciplinary/Elective
	Unit 0 – How to be Successful	Self-Paced	01/2019-12/2019	1 Hour(s)			Please see credit award above
	Unit 1 – Basic Computer Applications	Self-Paced	01/2019-12/2019	11 Hour(s)			Please see credit award above
	Unit 2 – Effective Writing	Self-Paced	01/2019-12/2019	10 Hour(s)			Please see credit award above
	Unit 3 – Interviewing and Hiring	Self-Paced	01/2019-12/2019	10 Hour(s)			Please see credit award above
	Unit 4 – Management of People: Total Rewards	Self-Paced	01/2019-12/2019	8 Hour(s)			Please see credit award above
	Unit 5 – Workplace Management: Risk Management	Self-Paced	01/2019-12/2019	8 Hour(s)			Please see credit award above
	Unit 6 – Business Coaching	Self-Paced	01/2019-12/2019	10 Hour(s)			Please see credit award above

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