



# SHELBY COUNTY

## 2011-2014 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: 11/30/2018

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	1001 Ways to Reward Your Employees	Classroom	12/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	7 Habits of Highly Effective People	Classroom	08/2013-12/2014	3 Hour(s)	3	Combinable	Interdisciplinary/Elective
	ABC's of Leadership	Classroom	08/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Access 2010	Classroom	01/2012-02/2014	8 Hour(s)	8	0.5	Interdisciplinary/Elective
	Accommodation of Disability and Religion	Classroom	06/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Assessing Your Department	Classroom	10/2012-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Attitude is Everything	Classroom	01/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Authentic Leadership: The Inside Story	Classroom	03/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Basic EEO - What Every Supervisor Needs to Know	Classroom	06/2011-12/2014	2 Hour(s)	0	0.0	Non-Academic

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	Brain Fitness	Classroom	11/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Building Better Work Relationships	Classroom	03/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Building Self-Esteem and Confidence	Classroom	08/2012-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Burned Out? Re Energize	Classroom	09/2011-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Business Grammar Work Shop	Classroom	06/2013-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Can We Talk? Effective Communication Skills	Classroom	09/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Coaching and Counseling	Classroom	09/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Computer Security	Classroom	06/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Conflict Management	Classroom	06/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Creating a Respectful Workplace	Classroom	01/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Critical Thinking	Classroom	05/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Crucial Conversations	Classroom	11/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Dealing Effectively with Difficult Personalities	Classroom	01/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Dealing with Grief During the Holidays	Classroom	11/2011-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Delegating and Empowering	Classroom	02/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Developing Your Collaborative Skills	Classroom	02/2013-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Diabetes 101	Classroom	12/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Do It Now! Quit Procrastinating	Classroom	07/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Doing It All - How to Stay Focused and Engaged	Classroom	03/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Don't Sweat the Small Stuff	Classroom	08/2011-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Eating Healthy During the Holidays	Classroom	11/2012-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Effective Executive Speaking	Classroom	03/2013-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Emotional Intelligence	Classroom	02/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Employee Education Series	Classroom	04/2013-12/2014	7.5 Hour(s)	7.5	0.5	Interdisciplinary/Elective
	Engaging Employees Through Coaching	Classroom	10/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective

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	Excel 1	Classroom	06/2011-12/2014	8 Hour(s)	8	0.5	Interdisciplinary/Elective
	Excel 2	Classroom	06/2011-12/2014	8 Hour(s)	8	0.5	Interdisciplinary/Elective
	Excel Advanced	Classroom	10/2012-12/2014	8 Hour(s)	8	0.5	Interdisciplinary/Elective
	Excel Beginner	Classroom	12/2012-12/2014	8 Hour(s)	8	0.5	Interdisciplinary/Elective
	Financial Planning	Classroom	08/2011-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Fundamentals of an Effective Presentation	Classroom	03/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Goal Setting	Classroom	07/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Healthy Aging for Women	Classroom	12/2012-12/2013	2 Hour(s)	0	0.0	Non-Academic
	High Impact Decision Making - Reducing Risks, Maximizing Results	Classroom	06/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	How Are We Doing? Developing Customer Satisfaction Surveys	Classroom	05/2012-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	How to Communicate With Your Boss	Classroom	07/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	How to Establish a Productive Mentoring Program	Classroom	06/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	How to Give Employees Constructive Feedback	Classroom	12/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Improving Your Managerial Effectiveness	Classroom	01/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Improving Your Project Management Skills	Classroom	06/2013-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Influencing Without Authority	Classroom	12/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Interpersonal Skills for Managers	Classroom	02/2013-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Interviewing and Selecting Employees	Classroom	01/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Introduction to Spanish	Classroom	01/2012-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Joy At Work	Classroom	12/2012-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Juggling 101: Managing Multiple Priorities	Classroom	08/2012-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Management 101	Classroom	04/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure	Classroom	04/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Managing Emotions in the Workplace	Classroom	11/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Managing Meetings and Getting Results	Classroom	07/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective

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	Managing Your Anger	Classroom	08/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Mayors Supervisor's School	Classroom	07/2013-12/2014	15 Hour(s)	0	0.0	Non-Academic
	Mind Tools for Memory	Classroom	04/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Motivating Employees	Classroom	08/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Moving Ahead: Breaking Behavior Patterns That Hold You Back	Classroom	04/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Moving to the Work Beat	Classroom	05/2012-12/2013	2 Hour(s)	0	0.0	Non-Academic
	Negotiating and Conflict Resolution	Classroom	01/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Organization and Time Management	Classroom	07/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Organizing Your Work	Classroom	01/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	PowerPoint 2010	Classroom	06/2011-12/2014	8 Hour(s)	8	0.5	Interdisciplinary/Elective
	Preparing for Leadership - Making the Transition from Staff Member to Supervisor	Classroom	04/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Presence and Personal Branding; What's In It For You?	Classroom	02/2012-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Principles of Progressive Discipline	Classroom	10/2011-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Red Carpet Customer Service	Classroom	06/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Re-Energize, Re-Purpose, and Re-Invent Your Workplace Culture	Classroom	06/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Resolving Employees Grievances	Classroom	06/2011-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Situational Leadership	Classroom	12/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Spanish at the Workplace for Customer Service	Classroom	01/2012-12/2014	12 Hour(s)	12	0.5	Interdisciplinary/Elective
	Spanish for City and County Government Employees	Classroom	10/2012-12/2013	12 Hour(s)	12	0.5	Interdisciplinary/Elective
	Spanish for Health Care Employees	Classroom	10/2012-12/2013	12 Hour(s)	12	0.5	Interdisciplinary/Elective
	Stewards for Children	Classroom	05/2013-12/2013	3 Hour(s)	3	Combinable	Interdisciplinary/Elective
	Succession Planning	Classroom	03/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Supervisor's School	Classroom	06/2012-12/2013	15 Hour(s)	0	0.0	Non-Academic
	Supervisor's School Phase II	Classroom	07/2013-12/2013	7.5 Hour(s)	7.5	0.5	Interdisciplinary/Elective
	Supervisor's Workshop: EEO and Grievances...What Would You Do?	Classroom	06/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective

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	Sustaining High Performing Teams - Supervisors	Classroom	03/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Take Control of Your Life Through Self-Management	Classroom	09/2011-12/2013	2 Hour(s)	0	0.0	Non-Academic
	Taking the Lead - What Every Supervisor Should Know	Classroom	12/2011-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Team Building	Classroom	07/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Team Development for Managerial Success	Classroom	06/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Team Work Makes the Dream Work: Developing Your Collaborative Skills	Classroom	02/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	The Art of the Interview	Classroom	11/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	The Effective Facilitator	Classroom	05/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	The Forever Diet	Classroom	05/2013-12/2014	2 Hour(s)	0	0.0	Non-Academic
	The Secrets of Facilitation	Classroom	10/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	The Voice of Leadership - How Leaders Inspire, Influence and Achieve	Classroom	03/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Title VII - The Basics	Classroom	05/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Unleashing the Greatness in Yourself and Others	Classroom	02/2013-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	What's a Loudermill Letter?	Classroom	02/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Windows	Classroom	09/2011-12/2013	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
	Word 2010	Classroom	03/2012-12/2013	8 Hour(s)	8	0.5	Interdisciplinary/Elective
	Working in a Diverse World	Classroom	11/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Workplace Violence Awareness and Prevention	Classroom	11/2011-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Writing Effective and Efficient E-mails	Classroom	03/2012-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	You're Fabulous! Proven Presentation Skills	Classroom	01/2012-12/2013	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Disaster Preparedness	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Establishing Priorities and Setting Goals	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Dealing Effectively with Difficult People	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Do Leaders Need to Make Employees Happy?	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Improving Your Decision Making Skills	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective

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	Exploring Our Differences: Exercises in Diversity	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	360 Degree Leader: Developing Your Influence From Anywhere in the Organization	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Great Leaders Grow	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Why We Hurt Others: Inside Tolerance and Cruelty at Work	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Grants Beyond the Basics	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Customer Service -- Telephone Techniques	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Becoming the Best Employee Possible	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Let It Roll - Don't Let Negativity Ruin Life	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Getting from Good to Great	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Be the CEO of Your Own Career	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Perception is Reality	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Conducting a Needs Assessment	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Communicating for Success: Mastering Everyday Conversations	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Leadership Qualities and the Chain of Command	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Empowering Women in the Workforce	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Integrity, Will the Real You Please Stand?	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	May I See Your Whine List?	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	The Carrot Principle--How Managers Use Recognition to Engage their People, Retain Talent and Accelerate Performance	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Communicating and Development of Trust	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Got Creativity	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Change Management	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Facilitating For Excellence	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Retirement Planning A	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	Retirement Planning C	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic
	WOW! Shelby Farms is Changing	Classroom	01/2014-12/2014	2 Hour(s)	0	0.0	Non-Academic

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	Data for People Who hate Numbers	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Progressive Leadership	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Employee Education Series II	Classroom	01/2014-12/2014	7.5 Hour(s)	7.5	0.5	Interdisciplinary/Elective
	Heartsaver CPR and Basic First Aid	Classroom	01/2014-12/2014	7.5 Hour(s)	0	0.0	Non-Academic
	You Can Be a Leader Without Being a Supervisor	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Developing Your Critical Thinking Skills	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Focus on Your Strengths	Classroom	01/2014-12/2014	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
	Robert's Rule of Order	Classroom	01/2014-12/2014	2 Hour(s)	2	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. For additional information, contact The Higher Learning Commission, [ncahlc.org](http://ncahlc.org).

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