



STAPLES, INC.

1990-2012 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 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: 07/17/2012

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
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Staples Retail

	Leading at Staples: Foundations of Leadership	Classroom/ Self-Paced	07/2010- 12/2012	29/3.5 Hour(s)	20.75	1.0	Interdisciplinary/Elective
	Retail MGR Leadership Development Curriculum	Classroom/ Self-Paced	05/2011- 12/2012	28/ 3.75 Hour(s)	29.87	1.5	Interdisciplinary/Elective

General Courses

00156	Communication Skills (Intro)	Classroom	01/1990- 12/1990	2 Hour(s)	2	Combinable	Communication Arts
00159	Delegation	Classroom	01/1990- 12/1990	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
00160	Delivering Performance Appraisals	Classroom	01/1990- 12/1990	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00161	Developing Associates	Classroom	01/1990- 12/1990	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00163	Improving Business Performance	Classroom	01/1990- 12/1990	4 Hour(s)	4	Combinable	Interdisciplinary/Elective

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00164	Intro To Project Planning	Classroom	01/1990-12/1990	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00168	Practical Coaching	Classroom	01/1990-12/1990	6 Hour(s)	6	Combinable	Interdisciplinary/Elective
00169	Presentation Skills	Classroom	01/1990-12/1990	6 Hour(s)	6	Combinable	Interdisciplinary/Elective
00170	Selection & Hiring	Classroom	01/1990-12/1990	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00174	Writing Performance Appraisals	Classroom	01/1990-12/1990	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
00171	NHO Phase 3 Staples For Success	Classroom	01/1990-12/1990	2 Hour(s)	0	0.0	Non-Academic
00146	Situational Leadership	Classroom	01/1997-12/1997	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00158	Creating A Unified Team	Classroom	01/1998-12/1998	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00315	Six Thinking Hats	Classroom	01/1998-12/1998	8 Hour(s)	8	0.5	Interdisciplinary/Elective
00281	NHO II Taking the Lead	Classroom	01/1999-12/1999	2 Hour(s)	0	0.0	Non-Academic
00285	Influencing Strategies (Formerly Positive Influence)	Classroom	01/1999-12/1999	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
00280	NHO I At the Starting Line	Classroom	01/2000-12/2000	3.5 Hour(s)	0	0.0	Non-Academic
00337	Joint Accountability	Classroom	01/2001-12/2001	3 Hour(s)	3	Combinable	Interdisciplinary/Elective
00353	Interviewing Skills	Classroom	01/2001-12/2001	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00427	Leadership Challenge	Classroom	01/2001-12/2001	21 Hour(s)	21	1.0	Interdisciplinary/Elective
00166	Managing Others	Classroom	01/2002-12/2002	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
01405	Effective Meeting Management	Classroom	01/2003-12/2003	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
01479	Achieving Breakthrough Performance	Classroom	01/2003-12/2003	16 Hour(s)	16	1.0	Interdisciplinary/Elective
01533	Art of Coaching	Classroom	01/2004-12/2004	5 Hour(s)	5	Combinable	Interdisciplinary/Elective
01587	Fair and Consistent Management	Classroom	01/2004-12/2004	1 Hour(s)	1	Combinable	Interdisciplinary/Elective
01676	Decision Making Using Raid	Classroom	01/2005-12/2005	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
01720	Competency Overview Training	Classroom	01/2005-12/2005	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
02000	Craft Your Presentation	Classroom	01/2005-12/2005	3.5 Hour(s)	3.5	Combinable	Communication Arts
00157	Conflict Resolution	Classroom	01/2006-12/2006	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
01730	Choosing the Best Communication Method	Classroom	01/2006-12/2006	2 Hour(s)	2	Combinable	Communication Arts

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01732	Facilitate Effective Meetings	Classroom	01/2006-12/2006	21 Hour(s)	21	1.0	Interdisciplinary/Elective
01783	Managing Strategically	Classroom	01/2006-12/2006	6 Hour(s)	6	Combinable	Interdisciplinary/Elective
01793	Growing Your Own	Classroom	01/2006-12/2006	20 Hour(s)	20	1.0	Interdisciplinary/Elective
01792	Staples - From Good To Great	Classroom	01/2006-12/2008	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00172	Workplace Productivity (Previously Known As Time Management)	Classroom	01/2007-12/2007	3 Hour(s)	3	Combinable	Interdisciplinary/Elective
00336	Empowering Leadership	Classroom	01/2007-12/2007	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
01946	Workplace Productivity Post Forum	Classroom	01/2007-12/2007	1 Hour(s)	1	Combinable	Interdisciplinary/Elective
01979	Using Media In Presentation	Classroom	01/2007-12/2007	2 Hour(s)	2	Combinable	Communication Arts
01980	Distraction Free Presentations	Classroom	01/2007-12/2007	2 Hour(s)	2	Combinable	Communication Arts
01981	Pop! Powerpoint Presentation	Classroom	01/2007-12/2007	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
01982	Present To Engage Your Audience	Classroom	01/2007-12/2007	2 Hour(s)	2	Combinable	Communication Arts
00179	Active Listening	Classroom	01/2008-12/2008	1.5 Hour(s)	1.5	Combinable	Communication Arts
00428	Ava	Classroom	01/2008-12/2008	3 Hour(s)	3	Combinable	Interdisciplinary/Elective
01538	Managing Change	Classroom	01/2008-12/2008	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
01843	Process Excellence Orientation	Classroom	01/2008-12/2008	8 Hour(s)	8	0.5	Interdisciplinary/Elective
01988	Finance Made Easy	Classroom	01/2008-12/2008	8 Hour(s)	8	0.5	Interdisciplinary/Elective
02001	Deliver A Winning Presentation	Classroom	01/2008-12/2008	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/Elective
02043	Emotional Intelligence	Classroom	01/2008-12/2008	4 Hour(s)	4	Combinable	Humanities
02043	Managing A Multigenerational Workforce - Understanding the Differences	Classroom	01/2008-12/2008	4 Hour(s)	4	Combinable	Humanities
	Managing Me	Classroom	01/2008-12/2008	3 Hour(s)	3	Combinable	Interdisciplinary/Elective
	Strategic Planning	Classroom	01/2008-12/2008	3 Hour(s)	3	Combinable	Interdisciplinary/Elective
	Building Relationships "Whale Done!"	Classroom	01/2008-12/2008	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
	A Leader's Legacy	Classroom	01/2008-12/2008	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
	Leaders At All Levels	Classroom	01/2008-12/2008	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
	New Manager Program	Classroom	01/2008-12/2008	32 Hour(s)	32	2.0	Interdisciplinary/Elective

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	S.T.A.R. (Service That's Above the Rest) Customer Service Training	Classroom	01/2008- 12/2008	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00167	Negotiating Skills	Classroom	N/A	4 Hour(s)	4	Combinable	Interdisciplinary/Elective
00338	Focus On Retention	Classroom	N/A	2 Hour(s)	2	Combinable	Interdisciplinary/Elective
01399	Advanced Coaching	Classroom	N/A	4 Hour(s)	4	Combinable	Interdisciplinary/Elective