



University of Phoenix Prior Learning Assessment Center Credit Recommendation Guide

The following courses have been evaluated by the Prior Learning Assessment Center to meet general education and elective requirements of a Bachelor's degree. In order to receive the credits recommended below:

- Submit portfolio including documentation showing completion of coursework. NOTE: When a portfolio is submitted for evaluation, certification of *the course title, course number and/or clock hours will need to be submitted.*
- Submission and Evaluation: Fees are applicable for credits evaluated. View <http://www.phoenix.edu/admissions/plac/default.aspx> for more information regarding fees, restrictive regulations, and/or submission process. Email plac@phoenix.edu or call (866) 440-4707 for assistance.
- The credits described below can be awarded **provided they do not duplicate** any of the following:
 - Program Coursework
 - Transfer Credit
 - Assessed Credit
 - National Testing Program Credit

Recommended Semester Credit Conversion-

The standard formula for determining credit value is as follows:

- 15 clock hours of Classroom Learning is equivalent to 1.0 semester credit;
- 30 clock hours of Clinical, Laboratory or Self-paced Learning is equivalent to 1.0 semester credit.

Note: Only the college level component of each course is converted to college credit. The non-academic portion is not converted.

Combinable- Courses may only be combined once with courses of similar content. Combined courses of differing general education areas will not be awarded a general education discipline. Classroom Learning courses less than 15 clock hours may be combined in increments of 7.5 hours which is equivalent to 0.5 semester credits. Clinical, Laboratory or Self-paced courses, less than 30 clock hours will be combined in increments of 15 clock hours which is equivalent to 0.5 semester credits.

University of Phoenix Equivalency- General Education or Elective Category where credit of course can be applied.

Non-academic- Lack of college level theory and/or principle necessary for credit recognition.

Service Corporation International Course Title	Catalog Year	Modality	Clock Hours	College Semester Credits Recommended	University of Phoenix Equivalency
Managing for Excellence	2006	Instructor-Led	28	1.5 LD	Elective
Supervisory Development Program Module 1: Introduction to Supervision	2006	Instructor-Led	4	Combinable	Elective
Supervisory Development Program Module 2: Discovering Individual Styles of Communication	2006	Instructor-Led	4	Combinable	Communication Arts
Supervisory Development Program Module 3: Fundamental Communication Skills	2006	Instructor-Led	4	Combinable	Communication Arts
Supervisory Development Program Module 4: Polishing Your Interview Skills	2006	Instructor-Led	4	Combinable	Communication Arts
Supervisory Development Program Module 5: Managing Employee Effectiveness	2006	Instructor-Led	4	Combinable	Elective
Supervisory Development Program Module 6: Effective Employee Counseling	2006	Instructor-Led	4	Combinable	Elective
Supervisory Development Program Module 7: Managing the Gray Areas	2006	Instructor-Led	4	Combinable	Elective
Sales Management: A Foundation for Growth	2006	Instructor-Led	34	2.0 LD	Elective
Office Manager: A Foundation for Growth	2006	Instructor-Led	33	2.0 LD	Elective