



EXCELA HEALTH

2010-2012 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.

*This course may duplicate pre-evaluated certifications and/or programs listed on The Apollo Quick List. Credit will not be awarded for certifications or coursework that duplicates in content.

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Achieving A Greater You-Your Career Path To Success	Self-Paced	01/2010-12/2010	1.5 Hour(s)	0	0.0	Non-Academic
	Administrative Professional Program	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	API- Time And Attendance System	Classroom	01/2010-12/2010	3.5 Hour(s)	0	0.0	Non-Academic
	Basic Business Skills: Getting Your Point Across	Classroom	01/2010-12/2010	2 Hour(s)	0	0.0	Non-Academic
	Basic Excel Part I	Classroom	01/2010-12/2010	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Basic Excel Part II	Classroom	01/2010-12/2010	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Coaching For Improvement	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Communication Skills	Classroom	01/2010-12/2010	2 Hour(s)	2	Combinable	Communication Arts
	Corrective Action And Conducting Internal Investigations	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective

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	Developing Smart Goals	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Diversity: Food For Thought	Self-Paced	01/2010-12/2010	0.5 Hour(s)	0	0.0	Too Few Hours
	Employment Law - Hot Topics And Current Issues	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Executive Speaking Skills	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Communication Arts
	Finance And Accounting For The Non-Financial Leaders: Part II	Classroom	01/2010-12/2010	21 Hour(s)	21	1.0	Interdisciplinary/ Elective
	Harassment In The Workplace And Drug Free Workplace	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	High Impact Communications	Classroom	01/2010-12/2010	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	HR Policy Update	Classroom	01/2010-12/2010	3.5 Hour(s)	0	0.0	Non-Academic
	Leading High Performance Teams	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Lean: A Continuous Improvement Tool	Classroom	01/2010-12/2010	6 Hour(s)	6	Combinable	Interdisciplinary/ Elective
	New Attitudes And Responses To Stress	Classroom	01/2010-12/2010	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	New Manager/Director	Classroom	01/2010-12/2010	10.5 Hour(s)	0	0.0	Non-Academic
	Performance Management And Tower Training For Managers	Classroom	01/2010-12/2010	3.5 Hour(s)	0	0.0	Non-Academic
	Personal Style: What Makes People Act The Way They Do?	Self-Paced	01/2010-12/2010	1 Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Project Management Essentials*	Self-Paced	01/2010-12/2010	82 Hour(s)	82	5.0	Interdisciplinary/ Elective
	Resolving Conflict In The Workplace	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Setting Performance Expectations	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Skill Building For First Line Supervisors	Classroom	01/2010-12/2010	24 Hour(s)	24	1.5	Interdisciplinary/ Elective
	Time Management	Classroom	01/2010-12/2010	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Tower For New Employees	Classroom	01/2010-12/2010	1.5 Hour(s)	0	0.0	Non-Academic
	Tower Support For Annual Performance Appraisal	Classroom	01/2010-12/2010	1 Hour(s)	0	0.0	Non-Academic
	Typing For Speed And Proficiency	Classroom	01/2010-12/2010	2 Hour(s)	0	0.0	Non-Academic
	Dealing With Difficult People	Classroom	01/2010-12/2011	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Introduction To Computers	Classroom	01/2010-12/2011	3 Hour(s)	0	0.0	Non-Academic
	Public Speaking	Classroom	01/2010-12/2011	2 Hour(s)	2	Combinable	Communication Arts

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	Access	Classroom	01/2010-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Advanced Excel: Charts	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Advanced Excel: Formulas	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Advanced Excel: Managing Data	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Excel: Intermediate	Classroom	01/2010-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Interviewing Skills: How To Market Yourself	Classroom	01/2010-12/2012	2 Hour(s)	0	0.0	Non-Academic
	Medical Coding	Classroom	01/2010-12/2012	24 Hour(s)	24	1.5	Interdisciplinary/ Elective
	Medical Terminology	Classroom	01/2010-12/2012	24 Hour(s)	24	1.5	Interdisciplinary/ Elective
	Navigating The Intranet/Internet	Classroom	01/2010-12/2012	2 Hour(s)	0	0.0	Non-Academic
	Outlook 2007: Calendars & Meetings	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Outlook 2007: Sending And Receiving E-Mails	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	OWA: Calendars And Meetings	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	OWA: Sending And Receiving E-Mails	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	PowerPoint: Basic	Classroom	01/2010-12/2012	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	PowerPoint: Intermediate	Classroom	01/2010-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Time Management	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Word: Basic	Classroom	01/2010-12/2012	4 Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Word: Working With Graphics	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Word: Working With Outlines	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Word: Working With Tables	Classroom	01/2010-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Basic Excel Part I And Part II	Classroom	01/2011-12/2011	8 Hour(s)	8	0.5	Interdisciplinary/ Elective
	BEST Personality Profiling and Assessment	Classroom	01/2011-12/2011	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Boot Camp #1 Interviewing and Selecting the Right Candidate	Classroom	01/2011-12/2011	2-2.5 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Boot Camp #2 Onboarding	Classroom	01/2011-12/2011	2.5 Hour(s)	2.5	Combinable	Interdisciplinary/ Elective
	Boot Camp #3 Retaining and Motivating Employees	Classroom	01/2011-12/2011	2.5 Hour(s)	2.5	Combinable	Interdisciplinary/ Elective

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	Boot Camp #4 Introduction to Ultipro Performance Management System Training	Classroom	01/2011-12/2011	2.5 Hour(s)	0	0.0	Non-Academic
	Breaking Free From Negativity	Self-Paced	01/2011-12/2011	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/ Elective
	Building an Environment of Trust - A DDI Course	Classroom	01/2011-12/2011	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Building Tomorrow's Leaders	Classroom	01/2011-12/2011	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Cost Accounting for Non-Financial Leaders	Classroom	01/2011-12/2011	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Critical Thinking Leads to Smarter Decision Making	Classroom	01/2011-12/2011	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Critical Thinking, Decision Making, and Problem Solving	Classroom	01/2011-12/2011	1.5 Hour(s)	1.5	Combinable	Interdisciplinary/ Elective
	Cultural Diversity	Classroom	01/2011-12/2011	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Developing Smart Goals	Classroom	01/2011-12/2011	1.5 Hour(s)	1.5	Combinable	Interdisciplinary/ Elective
	Finance and Accounting for the Non-Financial Leaders (Topic 1: Creating a Budget)	Classroom	01/2011-12/2011	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Leaders (Topic 2: Understanding and Managing Key Financial Reports)	Classroom	01/2011-12/2011	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Influencing Others	Classroom	01/2011-12/2011	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Intermediate Medical Coding	Classroom	01/2011-12/2011	15 Hour(s)	15	1.0	Interdisciplinary/ Elective
	Leading and Managing Change	Self-Paced	01/2011-12/2011	1.5 Hour(s)	0.75	Combinable	Interdisciplinary/ Elective
	Leading with Emotional Intelligence	Classroom	01/2011-12/2011	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	LEAN 102	Classroom	01/2011-12/2011	3.5-4 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	New Manager Orientation	Classroom	01/2011-12/2011	8.5 Hour(s)	8	0.5	Interdisciplinary/ Elective
	Resolving Conflict in the Workplace - A DDI Course	Classroom	01/2011-12/2011	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Situations Happen....Suffering Is Optional (Formally Rewrite Your Script)	Classroom	01/2011-12/2011	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Work Life Balance	Classroom	01/2011-12/2011	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Essentials of Leadership	Classroom	01/2011-12/2012	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	LEAN 101: A Continuous Improvement Tool	Classroom	01/2011-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	New Manager Assimilation	On The Job Training	01/2011-12/2012	0 Hour(s)	0	0.0	Non-Academic
	Positive And Effective Communication Skills	Classroom	01/2011-12/2012	2 Hour(s)	2	Combinable	Communication Arts
	Skill Building for First Line Leaders	Classroom	01/2011-12/2012	23.5 Hour(s)	22.25	1.0	Interdisciplinary/ Elective

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	So You Want To Be A Leader?	Classroom	01/2011-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Basic Excel Level I	Classroom	01/2012-12/2012	4 Hour(s)	3.75	Combinable	Interdisciplinary/ Elective
	Basic Excel Level II	Classroom	01/2012-12/2012	4 Hour(s)	3.75	Combinable	Interdisciplinary/ Elective
	Basic Excel Level III	Classroom	01/2012-12/2012	3 Hour(s)	3	Combinable	Interdisciplinary/ Elective
	BEST Personality Profiling and Assessment	Classroom	01/2012-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	BEST Personality Profiling and Assessment	Classroom	01/2012-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Boot Camp #1 Current Topics in Safety and Occupational Health	Classroom	01/2012-12/2012	2.5 Hour(s)	2.5	Combinable	Interdisciplinary/ Elective
	Unemployment Hearings Social Media Considerations	Classroom	01/2012-12/2012	2.5-3.5 Hour(s)	2.5	Combinable	Interdisciplinary/ Elective
	Boot Camp #3 Ultipro Performance Management System Training	Classroom	01/2012-12/2012	2.5 Hour(s)	0	0.0	Non-Academic
	Building an Effective Business Case	Classroom	01/2012-12/2012	1.5 Hour(s)	1.5	Combinable	Interdisciplinary/ Elective
	Contracts and Agreements	Classroom	01/2012-12/2012	2.5 Hour(s)	2.5	Combinable	Interdisciplinary/ Elective
	Creating a Budget and Understanding Key Financial Reports	Classroom	01/2012-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Creating Great Service Experiences The Why, What, and How of Customer Service	Classroom	01/2012-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Cultural Diversity	Classroom	01/2012-12/2012	1.5 Hour(s)	1.5	Combinable	Interdisciplinary/ Elective
	Dynamic Speaking for Leaders	Classroom	01/2012-12/2012	5.25 Hour(s)	2.75	Combinable	Communication Arts
	Emotional Intelligence	Classroom	01/2012-12/2012	1.5 Hour(s)	1.5	Combinable	Interdisciplinary/ Elective
	Ethical Behavior and Practices	Classroom	01/2012-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	ICD-10 Preview	Classroom	01/2012-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Introduction to Finance/Accounting for Non-Financial Leaders	Classroom	01/2012-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Managing Multiple Locations, Divisions, and Teams	Classroom	01/2012-12/2012	1.5 Hour(s)	1.5	Combinable	Interdisciplinary/ Elective
	Marketing Your Product and Service Line	Classroom	01/2012-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Motivational Interviewing	Classroom	01/2012-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	New Manager Orientation	Classroom	01/2012-12/2012	6.5 Hour(s)	6.25	Combinable	Interdisciplinary/ Elective
	Organizing Files in Windows	Classroom	01/2012-12/2012	4 Hour(s)	0	0.0	Non-Academic
	Pivot Tables	Classroom	01/2012-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective

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	Relational Aggression	Classroom	01/2012-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Situations Happen...Suffering is Optional (formally Rewrite Your Script)	Classroom	01/2012-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Strategic Thinking and Long Range Planning	Classroom	01/2012-12/2012	3.5 Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Teamwork and Collaboration	Classroom	01/2012-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Work Life Balance	Classroom	01/2012-12/2012	2 Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Workplace Etiquette: Proper E-mail Writing and Phone Conversation	Classroom	01/2012-12/2012	2 Hour(s)	2	Combinable	Communication Arts