



HUNTER DOUGLAS

2008,2011 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: 04/20/2012

Course Number	Course Title	Delivery Method	Course Year	Course Length	Applicable Hours	Credits Recommended	University of Phoenix Equivalency
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2008

	Inside Hd	Classroom	01/2008 - 12/2008	7.25	Hour(s)	7.25	Combinable	Interdisciplinary/ Elective
	Quality System Overview And Training (Iso)	Classroom	01/2008 - 12/2008	2	Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Violence In The Workplace Leadership	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Violence In The Workplace Employee	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Engineering Luncheons	Classroom	01/2008 - 12/2008	2	Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Fundamentals Of Color	Classroom	01/2008 - 12/2008	7	Hour(s)	7	Combinable	Interdisciplinary/ Elective
	Incoterms 2000	Classroom	01/2008 - 12/2008	2	Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Introduction To Print Media	Classroom	01/2008 - 12/2008	3	Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Secure Travel	Classroom	01/2008 - 12/2008	1.5	Hour(s)	1.5	Combinable	Interdisciplinary/ Elective

Course Number	Course Title	Delivery Method	Course Year	Course Length		Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	International Business Concepts	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Introduction To Textiles & Nonwovens	Classroom	01/2008 - 12/2008	12	Hour(s)	12	0.5	Interdisciplinary/ Elective
	English As A Second Language (Esl)	Classroom	01/2008 - 12/2008	40	Hour(s)	40	2.5	Vocational
	Grammar: Nuts & Bolts	Classroom	01/2008 - 12/2008	12	Hour(s)	12	0.5	Communication Arts
	Writing Effective E-Mail	Classroom	01/2008 - 12/2008	1.5	Hour(s)	1.5	Combinable	Communication Arts
	Technical Writing	Classroom	01/2008 - 12/2008	12	Hour(s)	12	0.5	Communication Arts
	Present Your Professional Best	Classroom	01/2008 - 12/2008	8	Hour(s)	8	0.5	Communication Arts
	Dale Carnegie Course	Classroom	01/2008 - 12/2008	42	Hour(s)	42	2.5	Communication Arts
	Conflict: Self-Management	Classroom	01/2008 - 12/2008	8	Hour(s)	8	0.5	Social Science
	Assertiveness Skills - Tools For Communication Success	Classroom	01/2008 - 12/2008	7.5	Hour(s)	7.5	0.5	Communication Arts
	Training Skills For On-The-Job Trainers	Classroom	01/2008 - 12/2008	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Time And Workflow Management	Classroom	01/2008 - 12/2008	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Project Management Fundamentals	Classroom	01/2008 - 12/2008	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Advanced Project Management	Classroom	01/2008 - 12/2008	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Setting & Achieving Communications Objectives	Classroom	01/2008 - 12/2008	2	Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Win-Win Negotiations	Classroom	01/2008 - 12/2008	16	Hour(s)	16	1	Communication Arts
	Project Management Techniques	Classroom	01/2008 - 12/2008	16	Hour(s)	16	1	Interdisciplinary/ Elective
	Blueprint Reading	Classroom	01/2008 - 12/2008	35	Hour(s)	35	2	Interdisciplinary/ Elective
	Apics Classes	Classroom	01/2008 - 12/2008	65	Hour(s)	65	4	Interdisciplinary/ Elective
	Designed Experiments (Doe)	Classroom	01/2008 - 12/2008	26	Hour(s)	26	1.5	Interdisciplinary/ Elective
	Creating Great Workplaces	Classroom	01/2008 - 12/2008	6.5	Hour(s)	6.5	Combinable	Interdisciplinary/ Elective
	Interaction Development	Classroom	01/2008 - 12/2008	24	Hour(s)	24	1.5	Communication Arts
	Coaching To Success	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Coaching For Improvement	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Leadership In The Workplace	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective

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	Motivational Coaching For Increased Productivity	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Teamwork On The Job	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Delegating For Results	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Managing Multiple Demands	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Problem Solving	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Business Writing Survival Skills	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Communication Arts
	Communication & Listening Skills	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Communication Arts
	Hiring For Talent	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Supervision: Core Competencies	Classroom	01/2008 - 12/2008	15	Hour(s)	15	1	Interdisciplinary/ Elective
	Interviewing For Success I: A Structured Approach	Classroom	01/2008 - 12/2008	7.5	Hour(s)	7.5	0.5	Interdisciplinary/ Elective
	Performance Documentation Skills For Leadership	Classroom	01/2008 - 12/2008	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Performance Management Skills	Classroom	01/2008 - 12/2008	7.5	Hour(s)	7.5	0.5	Interdisciplinary/ Elective
	Legal Issues In Managing Employees	Classroom	01/2008 - 12/2008	7.5	Hour(s)	7.5	0.5	Interdisciplinary/ Elective
	Managing Your Own Conflict Through Collaboration	Classroom	01/2008 - 12/2008	7.5	Hour(s)	7.5	0.5	Interdisciplinary/ Elective
	Ethics In The Workplace	Classroom	01/2008 - 12/2008	8	Hour(s)	8	0.5	Humanities
	Leading Effective Meeting	Classroom	01/2008 - 12/2008	2	Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Policy Update Training	Classroom	01/2008 - 12/2008	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Computer Coaching	Classroom	01/2008 - 12/2008	.5-1.0	Hour(s)	.5-1.0	Combinable	Interdisciplinary/ Elective
	Pc Boot Camp	Classroom	01/2008 - 12/2008	7	Hour(s)	7	Combinable	Interdisciplinary/ Elective
	Introduction To Excel	Classroom	01/2008 - 12/2008	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Intermediate Excel	Classroom	01/2008 - 12/2008	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Advanced Excel	Classroom	01/2008 - 12/2008	7	Hour(s)	7	Combinable	Interdisciplinary/ Elective
	Introduction To Powerpoint	Classroom	01/2008 - 12/2008	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Introduction To Word	Classroom	01/2008 - 12/2008	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Intermediate Word	Classroom	01/2008 - 12/2008	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective

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	Advanced Word	Classroom	01/2008 - 12/2008	7	Hour(s)	7	Combinable	Interdisciplinary/ Elective
	Introduction To Visio	Classroom	01/2008 - 12/2008	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Keyboarding	Classroom	01/2008 - 12/2008	26	Hour(s)	26	1.5	Interdisciplinary/ Elective
	Groupwise Overview	Classroom	01/2008 - 12/2008	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Cognos Marketing	Classroom	01/2008 - 12/2008	2.5	Hour(s)	2.5	Combinable	Interdisciplinary/ Elective
	Cognos Finance	Classroom	01/2008 - 12/2008	2.5	Hour(s)	2.5	Combinable	Interdisciplinary/ Elective
	Cognos Operations And Quality	Classroom	01/2008 - 12/2008	2.5	Hour(s)	2.5	Combinable	Interdisciplinary/ Elective
	Brown Bag: Getting "Fiscally Fit"	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: "Exploring" Your Options For A Quality Retirement	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: Tax Planning	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: Refinancing	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: College Planning	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: You And Your Credit Score	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: Estate Planning	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: Investment Concerns In A "Fragile" Market	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: Asset Allocation & Modern Portfolio Theory	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: Financial Blunders - Lessons We Never Learn	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: Legal Lessons For Life	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Brown Bag: First Time Home Buyers - Issues Of Real Estate	Classroom	01/2008 - 12/2008	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	First Aid/Cpr/Aed Training	Classroom	01/2008 - 12/2008	3	Hour(s)	3	0	Non-Academic

2011

	Conflict: Self-Management	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Time and Workflow Management	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Intro to Project Management	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Advanced Project Management	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective

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	Introduction to Plastics	Classroom	01/2011- 12/2011	4	Hour(s)	4	Combinable	Interdisciplinary/ Elective
	Introduction to Textiles & Nonwovens	Classroom	01/2011- 12/2011	9	Hour(s)	9	0.5	Interdisciplinary/ Elective
	Failure Mode Effects Analysis (FMEA)	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Incoterms 2010	Classroom	01/2011- 12/2011	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Training Skills for On-The-Job Trainers	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Focus on Excellence (FOE)	Classroom	01/2011- 12/2011	5	Hour(s)	5	Combinable	Interdisciplinary/ Elective
	Writing Effective E-Mail	Classroom	01/2011- 12/2011	3	Hour(s)	3	Combinable	Interdisciplinary/ Elective
	Business Writing & Grammar	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Dale Carnegie Course®	Classroom	01/2011- 12/2011	28	Hour(s)	28	1.5	Interdisciplinary/ Elective
	Toastmasters	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours
	English as A Second Language (ESL)	Classroom	01/2011- 12/2011	40	Hour(s)	0	0	Non-Academic
	Performance Documentation Skills for Leadership	Classroom	01/2011- 12/2011	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Interviewing at HDWFD	Classroom	01/2011- 12/2011	1	Hour(s)	1	Combinable	Interdisciplinary/ Elective
	Legal Issues In Managing Employees	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Focus on Excellence (FOE) for Leaders	Classroom	01/2011- 12/2011	2	Hour(s)	2	Combinable	Interdisciplinary/ Elective
	Business Basics	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Introduction to Word	Classroom	01/2011- 12/2011	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Intermediate Word	Classroom	01/2011- 12/2011	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Advanced Word	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Introduction to Excel	Classroom	01/2011- 12/2011	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Intermediate Excel	Classroom	01/2011- 12/2011	3.5	Hour(s)	3.5	Combinable	Interdisciplinary/ Elective
	Advanced Excel	Classroom	01/2011- 12/2011	8	Hour(s)	8	0.5	Interdisciplinary/ Elective
	Gmail Usage 101	Classroom	01/2011- 12/2011	1	Hour(s)	0	0	Non-Academic
	First Aid/CPR/AED Training	Classroom	01/2011- 12/2011	3	Hour(s)	0	0	Non-Academic
	Fork Lift Training	Classroom	01/2011- 12/2011	2-4	Hour(s)	0	0	Non-Academic
	Material Handling and Storage	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours

Course Number	Course Title	Delivery Method	Course Year	Course Length		Applicable Hours	Credits Recommended	University of Phoenix Equivalency
	Medical and First Aid	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Non-Academic
	Machine Guarding	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours
	Emergency Preparedness	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Non-Academic
	Ergonomic Awareness- MSD	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours
	Bloodborne Pathogens	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours
	Personal Protective Equipment	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours
	Hearing Conservation	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours
	Electrical Safety/ NFPA 70E	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours
	Fire Protection	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours
	Lockout/ Tagout /Affected Employees	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Non-Academic
	Hazard Communication	Classroom	01/2011- 12/2011	0.5	Hour(s)	0	0	Too Few Hours
	Interaction Development	Classroom	01/2011- 12/2011	24	Hour(s)	24	1.5	Interdisciplinary/ Elective
*Note - Credit will be given for the entire Interaction Development Program, not individually, for the courses listed below.								
	Interaction Skills for Success	Classroom	01/2011- 12/2011	4	Hour(s)	4	*	Interdisciplinary/ Elective
	Feedback Fundamentals	Classroom	01/2011- 12/2011	4	Hour(s)	4	*	Interdisciplinary/ Elective
	Communicating With Others	Classroom	01/2011- 12/2011	4	Hour(s)	4	*	Interdisciplinary/ Elective
	Building Trust	Classroom	01/2011- 12/2011	4	Hour(s)	4	*	Interdisciplinary/ Elective
	Adapting to Change	Classroom	01/2011- 12/2011	4	Hour(s)	4	*	Interdisciplinary/ Elective
	Valuing Differences	Classroom	01/2011- 12/2011	4	Hour(s)	4	*	Interdisciplinary/ Elective