

International Association of Administrative Professionals Certified Administrative Professional (CAP) Credential



Associate of Applied Science in Administrative/Management Studies

This program plan outlines how students can apply their **International Association of Administrative Professionals Certified Administrative Professional** credential to Excelsior College's A.A.S. in Administrative/Management Studies degree program.
Documentation required: Certificate, certification card and/or verification letter from the **International Association of Administrative Professionals**, through the [Online Store: CAP MISC](#).

This guide is only a sample scenario. Excelsior College reviews every student individually. Actual requirements will be dependent on the courses a student transfers and the application date with Excelsior.

**Credit Validity Dates: September 1, 2018 through April 30, 2023
(mandatory review on April 30, 2023)**

International Association of Administrative Professionals Certification	Semester Hours	Excelsior College Requirements	Semester Hours
Business Communication (lower level)	3	Business Elective	3
Introduction to Computers (lower level)	3	Computers Core	3
Managing Human Resources (upper level)	1	Business Elective	1
Organizational Behavior (upper level)	1	Business Elective	1
Office and Records Management (lower level)	3	Business Elective	3
Event and Project Management (lower level)	3	Business Elective	3
Organizational Communication and Operational Functions (lower level)	3	Business Elective	3
TOTAL			17

EXCELSIOR COLLEGE CREDIT REQUIREMENTS	
ELECTIVE CREDIT COMPONENT	
Information Literacy (<i>Must be taken with Excelsior</i>)	1
IND 101: Cornerstone A (Foundations) OR IND 301: Cornerstone B (Pathways) (<i>Must be taken with Excelsior</i>)	3
Any College-Level Study Electives (May include any excess credit Arts and Sciences and Business)	16
ARTS AND SCIENCES COMPONENT	
ENG 101: English Composition	3
BUS 323: Business Ethics	3
Social Sciences/History Electives	3
Behavioral Sciences Electives	3
Mathematics Electives	3
Natural Sciences Electives	3
Arts & Sciences Electives	2
BUS 299: Business Strategy Capstone (<i>Must be taken with Excelsior</i>)	3
TOTAL	43

EVALUATION SUMMARY	
Credits Accepted from International Association of Administrative Professionals Certification	17
Credits from Excelsior *	43
TOTAL CREDITS REQUIRED	60

* All credits with the exception of information literacy, cornerstone, and capstone may be transferred from other institutions.

* Students are required to take a minimum of twelve (12) online Excelsior College course credits to qualify for partner pricing.

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