

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



Bachelor of Science in Business

This program plan outlines how students can apply their **International Association of Administrative Professionals Certified Administrative Professional** credential to Excelsior College's B.S. in Business 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	BUS 222: Business Communication Core	3
Introduction to Computers (lower level)	3	IT 221: Introduction to Computers	3
Managing Human Resources (upper level)**	1	Business Elective	1
Organizational Behavior (upper level)*	1	Not Applicable	0
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	16

*Does not meet 3 credit requirement for Organizational Behavior, credit would be duplicative of BUS 311: Organizational Behavior.

**If student chooses the Human Resource concentration, the 1 credit for Managing Human Resources would not apply as it would not meet the 3 credit required and be duplicative of BUS 312: Managing Human Resources.

EXCELSIOR COLLEGE CREDIT REQUIREMENTS

ARTS AND SCIENCES COMPONENT

ENG 101: English Composition	3
ENG 102: Composition II	3
Humanities Electives	6
BUS 323: Business Ethics	3
Social Sciences/History Electives	9
ECO 260: Introduction to Microeconomics	3
ECO 262: Introduction to Macroeconomics	3
MAT 114: Intermediate Algebra	3
MAT 201: Statistics	3
Natural Sciences Electives	3
Arts & Sciences Electives	15
BUS 311: Organizational Behavior	3
BUS 431: Business Data Analysis	3

ELECTIVE CREDIT COMPONENT

Any College-Level Study Electives (May include any excess credit Arts and Sciences and Business)	1
INL 102: Information Literacy *	1
IND 101: Cornerstone A (Foundations) OR IND 301: Cornerstone B (Pathways) *	3

BUSINESS COMPONENT

Must include a minimum of 21 upper level credits with 9 upper level credits in concentration

ACC 211: Financial Accounting	3
ACC 212: Managerial Accounting	3
BUS 230: Business Law	3

BUS 341: Management Concepts and Applications	3
BUS 351: Marketing Concepts and Applications	3
ACC 415: Advanced Financial Management	3
BUS 435: International Business	3
BUS 499: Strategic Management Capstone *	3
Concentration Requirements (Minimum of 9 credits must be upper level)	15
TOTAL	104

EVALUATION SUMMARY	
	Semester Hours
Credits Accepted from International Association of Administrative Professionals Training	16
Credits from Excelsior *	104
TOTAL CREDITS REQUIRED	
	120

* All credits with the exception of the cornerstone, information literacy, 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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