

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

Bachelor of Science in Liberal Arts



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 Liberal Arts 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	Applied Professional	3
Introduction to Computers (lower level)	3	Applied Professional	3
Managing Human Resources (upper level)	1	Applied Professional	1
Organizational Behavior (upper level)	1	Applied Professional	1
Office and Records Management (lower level)	3	Applied Professional	3
Event and Project Management (lower level)	3	Applied Professional	3
Organizational Communication and Operational Functions (lower level)	3	Applied Professional	3
		TOTAL	17

EXCELSIOR COLLEGE CREDIT REQUIREMENTS	
Information Literacy <i>(Must be taken with Excelsior)</i>	1
IND 101: Cornerstone A (Foundations) <i>(Must be taken with Excelsior)</i>	3
ENG 101: English Composition I	3
Second writing course	3
Ethics	3
Humanities Electives	9
Social Sciences/History Electives	12
Natural Sciences/Mathematics Electives (at least one college math course)	9
Applied Professional Electives OR Additional Arts & Sciences	30
Upper Level Arts & Sciences	18
Upper Level Electives	9
LA 498: Liberal Arts Capstone <i>(Must be taken with Excelsior)</i>	3
TOTAL	103

EVALUATION SUMMARY	
Credits Accepted from International Association of Administrative Professionals Certification	17
Credits from Excelsior *	103
TOTAL CREDITS REQUIRED	120

* 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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