

CAP Exam Credits at KCKCC

The Certified Administrative Professional® (CAP®) rating is available through The International Association of Administrative Professionals (IAAP®). Academic credit is based on the Certification Review Guide.

1. The CAP® ratings are accepted for Nontraditional academic credit providing the student makes a score of 500 or better on the exam. Official score reports must be sent directly to the College in order for the student to be awarded credit.
2. Students must be high school graduates, or have passed the GED equivalency test, and be 18 years of age.
3. Students using Nontraditional academic credit to fulfill graduation requirements must complete 15 academic credit hours in residence at the College and maintain a 2.00/4.00 grade-point average.
4. Students must be enrolled at the College during the semester they plan to receive Nontraditional academic credit.
5. Students can receive up to 31 hours of academic credit through the CAP® ratings November 2004 and after. Credit hour evaluation for students who achieved CAP® and CPS® ratings May 2004 and before is determined on an individual basis by the Administrative Office Professional (AOP) coordinator.
6. Academic credits granted through Nontraditional Studies count towards graduation but are not calculated in a student's grade-point average. The only exception to this rule is for Independent Study.
7. Students passing the CAP® exam must make a decision on which courses listed here to use for academic credit. Requirements for graduation should be the prime factor when making this determination.
8. **Students awarded academic credits through this program are not charged tuition and fees. They are only required to pay those costs charged by the IAAP® Certification Department.**
9. Academic credit is posted on the transcript in terms of the College's course number. The notation on the transcript will read: Certified Administrative Professional Exam. Grades of CR are recorded on the transcript. The exam parts eligible for KCKCC academic credit are listed below with the course equivalency.

Communication

BUSN0211 Business Communications	3 credit hrs.
BUSN2253 Customer Service	2 credit hrs.
BUSN0108 Human Relations in Business	3 credit hrs.

Organization and Planning

BUSN0286 Principles of Management	3 credit hrs.
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Information Distribution

BUSN2251 Office Simulations	3 credit hrs.
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Records Management

BUSN2201 Records Management	1 credit hr.
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Physical and Information Resources

CIST0111 Microcomputer Business Software	3 credit hrs.
BUSN0285 Occupational Internship	3 credit hrs.

Document Production

BUSN0191 Microcomputer Applications I-II: (Word)	2 credit hrs.
BUSN2203 Proofreading	1 credit hr.
BUSN2202 Business English	1 credit hr.

Operational Functions

BUSN0101 Accounting 1	3 credit hrs.
BUSN0280 Human Resource Management	3 credit hrs.

TOTAL: 31 credit hrs.

Life Experience Learning Program

This program is designed for students who have received formalized and/or individualized training in a non-collegiate setting. If the learning experience is commensurate with the student's educational goals and existing curricular guidelines, college credit may be granted.

Life Experience Learning puts emphasis on the application of knowledge and the demonstration of its application through documentation. Specific guidelines are as follows:

- 1) Documentation for Life Experience Learning should be submitted to the Dean of Student Services and approved by the appropriate Academic Dean and Vice President for Academic Affairs.
- 2) Furnishing documented evidence of Life Experience Learning is the responsibility of the applicant desiring academic credit. It should consist of a portfolio containing all pertinent documentation of life experience and specific examples of the applicant's work (in whatever form it exists.) Examples of documented Life Experience Learning might be the following: workshops, CEU credit, publications, performance evaluations, etc. Each applicant's learning through life experience is different, and the evidence supporting or documenting the learning is evaluated on an individual basis.
- 3) Academic credit is posted on transcripts by the College's course number. The notation on the transcript reads: Life Experience Learning. A grade of CR is recorded. Credit will not be posted until the student has completed 15 hours of academic credit in residence.
- 4) Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.
- 5) A total of 15 credit hours can be granted for Life Experience Learning.
- 6) Academic credit is only granted for Life Experience Learning if the College offers an equivalent course.
- 7) Tuition and fees are charged for Life Experience Learning based on the number of credit hours approved for academic credit. Tuition and fees must be paid before credit hours are posted on the transcript.