

Administrative Professional Online Associate in Science Degree Program Alternative Options for Earning Credit



		Credit(s)	IAAP CPS / CAP Equivalent Credit	Experiential Credit Available	Challenge Exam Available	MOS-Expert Equivalent Credit	Bachelor's Degree
Semester 1	FIRST YEAR						
106-103	Mindset for Success	3					
106-107	Business Document Applications	3				•	
106-139	Keyboard Skillbuilding	1	•		•		
106-231	Business Presentations and Publications	3					
801-195	Written Communications	3					•
804-123	Math with Business Applications	3			•		•
Semester 2							
106-109	Business Spreadsheet Applications	3				•	
103-169	Collaboration Tools	1					
106-164	Customer Contact Skills	2	•	•			
106-121	Office Technology and Procedures	3	•		•		
103-165	Outlook	1			•		
106-240	Business Information Management	3	• (Plus MOS)		• (Plus MOS)	• (Plus CAP or exam pass)	
106-108	Proofreading and Editing	3	•		•		
Semester 1	SECOND YEAR						
106-172	Administrative Office Management	3	•	•			
106-106	Business Writing and Research	3					
106-190	Professional Development	1		•			
809-172	Introduction to Diversity Studies	3					•
801-196	Oral/Interpersonal Communication	3	•				•
101-106	Accounting Fundamentals	3	•				
Semester 2							
106-134	Software Capstone	3					
102-135	Project Management Fundamentals	3	• (CAP-PM)	•			
809-199	Psychology of Human Relations	3	•				•
109-102	Fundamentals of Meeting Management	3	• (CAP-MEP)				
106-195	Internship	1	•	•			
Total Credit for Prior Learning			31	10	14	9	15

- Curriculum above is for students entering the program during the [2019-20](#) academic year. Current students should follow the curriculum in place at the time of their acceptance.
- Recommended curriculum is shown for a full-time student. Courses may be taken one at a time.
- All courses are available online and many are available on campus.
- **25% requirement:** At least 25% of the credit requirements necessary for obtaining a diploma/degree in any program must be taken at Madison College.

The college reserves the right to make changes in the regulations and courses announced in this publication without notice. Current as of 07/01/2019. For more information, please visit us at www.madisoncollege.edu or email businesstechnology@madisoncollege.edu.