



Administrative Office Profession Certificate Schedule

This is a sample class schedule for the certificate. This sample class schedule is subject to change.

Fall Semester - 16 weeks

| | Monday | Tuesday | Wednesday | Thursday |
|-----------------|---|--------------------|--------------------|--------------------|
| 9:30 – 10:45 AM | AOP 101 | | AOP 101 | |
| 11 – 11:50 PM | AOP 100 - F8 * | | AOP 100 - F8* | |
| 11 – 12:15 PM | SPE 120 or SPE 110 | SPE 120 or SPE 110 | SPE 120 or SPE 110 | SPE 120 or SPE 110 |
| 1 – 2:15 PM | ICT 120 | | ICT 120 | |
| 4:30 – 5:20 PM | BOC 120 | | BOC 120 | |
| ONLINE | Online only: BOC 100 Other online options: AOP 101, SPE 120, SPE 110, ICT 120, BOC 120 | | | |

***F8 = First eight weeks**

Total 15 hours

Spring Semester – 16 weeks

| | Monday | Tuesday | Wednesday | Thursday |
|---------------|---|---------|-----------|----------|
| 11 – 12:15 PM | ACC 101 | | ACC 101 | |
| 1 – 1:50 PM | | AOP 201 | | AOP 201 |
| ONLINE | Online Only: AOP 102, BOC 103, BOC 106, BOC 112 Other online options: ACC 101, AOP 201 | | | |

Total 16 hours

Program Total: 31 credit hours

All classes, except the internship are offered as mixed modality – meaning students may attend a traditional classroom lecture, attend via skype, or online.