



This is a sample class schedule for the Administrative Office Professional Certificate. This sample class schedule is subject to change.

### Fall Semester - 16 weeks

	Monday	Tuesday	Wednesday	Thursday	Friday
11 – 12:00 pm	AOP 100		AOP 100		
12:00 – 1:00 pm					
1:00 – 2:15 pm	ICT 120		ICT 120		
2:30 – 4:20 pm					
4:30 – 5:20 pm	BOC 120		BOC 120		
Online	ACC 100(or ACC 101), AOP 101, BOC 100,				

### Spring Semester – 16 weeks

	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 9:15 am		SPE 120*			
Online	AOP 102, AOP 201, BOC 103, BOC 106, BOC 112, SPE 110* (or SPE 120)				

**Program Total: 31 credit hours**