

Administrative Office Professional

Certificate

Program/CIP Code: ADOP.TCERTB/52.0401

Credits Required: 34

Division: Math, Science & Business Technology

Contact: MSBT@kckcc.edu

Students wishing to further their education may transfer their Office Assistant certificate to the AOP certificate. By adding classes such as Human Relations in Business, Business Communications, and Office Simulations, students may increase their opportunities for employment. The Administrative Office Professional certificate may be seamlessly transferred into the AOP AAS degree, which can be completed by adding an additional thirty credit hours. Any deviation from the program must be approved by the Dean of Math, Science & Business Technology.

Requirements for admission to the program:

- No requirements for admission to the program.
- Contact program for program-specific advising.

College Requirement

Course		Credit Hours
BLUE 0101	Freshman Seminar	1

Administrative Office Professional Education Requirements*

Course		Credit Hours
BUSN 0108	Human Relations in Business	3
BUSN 0124	Accounting Software Applications	3
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Apps I-II: Advanced WORD	2
BUSN 0211	Business Communications	3
BUSN0250	Obtaining Employment	1
BUSN 0285	Occupational Internship	3
BUSN 1151	Keyboarding	1
BUSN 1152	Document Formatting	1
BUSN 1153	Speedbuilding	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2253	Customer Service	2
BUSN 2251	Office Simulations	3
CIST 0111	Microcomputer Business Software	3
CIST 0166	Microcomputer Applications I: Spreadsheets	3

*See course syllabi for Administrative Office Professional course prerequisites.

Total Hours for an Administrative Office Professional Certificate	34
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Biomanufacturing

Certificate

Program/CIP Code: BMFR.CERTA/41.0303

Credits Required: 16

Division: MSB

Contact: MSBT@kckcc.edu

The Biomanufacturing program is designed to prepare individuals to become biomanufacturing technologists in manufacturing facilities where aseptic techniques and biosafety concerns are needed (e.g., animal health, medical, or food packaging). The curriculum includes both theory and practical application by training in biomanufacturing and science laboratories. Upon completion of the program, students are eligible to take the MT1 certification exam, which has been adopted by the KC Animal Health Corridor.

Requirements for admission to the program:

- Reading score of 60 or higher on the Accuplacer.
- Contact program for program-specific advising.

Biomanufacturing Requirements*

	Course	Credit Hours
BIOL0105	Introduction to Biotechnology	2
BIOL0135	Principles of Cell and Molecular Biology	4
BMFR0100	Survey of Biomanufacturing	3
BMFR0145	Manufacturing Technician Training	3
BMFR0146	Techniques and Instrumentation for Biomanufacturing	4
*See course syllabi for Biomanufacturing course prerequisites.		
Total Hours for a Biomanufacturing Certificate		16