ADMINISTRATIVE OFFICE PROFESSIONAL DIPLOMA

Purpose: This program will prepare students for employment as Administrative Office Professionals. Students will develop technology and critical thinking skills crucial to ensuring organization success. They will learn to provide critical support to organization leaders such as administrators, executives, and managers by keeping current on the 3 T's: Terminology, Trends, and Technology. Students in this program will be trained to manage multiple calendars and schedules, provide professional service to all internal and external stakeholders, and research innovative and emerging technologies to maintain an efficient office environment.

Award
Administrative Office Professional diploma.....................................31 credits total
Administrative Office Professional Curriculum .... 27 credits
MnTC Curriculum/General Education .... 3 credits

This program is available fully on-line.

RECOMMENDED FULL-TIME COURSE SEQUENCE

Not all courses are scheduled every semester. See course schedule at *https://eservices.minnstate.edu/registration/search/basic.html?campusid=306*.

Semester 1		Semester 2	
ENGL 1117, Reading and Critically	4 cr	AOP 1360, MS Excel	3 cr
OR		AOP 2220, Business Communications	3 cr
ENGL 1109, Intro to Professional and Tech Writing	3 cr	AOP 2614, Customer Relations Management	3 cr
OR		AOP 2617 MS Outlook and Meeting Planning	3 cr
ENGL 1630, English for Grammar Careers	3 cr	AOP 2870, Employment Strategies	1 cr
AOP 1101, MS Windows and Office Fundamentals	3 cr	Elective Credit	2-3 cr
AOP 1030, Keyboarding II	3 cr		
AOP 1320, MS Word	3 cr		
AOP 2622, Multimedia and Collaborative Tech	3 cr		
Total Credits	**15 or 16**	**Total Credits**	**15 or 16**

Course descriptions can be found at: https://www.rctc.edu/academics/courses/course-descriptions.

RECOMMENDED PART-TIME COURSE SEQUENCE

Not all courses are scheduled every semester. See course schedule: https://eservices.minnstate.edu/registration/search/basic.html?campusid=306.

Semester 1		Semester 2	
AOP 1101, MS Windows and Office Fundamentals	3 cr	ENGL 1117, Reading and Critically	4 cr
AOP 1030, Keyboarding II	3 cr	**OR**	
		ENGL 1109, Intro to Professional and Tech Writing	3 cr
		OR	
		ENGL 1630, English for Grammar Careers	3 cr
		AOP 1320, MS Word	3 cr
Total Credits	**6**	**Total Credits**	**9**
Semester 3		Semester 4	
AOP 2617, MS Outlook and Meeting Planning	3 cr	AOP 1360, Excel	3 cr
AOP 2622, Multimedia and Collaborative Tech	3 cr	Elective Credit	2-3 cr
Total Credits	**6**	**Total Credits**	**5 or 6**
Semester 5			
AOP 2220, Business Communications	3 cr		
AOP 2614, Customer Relations Management	3 cr		
AOP 2870, Employment Strategies	1 cr		
Total Credits	**7**		

Course descriptions can be found at: https://www.rctc.edu/academics/courses/course-descriptions.

ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

MINNESOTA STATE

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RCTC provides accessible, affordable, quality learning opportunities to serve a diverse and growing community.