

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	4 cr	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	Total Credits	15 or
	16		16

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

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