

## 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>.*

<b>Semester 1</b>		<b>Semester 2</b>	
ENGL 1117 Reading and Critically	4 cr	AOP 2220 Business Communications	3 cr
<b>OR</b>		AOP 2270 Integrated Office Procedures	3 cr
ENGL 1109 Intro to Professional and Tech Writing	3 cr	AOP 2614 Customer Relations Management	3 cr
AOP 1030 Keyboarding II	3 cr	AOP 2617 MS Outlook and Meeting Planning	3 cr
AOP 2350 Microcomputer Business Applications	3 cr	AOP 2870, Employment Strategies	1 cr
AOP 2622 Multimedia and Collaborative Tech	3 cr	Elective	3 cr
Elective	3 cr		
<b>Total Credits</b>	<b>15-16</b>	<b>Total Credits</b>	<b>16</b>

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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>.

<b>Semester 1</b> ENGL 1117 Reading and Critically <b>OR</b> ENGL 1109 Intro to Professional and Tech AOP 1030 Keyboarding II <b>Total Credits</b>	4 cr 3 cr 3 cr <b>6-7</b>	<b>Semester 2</b> AOP 2350 Microcomputer Business Applications AOP 2622 Multimedia and Collaborative Tech Elective <b>Total Credits</b>	3 cr 3 cr 3 cr <b>9</b>
<b>Semester 3</b> AOP 2220 Business Communications AOP 2270 Integrated Office Procedures <b>Total Credits</b>	3 cr 3 cr <b>6</b>	<b>Semester 4</b> AOP 2614 Customer Relations Management AOP 2617 MS Outlook and Meeting Planning <b>Total Credits</b>	3 cr 3 cr <b>6</b>
<b>Semester 5</b> AOP 2870, Employment Strategies Elective <b>Total Credits</b>	3 cr 3 cr <b>6</b>		

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