

EXECUTIVE OFFICE PROFESSIONAL AAS

Purpose: This program will prepare students for employment as Executive 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

Executive Office Professional, AAS degree.....60 credits total
Executive Office Professional program curriculum..... 38 credits
MnTC curriculum/General Education..... 22 credits

***This program is available fully on-line.**

RECOMMENDED FULL-TIME COURSE SEQUENCE

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

<p>Semester 1 ENGL 1117, Reading and Critically OR ENGL 1109, Intro to Professional and Tech Writing AOP 1030, Keyboarding II AOP 1101, MS Windows and Office Fundamentals AOP 1320, MS Word</p> <p style="text-align: right;">Total Credits</p>	4 cr 3 cr 3 cr 3 cr 3 cr	<p>Semester 2 General Education Credit AOP 1360, MS Excel AOP 1370, MS Access AOP 2220, Business Communications AOP 2614, Customer Relations Management Elective Credit</p> <p style="text-align: right;">Total Credits</p>	3 cr 3 cr 1 cr 3 cr 3 cr 3 cr
<p>or</p>	<p>13</p>	<p>16</p>	<p>16</p>
<p>Semester 3 General Education Credit AOP 2330, Advanced MS Word AOP 2617, MS Outlook and Meeting Planning AOP 2622, Multimedia and Collaborative Tech AOP 2870, Employment Strategies Elective Credit</p> <p style="text-align: right;">Total Credits</p>	3 cr 3 cr 3 cr 1 cr 3 cr 3 cr	<p>Semester 4 General Education AOP 2270 Integrated Office Procedures AOP 2630 Emerging Technologies AOP 2360 Advanced Microsoft Excel</p> <p style="text-align: right;">Total Credits</p>	6 cr 3 cr 3 cr 3 cr
<p>16</p>	<p>15</p>	<p>Continued on reverse side of page...</p>	

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 AOP1101 MS Windows & Office Fundamentals AOP 1030 Keyboarding II <p style="text-align: right;">Total Credits 6</p>	3 cr 3 cr	Semester 2 ENGL 1117, Reading and Critically OR ENGL 1109, Intro to Professional and Tech Writing AOP 1320, MS Word <p style="text-align: right;">Total Credits 6 or 7</p>	4 cr 3 cr 3 cr
Semester 3 (summer) General Education <p style="text-align: right;">Total Credits 6</p>	6 cr	Semester 4 AOP 1360, MS Excel AOP 1370, MS Access Elective Credit <p style="text-align: right;">Total Credits 7</p>	3 cr 1 cr 3 cr
Semester 5 AOP 2220 Business Communications AOP2614 Customer Relations Management <p style="text-align: right;">Total Credits 6</p>	3 cr 3 cr	Semester 6 (Summer) General Education <p style="text-align: right;">Total Credits 6</p>	6 cr
Semester 7 AOP2617 MS Outlook and Meeting Planning AOP2622 Multimedia and Collaborative Tech <p style="text-align: right;">Total Credits 6</p>	3 cr 3 cr	Semester 8 AOP2330 Advanced Microsoft Word AOP 2360 Advanced Microsoft Excel <p style="text-align: right;">Total Credits 6</p>	3 cr 3 cr
Semester 9 (Summer) AOP 2630 Emerging Technologies Elective Credit <p style="text-align: right;">Total Credits 6</p>	3 cr 3 cr	Semester 10 AOP 2270 Integrated Office Procedures AOP2870 Employment Strategies <p style="text-align: right;">Total Credits 4</p>	3 cr 1 cr

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