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.

Semester 1		Semester 2	
ENGL 1117, Reading and Critically	4 cr	General Education Credit	3 cr
OR		AOP 1360, MS Excel	3 cr
ENGL 1109, Intro to Professional and Tech Writing	3 cr	AOP 1370, MS Access	1 cr
AOP 1030, Keyboarding II	3 cr	AOP 2220, Business Communications	3 cr
AOP 1101, MS Windows and Office Fundamentals	3 cr	AOP 2614, Customer Relations Management	3 cr
AOP 1320, MS Word	3 cr	Elective Credit	3 cr
Total Credits	**12 or 13**		
		Total Credits	**16**
Semester 3		Semester 4	
General Education Credit	3 cr	General Education	6 cr
AOP 2330, Advanced MS Word	3 cr	AOP 2270 Integrated Office Procedures	3 cr
AOP 2617, MS Outlook and Meeting Planning	3 cr	AOP 2630 Emerging Technologies	3 cr
AOP 2622, Multimedia and Collaborative Tech	1 cr	AOP 2360 Advanced Microsoft Excel	3 cr
AOP 2870, Employment Strategies	3 cr		
Elective Credit	3cr		
Total Credits	**16**	**Total Credits**	**15**
		Continued on reverse side of page…	

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	
AOP1101 MS Windows & 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
		AOP 1320, MS Word	3 cr
Total Credits	**6**	**Total Credits**	**6 or 7**

Semester 3 (summer)		Semester 4	
General Education	6 cr	AOP 1360, MS Excel	3 cr
		AOP 1370, MS Access	1 cr
		Elective Credit	3 cr
Total Credits	**6**	**Total Credits**	**7**

Semester 5		Semester 6 (Summer)	
AOP 2220 Business Communications	3 cr	General Education	6 cr
AOP2614 Customer Relations Management	3 cr		
Total Credits	**6**	**Total Credits**	**6**

Semester 7		Semester 8	
AOP2617 MS Outlook and Meeting Planning	3 cr	AOP2330 Advanced Microsoft Word	3 cr
AOP2622 Multimedia and Collaborative Tech	3 cr	AOP 2360 Advanced Microsoft Excel	3 cr
Total Credits	**6**	**Total Credits**	**6**

Semester 9 (Summer)		Semester 10	
AOP 2630 Emerging Technologies	3 cr	AOP 2270 Integrated Office Procedures	3 cr
Elective Credit	3 cr	AOP2870 Employment Strategies	1 cr
Total Credits	**6**	**Total Credits**	**4**

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