RCTC PROGRAM PLAN

EXECUTIVE OFFICE PROFESSIONAL
Associate of Applied Science

I. MINNESOTA TRANSFER CURRICULUM (MnTC)/
GENERAL EDUCATION REQUIREMENTS..**16 CREDITS**
GOAL 1: WRITTEN AND ORAL COMMUNICATION .... **3-4 CR**
ENGL 1109, Introduction to Professional and Technical Communication, 3 cr **OR**
ENGL 1117, Reading and Writing Critically I, 4 cr

GOAL 7: HUMAN DIVERSITY.. **3 CR**
RECOMMEND: COMM 1130, Interpersonal Communication, 3 cr

GOAL 9: ETHICAL/CIVIC RESPONSIBILITY....................................…............**3 CR**
RECOMMEND: PHIL 2130, Business Ethics, 3 cr

ANY MnTC GOAL 1-10 COURSES .... **6-7 CR**

II. PROGRAM CORE REQUIREMENTS..**25 CREDITS**
AOP 1101, Microsoft Windows and Office Fundamentals, 3 cr
AOP 1030, Keyboarding II, 3 cr
AOP 1320, Microsoft Word, 3 cr
AOP 1360, Microsoft Excel, 3 cr
AOP 2614, Customer Relations Management, 3 cr
AOP 2617, Microsoft Outlook and Meeting Planning, 3 cr
AOP 2220, Business Communications, 3 cr
AOP 2622, Multimedia and Collaborative Technology, 3 cr
AOP 2870, Employment Strategies, 1 cr

III. PATHWAY PROGRAM REQUIREMENTS..**13 CREDITS**
AOP 1370, Microsoft Access, 1 cr
AOP 2270, Integrated Office Procedures, 3 cr
AOP 2330, Advanced Microsoft Word, 3 cr
AOP 2360, Advanced Microsoft Excel, 3 cr
AOP 2630, Emerging Technologies, 3 cr

IV. ELECTIVES...**6 CREDITS**

TOTAL...**60 CREDITS**

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PROGRAM OUTCOMES:

Upon completion of the Executive Office Professional program at RCTC, students will achieve the following outcomes:

- Key at a speed rate of 45 GWPM with minimal errors.
- Exhibit professionalism and effective customer relations skills in writing and verbal communication with all stakeholder.
- Identify, analyze, and resolve current workplace issues and future needs by utilizing critical thinking skills, current software applications, and emerging technology.
- Create, format, and proofread business documents using correct business English.
- Create and format various data reports using advanced spreadsheet and database applications.

ADDITIONAL NOTES:

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 and will learn high-level professional service to internal and external stakeholders. Graduates of this program will be able to provide proactive service by researching innovative and emerging technologies and by the use of data analytics. The expanded education requirements of this degree program will also meet the needs of students transferring to another program or institution.

PROGRAM PREREQUISITES: Students entering this program must be proficient in keyboarding skills at a minimum of 35 gross words per minute (GWPM). Students not meeting this requirement should enroll in AOP 1020 Keyboarding I as an elective course.

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Implementation: Fall 2024

WWW.RCTC.EDU
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A member of the Minnesota State system and an affirmative action/equal opportunity college.
RCTC empowers students to thrive in an ever-changing, diverse society by providing access to exceptional education.

ROCHESTER
COMMUNITY AND TECHNICAL COLLEGE

MINNESOTA STATE