

# Office Management Professional AAS DEGREE

## Program Overview

This program will provide training for an office management professional position. Students will be trained in Microsoft Office software Excel, Word, PowerPoint Access, and Outlook. Customer service skills for internal and external customers will be emphasized. Students will learn communication, customer service, teamwork, conflict resolution, negotiation skills and problem solving skills. Events planning and project management skills will also be introduced.

## Career Opportunities

1. Office Management Professional
2. Administrative Assistant
3. Customer Service Representative
4. Office Manager

## Program Outcomes

1. Use technology to complete administrative tasks.
2. Perform administrative office procedures.
3. Assess internal and external customer needs.
4. Evaluate activities of staff, information, and facilities.

## Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

For more information please go to [saintpaul.edu/Transfer](http://saintpaul.edu/Transfer).

## Office Management Professional AAS

- BA Individualized Studies  
Metropolitan State University
- BS Business Administration  
Saint Mary's University,  
Twin Cities Campus



The mission of the Business Department at Saint Paul College is to sustain the College mission by providing quality, lifelong business education supported by technology for a diverse, metropolitan student population.

Accreditation Council for Business Schools and Programs

## Program Faculty

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## Part-time/Full-time Options

This program can be completed by using a combination of day, evening and online courses. Part-time and full-time options are available.

## Program Requirements

Check off when completed

### Required Business Core Cr

#### Professional Component

- ACCT 2410 Financial Accounting 1 . . . . . 4
- BTEC 1421 Business Information Applications 1 . . . 3
- BUSN 1410 Introduction to Business . . . . . 3
- BUSN 1449 Business Communications . . . . . 3
- BUSN 2465 Business Ethics . . . . . 3

**Required Business Core . . . . . 16**

### Required Technical Courses Cr

- BTEC 1410 Advanced Keyboarding Applications . . 3
- BTEC 1423 Business Information Applications 2 . . 4
- BTEC 2410 Business Procedures . . . . . 4
- BTEC 2506 Business Information Applications 3 . . 4
- BUSN 1520 Customer Service . . . . . 3
- BUSN 2450 Management Fundamentals . . . . . 3
- BUSN 2472 Business Negotiation Skills . . . . . 3
- HSPM 1440 Event Management & Planning . . . . . 3

**Subtotal . . . . . 27**

### General Education/MnTC Requirements Cr

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area

- Goal 1: Communication . . . . . 7  
ENGL 1711 Composition 1 – 4 cr  
COMM 17XX – 3 cr
- Goal 3 or Goal 4 . . . . . 4  
Goal 3: Natural Sciences OR  
Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and Behavioral Sciences . . . . . 3  
ECON 1720 Macroeconomics – 3 cr OR  
ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities and Fine Arts . . . . . 3

**General Education Requirements . . . . . 17**

**Total Program Credits . . . . . 60**

*Information is subject to change.  
This Program Requirements Guide is not a contract.*

## Program Start Dates

Fall, Spring, Summer

## Course Sequence

The course sequence listed on the back of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

*See back of this guide for Course Sequence*

### Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

**Reading:** Score of 250+ or grade of "C" or better in READ 0722

**Writing:** Score of 250+ or grade of "C" or better in ENGL 0922

**Arithmetic:** Score of 225+

**Keyboarding Skills:** Minimum of 40 WPM with 3 errors or less or a grade of "C" or better in BTEC 1400.

**Computer Skills:** Basic computer skills such as word processing, spreadsheets, and Internet usage or a grade of "C" or better in BTEC 1418.

### Assessment Results and Prerequisites:

Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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# Office Management Professional AAS DEGREE *(continued)*

## Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

### First Semester

ACCT 2410 Financial Accounting . . . . .	4
BTEC 1421 Business Info Applications 1 . . . . .	3
BUSN 1410 Introduction to Business . . . . .	3
BUSN 1449 Business Communications . . . . .	3
BUSN 2465 Business Ethics . . . . .	3
<b>Total Semester Credits . . . . .</b>	<b>16</b>

### Second Semester

BTEC 1410 Advanced Keyboarding Applications . . . . .	3
BTEC 1423 Business Information Applications 2 . . . . .	4
BUSN 1520 Customer Service (spring only) . . . . .	3
Goal 1: COMM 17XX . . . . .	3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics . . . . .	3
<b>Total Semester Credits . . . . .</b>	<b>16</b>

### Third Semester

BUSN 2450 Management Fundamentals . . . . .	3
BUSN 2472 Business Negotiation Skills . . . . .	3
Goal 1: ENGL 1711 Composition 1 . . . . .	4
Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning . . . . .	4
<b>Total Semester Credits . . . . .</b>	<b>14</b>

### Fourth Semester

BTEC 2410 Business Procedures . . . . .	4
BTEC 2506 Business Information Applications 3 (spring only) . . . . .	4
HSPM 1440 Event Management & Planning (spring only) . . . . .	3
Goal 6: Humanities & Fine Arts . . . . .	3
<b>Total Semester Credits . . . . .</b>	<b>14</b>

<b>Total Program Credits . . . . .</b>	<b>60</b>
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