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. Graduates will obtain the knowledge to plan, direct, and coordinate supportive services of an organization.
2. Graduates will have working knowledge of business information applications.
3. Graduates will have the skills to manage 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.

Office Management Professional AAS

| BA | Organization Administration & Leadership
|    | Concordia University, St. Paul
| BA | Individualized Studies
|    | Metropolitan State University
| BAS | Organization Administration
|    | Metropolitan State University
| BS | Business Administration
|    | Saint Mary’s University, Twin Cities Campus
| BS | Business
|    | Saint Mary’s University, Twin Cities Campus

Program Faculty
Alli Vainshtein alli.vainshtein@saintpaul.edu 651.846.1529

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Cr</th>
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</thead>
<tbody>
<tr>
<td>Professional Component</td>
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<tr>
<td>ACCT 2410 Financial Accounting</td>
<td>4</td>
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<tr>
<td>BTEC 1421 Business Information Applications 1</td>
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<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUSN 1449 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2465 Business Ethics</td>
<td>3</td>
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<td>Required Business Core</td>
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<tr>
<td>BTEC 1410 Advanced Keyboarding Applications</td>
<td>3</td>
</tr>
<tr>
<td>BTEC 1423 Business Information Applications 2</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 2410 Business Procedures</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 2506 Business Information Applications 3</td>
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<tr>
<td>BUSN 1520 Customer Service</td>
<td>3</td>
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<tr>
<td>BUSN 2450 Management Fundamentals</td>
<td>3</td>
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<tr>
<td>BUSN 2472 Business Negotiation Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSPM 1440 Event Management &amp; Planning</td>
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<tr>
<td>Subtotal</td>
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Required Technical Courses

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<th>Course Title</th>
<th>Cr</th>
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<tr>
<td>BTEC 1418. Business Information Applications</td>
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<tr>
<td>ECON 1711 Composition</td>
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<tr>
<td>ENG 1711 Composition</td>
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<tr>
<td>COMM 173X – 3 cr</td>
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<tr>
<td>Goal 5: Mathematical/Logical Reasoning</td>
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<tr>
<td>Goal 6: Humanities and Fine Arts</td>
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<tr>
<td>General Education Requirements</td>
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<td>Subtotal</td>
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</table>

Total Program Credits                                     | 60 |

General Education/MnTC Requirements

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

Goal 1: Communication
<table>
<thead>
<tr>
<th>ENGL 1711 Composition</th>
<th>4 cr</th>
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</thead>
<tbody>
<tr>
<td>COMM 17XX</td>
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</tbody>
</table>

Goal 3 or Goal 4

Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning
<table>
<thead>
<tr>
<th>ECON 1720 Macroeconomics</th>
<th>3 cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1730 Microeconomics</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Goal 6: Humanities and Fine Arts

Minimum Program Entry Requirements

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

Reading: Score of 78+ or grade of “C” or better in READ 0722
Writing: Score of 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 20+

Computer Skills: Basic computer skills such as word processing, spreadsheets, and internet usage or a grade of “C” or better in BTEC 1400.

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.

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.

Program Start Dates
Fall, Spring, Summer

See back of this guide for Course Sequence

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

Accreditation Council for Business Schools and Programs
ACBSP ACCREDITED

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.

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12/30/19
# 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

**Total Semester Credits** ................................. 16

### 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

**Total Semester Credits** ................................. 16

### 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

**Total Semester Credits** ................................. 14

### 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

**Total Semester Credits** ................................. 14

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