

## Office Administration and Technology Program

**ADMINISTRATIVE OFFICE MANAGEMENT****A.S. Degree, 60 Credits**

Learners enrolled in the Administrative Office Management Associate in Science (A.S.) Degree are prepared to manage functions in the office environment. This degree option is recommended for experienced office professionals as well as entry-level administrative professionals who are looking to increase their potential for promotion. Graduates with this degree receive training in a variety of office management functions including those in communications, information resources, and management. Learners earn half of the required credits (30) in business-related courses and the other half (30) in business-related liberal arts and sciences classes. Learners may also choose to transfer this degree to Winona State University's Bachelor of Science Degree in Business Education - Teaching to prepare as a business educator or as a corporate trainer.

**NOTE:** All program plans are preliminary and curriculum may change without notice. Your catalog of record may have different requirements.

**Required Courses: 27 Credits**

Course ID	Course Name	Credits
ACCT1810	Financial Accounting	4
ACCT1811	Managerial Accounting	4
OTEC1001	Computer Software for College	2
OTEC1820	Business English	3
OTEC1822	Microsoft Excel	4
OTEC1860	Microsoft Word	4
OTEC2820	Business Communications*	3
OTEC2860	Office Management	3

**Select one of the following courses: 3 Credits**

ACCT1700	Personal Financial Management	3
MKT1810	Principles of Marketing	3

**Required Courses: 30 Credits (in 6 MNTC Goal Areas)**

Course ID	Course Name	Credits
<b>GOAL AREA 1 (10 Credits)</b>		
COMM110	Public Speaking	3
COMM140	Interpersonal Communication	3
ENGL100	Composition	4
<b>GOAL AREA 3 (4 Credits)</b>		
BIOL100	Introduction to Biology	4
BIOL101	Introduction to Ecology	4
CHEM108	Introduction to Chemistry	4
PHYS211	Principles of Physics I	4
<b>GOAL AREA 4 (4 Credits)</b>		
MATH120	College Algebra	4
MATH130	Pre-Calculus	4
MATH154	Elementary Statistics	4
<b>GOAL AREA 5 (6 Credits)</b>		
ECON110	Principles of Macroeconomics	3
ECON120	Principles of Microeconomics	3
	ONE additional History or Social Science other than ECON	3
<b>GOAL AREA 6 (6 Credits)</b>		
<b>Choose TWO courses from TWO different disciplines</b>		
		3
		3

\*Indicates those courses with prerequisites.

**Program Learning Outcomes**

1. Input data with speed and accuracy at industry standard
2. Apply knowledge of application software
3. Demonstrate business communications
4. Demonstrate professional etiquette

**Program Location:** Offered online on both the Faribault and North Mankato Campuses

**Admission Dates:** Fall or Spring Semester

Contact Program Advisor for online option availability.

**For more information:** (507) 389-7200 | admissions@southcentral.edu

The sequence in which a student takes the required courses is determined by the student's schedule, goals and skills, as well as class availability. College readiness classes or prerequisites may be required for some students/courses – see Program Advisor.

**Program Advisors/Instructors****Lori Hood-Hiller**

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