

Workplace Administration

Academic Planning Guide

Organizational Associate Occupational Certificate

The organizational associate is a valuable member of the office team who is responsible for a variety of activities that support the day-to-day office operations. Organizational associates will use current software applications in preparing business documents. Basic accounting procedures and excellent interpersonal skills are essential.

Prerequisite knowledge: Basic computer literacy, computer keyboarding, familiarity with the Internet, college-level reading and writing ability, and proficiency in basic mathematics.

First Semester

ACCT1000	Introduction to Accounting	3
CCDS1000	How to Succeed in College	1
CPLT1005	Advanced Keyboarding & Document Processing	3
ITEC1000	Information Systems	3
ITEC1080	Microsoft Productivity Apps 1	3
ITEC1095	Microsoft 365	2

Total Credits 15

Second Semester

ACCT1130	Computerized Accounting	3
ITEC1005	Computer Security Awareness	3
ITEC1090	Microsoft Productivity Apps 2	3
ITEC2075	IT Career Readiness	2
ITEC2080	Microsoft Productivity Apps 3	4

Total Credits 15

Please note: Semester listings reflect the recommended sequence. Due to circumstances beyond our control, the information herein is subject to change without notice.

Plan Your Path to Stay on Track

Success doesn't happen by accident—it starts with a plan! Whether you're working toward a diploma, certificate, or degree, understanding which courses to take and when to take them can save you time, money, and stress.

By staying organized and proactive, you'll move forward with confidence, avoid last-minute surprises, and stay on track for graduation. One of the best tools to help you map out your path is your Degree Audit Report (DARS).

Your Personal Academic Checklist

DARS takes the guesswork out of course planning. It gives you a clear snapshot of your progress and shows which classes are still required for your program.

Why Check DARS?

Planning your class schedule is much easier when you know what is left to take! Checking your DARS report can help you:

- ✓ Avoid registering for the wrong courses
- ✓ Make steady progress toward your degree or diploma
- ✓ Stay on track for graduation and avoid surprises

How to Access Your DARS Audit

Checking your DARS only takes a few clicks!

- 1 Log into eServices with your StarID and password
- 2 Go to the Academic Records section
- 3 Click on Degree Audit Report (DARS)
- 4 Review your audit to see what is complete and what is still required



Student e-services

[Dashboard](#)[Home](#)[Account Management](#)[Courses & Registration](#)[Academic Records](#)

Academic Records

[Degree Audit](#)[Unofficial Transcripts](#)[Check Grades](#)

Plan Ahead for Success

It is smart to review your DARS every semester—especially before registration opens. If you are not sure which classes to take next, your DARS is a great place to start. You can also bring it to your academic advising appointment to build a plan that fits your goals and schedule.

Your degree. Your plan. Your future.

DARS helps you take the right steps, at the right time. Check your DARS often so you can register with confidence and graduate on time!

Visit

HennepinTech.edu/Advising

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