

Workplace Administration

Academic Planning Guide

Organizational Business Support Specialist Associate of Applied Science

This program prepares students for a career in organizational business support with marketable job skills that are highly valued by many businesses. Coursework will focus heavily on computer training and other office technologies. It is important that students pursuing a career in organizational business support are able to keep pace in a busy office environment and adapt to constantly changing technology including an awareness of the issues surrounding computer security in today's highly technological

world. Excellent interpersonal skills are necessary. Upon completing the degree program, students have the opportunity to undertake a variety of tasks and responsibilities and work in a professional office environment.

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

First Semester

BUSN1000	Principles of Business	3
CCDS1000	How to Succeed in College	1
CPLT1100	Computer Essentials	3
ITEC1000	Information Systems	3
ITEC1095	Microsoft 365	2
MATH1400	College Algebra	4
	or	
	Choose 3 credits from MnTC Goal Area 3, 4, or 5	3

Total Credits 15

Second Semester

ACCT1000	Introduction to Accounting	3
CPLT1005	Advanced Keyboarding & Document Processing	3
ITEC1005	Computer Security Awareness	3
ITEC1080	Microsoft Productivity Apps 1	3
ENGL1070	Technical Writing	3

Total Credits 15

Third Semester

ACCT1111	Payroll Accounting	3
	or	
BUSN1200	Business Communication	3
BUSN1100	Supervision	3
ITEC1090	Microsoft Productivity Apps 2	3
COMM1260	Small Group Communication	3
	General Education Electives	3

Total Credits 15

Fourth Semester

ITEC2055	Project Management	3
ITEC2075	IT Career Readiness	2
ITEC2080	Microsoft Productivity Apps 3	4
ITEC2090	Microsoft Integration	3
	General Education Electives	3

Total Credits 15

Total Credits 60

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	Academic Records
Dashboard	
Home	Degree Audit
Account Management	Unofficial Transcripts
Courses & Registration	Check Grades
Academic Records	

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!

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HennepinTech.edu/Advising

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