

# BUSINESS, AAS

## Office Management

**This program can be completed 100% online.**

The Associate of Applied Science, Business, Office Management provides students with the skills needed to be successful in today's competitive business environment. Students will receive a well-rounded curriculum in general education requirements. The emphasis of the degree includes skills in office procedures, computer applications, communications, customer service, accounting and supervision.

## Outcomes

Students completing this degree will:

- Demonstrate advanced keyboarding skills and an intermediate knowledge of hardware and software to perform a wide variety of administrative tasks including electronic filing, formatting and producing business documents and spreadsheets, creating presentations, developing and maintaining databases, and performing Internet research to meet modern business needs.
- Model excellent communication skills demonstrated by the ability to provide excellent customer service to Internal and external customers; present Information In a persuasive, logical, and organized manner using supportive visual aids and professional oral communication; and write Informational, analytical, and technical documents, which are organized, precise, and relevant.
- Perform and understand general office procedures to Include filing, equipment operation, mail distribution, phone calls, and tasks requiring base math calculations such as Inventory and bookkeeping.
- Manage dally business functions of an organization by using effective problem-solving techniques, consistently meeting deadlines, effectively managing office projects and employees, demonstrating professional work habits such as ethics, team work, diversity, and confidentiality and maintaining a professional appearance and attitude.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as>).
4. Have no financial or library obligation to the college.

Code	Title	Units
<b>General Education Requirements</b>		
<i>Communications</i> 3		
Select one Communications course (except: EPY 101, THTR 160, or THTR 161 which will not satisfy the requirement for this degree)		
Recommended:		
BUS 107	Business Speech Communications	
<i>English</i> 3		
Recommended		

BUS 106	Business English	
or ENG 108	Technical Communications II	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
ANTH 208	Fundamentals of Cultural Diversity	
<i>Human Relations</i>		3
Recommended:		
CE 201	Workplace Readiness	
or MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		3
Recommended:		
BUS 117	Applied Business Math	
<i>Science</i>		3
<b>Additional College Requirements</b>		
<i>Diversity</i>		[3]
Recommended:		
ANTH 208	Fundamentals of Cultural Diversity	
<i>U.S. &amp; Nevada Constitutions</i>		3
Required, choose one or two courses from the following:		
PSC 101	Introduction to American Politics	
or CH 203	American Experiences and Constitutional Change	
HIST 101 & HIST 102	US History to 1877 and U. S. History since 1877	
HIST 101 & HIST 217	US History to 1877 and Nevada History	
HIST 101 & PSC 100	US History to 1877 and Nevada Constitution	
HIST 101 & PSC 208	US History to 1877 and Survey of State and Local Government	
<b>Degree Requirements:</b>		
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
IS 101	Introduction to Information Systems	3
MGT 171	Supervision	3
MGT 201	Principles of Management	3
<b>Emphasis Requirements</b>		
BUS 112	Customer Service	3
CIT 107	Databases	1
CIT 201	Word Certification Preparation	3
CIT 202	Excel Certification Preparation	3
COT 207	Business Applications on the Internet	3
COT 217	Office Publications	3
COT 240	Executive Office Procedures	3
<i>Electives</i>		3
Select one of the following:		
COM 215	Introduction to Group Communication	
SPAN 101	Basics of Spanish I	
SPAN 111	First Year Spanish I	
PHIL 102	Critical Thinking and Reasoning	
Any elective, PEX course(s) are recommended		2
<b>Total Units</b>		<b>60</b>

<b>1st semester</b>		<b>Units</b>
English/Communications <sup>4</sup>		3
IS 101	Introduction to Information Systems	3
BUS 117	Applied Business Math	3
Elective		3
U.S. Nevada & Constituitions <sup>4</sup>		3
Semester Total		15
<b>2nd semester</b>		
BUS 101	Introduction to Business	3
BUS 112	Customer Service	3
CIT 201	Word Certification Preparation	3
English/Communications <sup>4</sup>		3
Elective <sup>4</sup>		1
Science <sup>3</sup>		3
Semester Total		16
<b>3rd semester</b>		
Degree Requirement <sup>4</sup>		3
CIT 202	Excel Certification Preparation	3
COT 240	Executive Office Procedures	3
Human Relations <sup>4</sup>		3
MGT 171	Supervision	3
Semester Total		15
<b>4th semester</b>		
ANTH 208	Fundamentals of Cultural Diversity	3
CIT 107	Databases	1
COT 207	Business Applications on the Internet	3
COT 217	Office Publications	3
MGT 201	Principles of Management	3
Elective		1
Semester Total		14
Total Units		60

<sup>3</sup> See Approved General Education Requirements for AA/AS. (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as>)

<sup>4</sup> See program recommendations or requirements.