

OFFICE MANAGEMENT, BUSINESS, AAS

Program Code: Business, Office Managmnt-AAS

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

Program Description

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.

Office Management Career Map (<https://sites.tmcc.edu/flipbook/career-maps/>)

Recommended Course Schedule

	Units
1st semester	
English/Communications ⁴	3
MATH ⁴	3
U.S. Nevada & Constituitions ⁴	3
BUS 101 Introduction to Business	3
IS 101 Introduction to Information Systems	3
Semester Total	15
2nd semester	
English/Communications ⁴	3
Science ³	3
BUS 112 Customer Service	3
MGT 171 Supervision and Human Relations	3
Elective ⁴	3
Semester Total	15
3rd semester	
Fine Arts/Humanities/Social Science ⁴	3
Human Relations ⁴	3
ACC 135 Bookkeeping I or ACC 201 or Financial Accounting	3
COT 207 Business Applications on the Internet	3
COT 240 Executive Office Procedures	3
Semester Total	15
4th semester	
COT 217 Office Publications	3
IS 201 Computer Applications	3
MGT 201 Principles of Management	3
MGT 235 Organizational Behavior	3
Elective ⁴	3
Semester Total	15
Total Units	60

³ See Approved General Education Requirements for AAS.

⁴ See program recommendations or requirements.

Program Requirements

AAS degrees are generally non-transfer degrees designed for students to enter the workforce.

To earn an AAS 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 AAS (<https://catalog.tmcc.edu/degrees-certificates/general-education/aas/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
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:		
MGT 212	Leadership and Human Relations	
or CE 201	Workplace Readiness	
<i>Mathematics</i>		3
Recommended:		
BUS 117	Business Calculations and Methods	
<i>Science</i> ³		3
Additional College Requirements		
<i>Diversity</i>		[3]
Recommended:		
ANTH 208	Fundamentals of Cultural Diversity	
<i>U.S. & Nevada Constitutions</i> ³		3
Degree Requirements:		
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
BUS 112	Customer Service	3
COT 207	Business Applications on the Internet	3
COT 217	Office Publications	3
COT 240	Executive Office Procedures	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
MGT 171	Supervision and Human Relations	3

MGT 201	Principles of Management	3
MGT 235	Organizational Behavior	3
<i>Electives</i>		
Select two of the following:		6
ACC 136 or ACC 202	Bookkeeping II Managerial Accounting	
ACC 222	Excel for Accounting	
COM 215	Introduction to Group Communication	
MKT 210	Marketing Principles	
PHIL 102	Critical Thinking and Reasoning	
SPAN 101 or SPAN 111	Basics of Spanish I First Year Spanish I	
Total Units		60

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate 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.

PSLO2: 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.

PSLO3: Perform and understand general office procedures to include filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations such as inventory and bookkeeping.

PSLO4: Manage daily 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, teamwork, diversity, and confidentiality, and maintaining a professional appearance and attitude.