

OFFICE TECHNOLOGY AAS DEGREE

Working in an office requires a wide variety of skills including project management, computer applications, organization, scheduling, communications, research, filing and electronic recordkeeping, customer service, and event planning. Many opportunities await those professionals who master technology, use their interpersonal and communication skills effectively, possess the ability to track and organize and be creative in solving problems, and show a willingness to learn, grow, and accept new challenges.

- Degree Type: AAS
- All required courses available online
- TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>): required
- Capstone course: POFT-1309 Administrative Office Procedures I

Although not designed to transfer, this AAS degree program leads to an online Bachelor of Applied Arts and Sciences (BAAS) degree with participating universities. See an academic advisor for more information about the BAAS.

Course	Title	Hours
Term One		
EDUC/PSYC-1300	Learning Framework	3
ACNT-1303	Introduction to Accounting I	3
ITSW-1304	Introduction to Spreadsheets	3
POFT-1429 or POFT-2401	Beginning Keyboarding or Intermediate Keyboarding	4
BMGT-1325	Office Management	3
Hours		16
Term Two		
POFI-2301	Word Processing	3
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principle	3
BCIS-1305	Business Computer Applications	3
ECON-2301 or ECON-2302	Principles of Macroeconomics or Principles of Microeconomics	3
POFT-1301	Business English	3
Hours		15
Term Three		
ENGL-1301	Composition I	3
HRPO-2307	Organizational Behavior	3
BMGT-1341	Business Ethics	3
Lang, Phil, & Culture/Creative Arts		3
MATH-1332	Contemporary Mathematics (quantitative Reasoning)	3
POFI-2340	Advanced Word Processing	3
Hours		18

2 2022-2023 | Office Technology AAS Degree

Term Four

BUSG-1304	Financial Literacy (formerly Known As Introduction to Financial Advising)	3
POFT-2312 or BUSG-2381	Business Correspondence and Communication or Cooperative Education: Business/Commerce	3
BMGT-1309	Information and Project Mgt (Capstone)	3
POFT-1220	Job Search Skills	2
Hours		11
Total Hours		60