

# Administrative Professional

## Associate of Applied Science

TMCC's administrative professional AAS degree 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.

### General Education Requirements

**Diversity (3 credits)**

Recommended: ANTH 201, ANTH 205 or ANTH 208

**English 3 credits**

Recommended: BUS 108 or BUS 106

**Communications 3 credits**

Recommended: BUS 107

**Human Relations 3 credits**

Recommended: MGT 212 or CE 201

**Quantitative Reasoning 3 credits**

Recommended: BUS 117 or COT 110

**Science 3 credits**

**Social Science/Humanities 3 credits**

Recommended: SPAN 101, ANTH 201, ANTH 205 or ANTH 208

**U.S. and Nevada Constitutions 3 credits**

**Total General Education Requirements 21 Credits**

### Core Requirements

ACC 135	Bookkeeping I	3
BUS 101	Introduction to Business	3
BUS 112	Customer Service	3
COT 240	Executive Office Procedures	3
IS 101	Introduction to Information Systems	3

Choose three credits from the following:

ACC 201 Financial Accounting (3)

SPAN 101 Spanish Conversational I (3)

Choose three credits from the following:

MGT 171 Supervision (3)

MGT 201 Principles of Management (3)

**Total Core Requirements 21 Credits**

### Emphasis Requirements

CIT 201	Word Certification Preparation	3
CIT 202	Excel Certification Preparation	3
CIT 203	Access Certification Preparation	3
CIT 204	PowerPoint Certification Preparation	2
COT 207	Business Applications on the Internet	3
COT 217	Office Publications	3
COT 290	Internship in Computer/Office Technology	2

**Total Emphasis Requirements 19 Credits**

**Total Degree Requirements 61 Credits**

### Suggested Course Sequence

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	BUS 101	Introduction to Business	3
English	BUS 108 or BUS 106	Business Letters and Reports or Business English	3
Core	BUS 112	Customer Service	3
Social Science/Humanities/Diversity	Elective	Choose from recommended list	3
Core	IS 101	Introduction to Information Systems	3
			<b>Total 15</b>
<b>2nd Semester</b>			
Communications	BUS 107	Business Speech Communications	3
Quantitative Reasoning	BUS 117 or COT 110	Applied Business Math or Business Machines	3
Emphasis	CIT 201	Word Certification Preparation	3
Emphasis	CIT 202	Excel Certification Preparation	3
U.S. and Nevada Constitutions	Elective		3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	ACC 135	Bookkeeping I	3
Emphasis	CIT 203	Access Certification Preparation	3
Emphasis	COT 207	Business Applications on the Internet	3
Science	Elective		3
Core	MGT 171 or MGT 201	Supervision or Principles of Management	3
			<b>Total 15</b>
<b>2nd Semester</b>			
Emphasis	CIT 204	PowerPoint Certification Preparation	2
Core	CIT 240	Executive Office Procedures	3
Emphasis	COT 217	Office Publications	3
Emphasis	COT 290	Internship in Computer/Office Technology	2
Human Relations	MGT 212 or CE 201	Leadership and Human Relations or Workplace Readiness	3
Core	SPAN 101 or ACC 201	Spanish Conversational I or Financial Accounting	3
			<b>Total 16</b>
			<b>Degree Total 61</b>