

**Central Texas College**  
**Associate of Applied Science in Office Management (AAS-OTOM)**  
**Available by Distance Learning or Traditional Classroom at Selected Military Installations**  
**AFSC: All**

**Degree Objective/Requirements:** Prepares graduates with skills in technology and administration for employment in management positions in all kinds of office setting. Degree plan comprises 69 semester credit hours of which 48 are in professional office technology, professional office information, accounting, and business management. This degree may be appropriate for transfer into a bachelor-level degree program.

**CTC Residency:** 17 semester hours

**AAS-Office Management Degree Program**

Provided below is a snapshot of requirements to complete the AAS-Office Management degree. For a detailed list of course requirements and examples of how courses can be completed through CTC, CCAF, and testing refer directly to the links below.

[AAS-OTOM Exam and CCAF Matrices](#)

<b>Degree Requirements</b>	<b>CTC Distance Lrng</b>	<b>CCAF Credits</b>	<b>Testing</b>
<b>Major Required Courses (48 SH)</b>			
ACCT 2301 Principles of Financial Accounting OR	X		X
ACNT 1325 Principles of Accounting I		X	
ACCT 2302 Principles of Managerial Accounting OR	X		X
ACNT 1326 Principles of Accounting II		X	
BMGT 1303 Principles of Management	X	X	X
BMGT 1325 Office Management	X	X	
HRPO 2301 Human Resource Management	X	X	X
POFI 1301 Computer Applications I	X		
POFI 1349 Spreadsheets	X		
POFI 2301 Word Processing	X		
POFT 1301 Business English	X		
POFT 1309 Administrative Office Procedures I	X		
POFT 1319 Records and Information Management I	X	X	
POFT 1325 Business Math and Machine Applications	X		
POFT 1329 Beginning Keyboarding	X	X	
POFT 1349 Administrative Office Procedures I	X		
POFT 2312 Business Correspondence and Communication	X	X	
POFT 2386 Internship-Admin Asst/Secretarial Science, Gen <b>OR</b>	X		
POFT 2387 Internship-Admin Asst/Secretarial Science, Gen <b>OR</b>	X		
POFT 2388 Internship-Gen Office/Clerical & Typing Services <b>OR</b>	X		
POFT 2389 Internship-Gen Office/Clerical & Typing Services	X		
<b>Major-Related Electives (3 SH)</b>			
HITT/POFI/POFM/POFT Electives	X	X	X
<b>General Education Requirements (18 SH)</b>			
English and Speech (6 SH)			
ENGL 1301 OR ENGL 1312	X		X
SPCH 1315 OR SPCH 1321	X	X	X
Humanities/Fine Arts (3 SH)	X		X
Mathematics MATH 1414 (4 SH)	X		X
Social/Behavioral Science (3 SH)	X		X
Physical Education (2 SH)		X	X
<b>Total: 69 SH</b>			

**Note 1:** An "X" in a column indicates that CTC guarantees to accept credit from the source shown for at least part of the requirement.

**Effective:** March 2009