

BUSINESS OFFICE



The AAS in Business with Business Office concentration introduces you to the field of business data processing.



Learn the fundamentals of accounting, human resources, and computer software.



This AAS program prepares you to immediately enter the workforce.



MOTLOW STATE

motlow.com/businessoffice

BUSINESS OFFICE

Starting Salary with an advanced degree is \$38K-\$67K.

(Occupational Outlook Handbook)

BUSINESS OFFICE CONCENTRATION

The Associate of Applied Science (A.A.S.) degree in Business with a concentration in Business Office introduces you to the field of business data processing. This program is designed for students who do not intend to transfer to a four-year institution.

Students will gain proficiency in software applications in the field of business data processing as well as business-related programming languages.

The A.A.S. degree is NOT intended to transfer to a four-year college or university. Most Business courses and some accounting courses (in the Accounting concentration only) will count as lower-division electives at Tennessee universities and most other four-year colleges and universities if the student transfers to pursue a business-related degree. However, some four-year colleges and universities will accept these credits into their Integrated Studies, Professional Studies, Liberal Arts, or similar programs, and a few four-year colleges and universities (including Trevecca and Western Governors) will accept these credits into business-related programs. Please consult their catalogs or websites for specific requirements.

Students in business office associate degree programs acquire practical skills in organization, time management and bookkeeping. Courses generally cover data entry, public relations, filing systems, and report preparation.

Potential Careers

- Sales Manager (\$36-110k/year)
- Business Consultant (\$32-51k/year)
- Market Research Analyst (\$36-83k/year)
- Event Planner (\$25-61k/year)
- Human Resources Manager (\$50-110k/year)
- Office Administrator (\$29-56k/year)
- Entrepreneur (\$20-94k/year)

(Occupational Outlook Handbook)

Practical Experience

- Concepts, operations, and terminology in a global environment
- Management concepts and human resources utilization
- Accounting systems applicable to business ownership
- Fundamental macroeconomics, microeconomics, and economic applications
- Computer hardware and software applications
- Mathematical concepts for business-related problem solving and analysis, and presentation of data
- Principles of written business communications
- Legal aspects of a business environment



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