

GENERAL BUSINESS AAS DEGREE

Executive assistants and senior administrative assistants provide high-level support by managing software training and orientation for new staff, conducting online research, booking travel and securing needed information on the Internet, planning meetings to include negotiating hotel contracts, scheduling, catering, and preparing for cyber- and video-conferencing, using desktop publishing to produce brochures, fliers, annual reports, Web design and postings. They may also be expected to prepare statistical reports, handle information requests, and negotiate with clients and vendors.

- Degree Type: AAS
- All required courses available online
- TSI (<https://coursecatalog.tvcc.edu/admission-registration/testing/tsi-testing-requirements/>): required
- Capstone course: POFT-2312 Business Correspondence and Communication

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
General Education		
EDUC-1300	Learning Framework	3
MATH-1332	Contemporary Mathematics (quantitative Reasoning)	3
ENGL-1301	Composition I	3
ECON-2301 or ECON-2302	Principles of Macroeconomics or Principles of Microeconomics	3
Lang./Phil./Culture or Creative Arts		3
Hours		15
Term One		
POFT-1429 or POFT-2401	Beginning Keyboarding or Intermediate Keyboarding	4
ACNT-1303	Introduction to Accounting I	3
POFI-2301	Word Processing	3
BUSG-1304	Financial Literacy (formerly Known As Introduction to Financial Advising)	3
Hours		13
Term Two		
BCIS-1305	Business Computer Applications	3
BUSG-1301 or BUSI-1301	Introduction to Business or Business Principle	3
BMGT-1341	Business Ethics	3
POFT-1301	Business English	3
Hours		12

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Term Three

BMGT-1309	Information and Project Mgt	3
ACCT-2401	Principles of Financial Accounting	4
HRPO-2307 or BMGT-1327	Organizational Behavior or Principles of Management	3
Hours		10

Term Four

ACCT-2402	Principles of Managerial Accounting	4
BUSI-2301	Business Law	3
POFT-2312 or BUSG-2381	Business Correspondence and Communication (Capstone) or Cooperative Education: Business/Commerce	3
Hours		10
Total Hours		60