

Central Texas College
Associate of Applied Science in Executive Assistant (AAS-OTEA)
Available by Distance Learning or Traditional Classroom at Selected Military Installations
AFSC: All

Degree Objective/Requirements: Prepares graduates for employment in a broad range of professional office and information processing positions. The degree plan comprises 66 semester credit hours of which 45 are in professional office technology, professional office information, and accounting. This degree may be appropriate for transfer into a bachelor-level degree program.

CTC Residency: 17 semester hours

AAS-Executive Assistant Degree Program

Provided below is a snapshot of requirements to complete the AAS-Executive Assistant 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-OTEA Exam and CCAF Matrices](#)

Degree Requirements	CTC Distance Lrng	CCAF Credits	Testing
Major Required Courses (45 SH)			
ACCT 2301 Principles of Financial Accounting OR	X		X
ACNT 1325 Principles of Accounting I		X	
POFI 1301 Computer Applications	X		
POFI 1349 Spreadsheets	X		
POFI 2301 Word Processing	X		
POFI 2331 Desktop Publishing	X		
POFI 2340 Advanced Word Processing OR	X		
POFT 2333 Advanced Keyboarding	X		
POFI 2386 Internship-Business/Office Automation OR	X		
POFT 2386 Internship-Administrative Assistant/Secretarial OR	X		
POFT 2388 Internship-General Office Occupations-Clerical	X		
POFI 2387 Internship-Business/Office Automation OR	X		
POFT 2387 Internship-Administrative Assistant/Secretarial OR	X		
POFT 2389 Internship-General Office Occupations-Clerical	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 II	X		
POFT 2312 Business Correspondence and Communication	X	X	
Major-Related Electives (3 SH)			
HITT/POFI/POFM/POFT Selection	X	X	X
General Education Requirements (18 SH)			
English and Speech (6 SH)			
ENGL 1301 OR ENGL 1312	X		X
SPCH 1315 OR SPCH 1321	X	X	X
Humanities/Fine Arts (3)			
Mathematics MATH 1414 (4 SH)	X		X
Social/Behavioral Science (3 SH)	X		X
Physical Education (2 SH)		X	X
Total: 66 SH			

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