Administrative Assistant Diploma Courses

Award	Diploma
Credits	28
Program Start	Fall, Spring, Summer
Time to Complete	1 year
Course Format	Face-to-Face

2022–2023 Suggested Sequence of Study

The following suggested sequence of study is for new full-time students starting the program Fall 2022, Spring 2023, or Summer 2023. Part-time students should visit with a program advisor for a modified sequence of study.

When registering for classes refer to Self-Service > Student Planning to view your specific program requirements, your progress, and ensure proper registration.

Courses are subject to change.

◆	General education course.
▣	Non-transfer general education course.
▶	Course has a prerequisite and/or corequisite.
O	Course meets 100% online.
E	Course meets face-to-face after 5:00pm.

Term 1			
ADM-108	Keyboarding Skill Development		1
BCA-132	Electronic Communications		3
BCA-205	Database/Spreadsheets ▶ -OR-	O E	3 ◆
CSC-110	Introduction to Computers ▶	O E	3 ◆
BUS-108	Business College Experience		1
MAT-772	Applied Math -OR-		3
	Math Elective		3
MGT-181	Customer Service Strategies		2
	Total Credits 13		

Term 2

ACC-115	Introduction to Accounting -OR-	O E	4	◆
ACC-131	Principles of Accounting I ▶	O E	4	◆
ADM-164	Administrative Office Applications		3	
BCA-213	Intermediate Computer Business Applications ▶		3	
BUS-295	Workplace Professionalism		2	
PSY-102	Human and Work Relations -OR-	O E	3	◆
PSY-111	Introduction to Psychology -OR-	O E	3	◆
SOC-110	Introduction to Sociology	O E	3	◆

Total Credits 15

Math Electives

MAT-110	Math for Liberal Arts ▶	3
MAT-121	College Algebra ▶	4
MAT-128	Precalculus ▶	4
MAT-134	Trigonometry and Analytic Geometry ▶	3
MAT-156	Statistics ▶	3
MAT-210	Calculus I ▶	4
MAT-216	Calculus II ▶	4
MAT-219	Calculus III ▶	4