

Administrative Assistant Diploma Courses

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

2023–2024 Suggested Sequence of Study

 **The following suggested sequence of study is for new full-time students starting the program Fall 2023, Spring 2024, or Summer 2024.** 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.
- 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
CSC-110 Introduction to Computers ▶	3
MAT-772 Applied Math -OR-	3
Math Elective	3
MGT-181 Customer Service Strategies	2
SDV-108 The College Experience	1

Total Credits 13

Term 2

ACC-115 Introduction to Accounting -OR-	O 4 ♦
ACC-152 Financial Accounting ▶	O 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 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