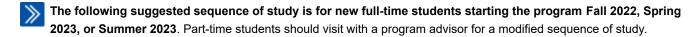
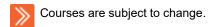
Administrative Assistant Diploma Courses

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



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



•	General education course.
	Non-transfer general education course.
>	Course has a prerequisite and/or corequisite.
0	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-	OE 3 ◆
CSC-110 Introduction to Computers ▶	OE 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-	OE 4 ◆
ACC-131 Principles of Accounting I ▶	OE 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-	OE 3 ◆
PSY-111 Introduction to Psychology -OR-	OE 3 ◆
SOC-110 Introduction to Sociology	OE 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