

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	