



Administrative Assistant

Associate in Applied Science / Short-Term Certificate

Full Time	Course Prefix	Course Description	Credit Hours	Semester Offered	Area
Semester 1	ORI 110	Freshman Seminar	1	Fa Sp Su	Required V
	ENG 101	English Composition I	3	Fa Sp Su	Required I
	*OAD 103	Intermediate Keyboarding	3	Fa Sp Su	Required V
	OAD 138	Records/Information Management	3	Fa	Required V
	BUS 150	Business Math & Calculations	3	Fa Su	Required V
	OAD 125	Word Processing (Word)	3	Fa Sp Su	Required V
Semester 2	ENG 102	English Composition II	3	Fa Sp Su	Required I
	MTH 100 or 116	Intermediate College Math/Math Applications	3	Fa Sp Su	Required III
	CIS 146	Microcomputer Applications	3	Fa Sp Su	Required III
	OAD 136	Advanced Financial Record Keeping (Payroll)	3	Sp Su	Required V
	OAD 126	Advanced Word Processing (Word II)	3	Sp Su	Required V
Semester 3	OAD 243	Spreadsheet Applications (Excel)	3	Fa Sp Su	Required V
	BUS 241	Principles of Accounting I	3	Fa Sp Su	Required V
	CIS 203	Introduction to Information Highway	3	As Needed	Required V
	**PHL 206	Ethics and Society	3	Fa Sp Su	Required II
	**POL 211	American National Government	3	Fa Sp Su	Required IV
	BUS 276	Human Resource Management	3	Fa	Required V
Semester 4	OAD 137	Comp. Fin. Record Keeping (QuickBooks)	3	Sp	Required V
	OAD 218	Office Procedures	3	Sp	Required V
	OAD 246	Office Graphics and Presentations (PowerPoint)	3	Sp Su	Required V
	OAD 247	Special Topics (Excel II)	3	Sp Su	Required V
	OAD 244	Database Applications (Access)	3	Fa Sp	Required V
	BUS 215	Business Communication	3	Sp Su	Required V
Administrative Assistant AAS Total Hours			67		
General Office Assistant Short-Term Certificate Total Hours 21-24 (if OAD 101 is required)					
Software Applications Short-Term Certificate Total Hours 24					
Human Resource Applications Short-Term Certificate Total Hours 18					

*OAD 101 is required for students with speed of less than 40 wpm

**May be substituted per Business advisor's approval.

For Assistance with Financial Aid: <http://www.wallacestate.edu/financial-aid>

For transfer information to a four-year school: <http://stars.troy.edu/>