



# PATHWAYS



**YOUR MAP TO  
COMPLETION for  
2026-2027**

## Administrative Assistant

Associate in Applied Science / Short-Term Certificate

Full Time	Course Prefix	Course Description	Credit Hours	Semesters Offered	Area
Semester 1	ORI 110	Freshman Seminar	1	Fa Sp Su	V
	ENG 101	English Composition I	3	Fa Sp Su	I
	CIS 146	Computer Applications	3	Fa Sp Su	III
	OAD 103+	Intermediate Keyboarding	3	Fa Sp	V
	OAD 110	Computer Navigation	3	Fa	V
	OAD 138	Records/Information Management	3	Fa	V
Semester 2	ENG 102	English Composition II	3	Fa Sp Su	I
	MTH 100	Intermediate College Algebra	3	Fa Sp Su	III
	BUS 215	Business Communications	3	Sp Su	V
	CIS 149	Digital Literacy	3	Fa Sp	V
	OAD 217	Office Management	3	Sp	V
	OAD 218	Office Procedures	3	Sp	V
Semester 3	BUS 241	Principles of Accounting I	3	Fa Sp Su	V
	OAD 125	Word Processing	3	Fa Sp Su	V
	OAD 134	Career & Professional Development	3	Su	V
	OAD 242	Office Internship	3	Su	V
	OAD 243	Spreadsheet Applications	3	Fa Sp Su	V
	OAD 246	Office Graphics and Presentations	3	Su	V
Semester 4	PHL 206*	Ethics and Society	3	Fa Sp Su	II
	POL 211*	American National Government	3	Fa Sp Su	IV
	BUS 150	Business Math	3	Fa Su	V
	OAD 126	Advanced Word Processing	3	Su	V
	OAD 247	Special Projects (Excel II)	3	Sp Su	V
<b>Administrative Assistant AAS TOTAL HOURS 67</b>					
<b>General Office Assistant Short-Term Certificate TOTAL HOURS 21</b>					

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

\*May be substituted per Business Instructor's approval

**WALLACE STATE**  
HANCEVILLE • ONEONTA