



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
Administrative Assistant AAS TOTAL HOURS 67					
General Office Assistant Short-Term Certificate TOTAL HOURS 21					

Wage Progression for Administrative Assistant

General Office
Assistant
Short-term Certificate
File Clerk
\$18.00/hr
(\$37,440/year)



Associate Degree
Administrative
Assistant
\$23.00/hr
(\$47,840/year)

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

*May be substituted per Business Instructor's approval

WALLACE STATE
HANCEVILLE • ONEONTA