



**ADMINISTRATIVE ASSISTANT  
Degree Program**

Career Curriculum  
Associate in Applied Science  
Minimum Hrs. 68  
Major Code: 1.2 520402C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	___
BUS 111 Business Mathematics	3	___
BUS 116 Keyboarding I	3	___
BUS 135 Office Language Skills	3	___
BUS 236 Records Management	1	___
CIS 101 Introduction to Computers	3	___
	16	

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting OR ACC 200 Financial Accounting I	3	___
BUS 117 Keyboarding II	3	___
BUS 128 Machine Transcription	3	___
BUS 205 Word Processing	3	___
BUS 222 Legal and Social Environment of Business	3	___
CIS 104 Spreadsheet Design	3	___
	18	

**\*Preferred Business Electives:**

ACC 105	3	CIS 220	3
BUS 216	3	CIS 225	3
CIS 210	3	MGT 240	3

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 127 Electronic Calculating	1	___
BUS 215 Medical Terminology I	3	___
BUS 235 Business Correspondence	3	___
BUS 282 Legal Terminology	3	___
CIS 120 Database Management	3	___
CIS 210 Presentation Graphics	2	___
SPE 115 Speech	3	___
	18	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 138 Employment Strategy	1	___
BUS 237 Office Procedures	3	___
BUS 283 Legal Document Processing	3	___
PSC 131 American Government	3	___
PSY 132 General Psychology	3	___
Business Elective*	3	___
	16	

**Courses Offered One Semester Only**

Fall	Spring
BUS 127	ACC 105
BUS 282	BUS 118
	BUS 283
	MGT 240

*John A. Logan College reserves the right to modify this curriculum guide as needed.  
Please verify with your academic advisor the accuracy and time lines of this document.*

**Effective Date: Spring, 2006**

**Career Opportunities:** administrative assistant to executives and professionals in legal, medical and technical areas, civil service positions, data entry clerk, receptionist, secretary, executive secretary.