



**ADMINISTRATIVE ASSISTANT
Degree Program**

Career Curriculum 00BUS0009
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 116 Keyboarding I ¹	3	___
BUS 135 Office Language Skills	3	___
BUS 236 Records Management	1	___
CIS 101 Introduction to Computers	3	___
MAT 113 Introduction to Contemporary Mathematics OR	3	___
BUS 111 Business Mathematics	<u>16</u>	___

SECOND YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 127 Electronic Calculating	1	___
BUS 205 Word Processing	3	___
BUS 215 Medical Terminology I	3	___
BUS 282 Legal Terminology	3	___
CIS 120 Database Management	3	___
CIS 210 Presentation Graphics	2	___
SPE 115 Speech OR	<u>3</u>	___
SPE 116 Interpersonal Communication	18	___

FIRST YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting OR ACC 200 Financial Accounting I	3	___
BUS 117 Keyboarding II ¹	3	___
BUS 128 Machine Transcription	3	___
BUS 222 Legal and Social Environment of Business	3	___
BUS 235 Business Correspondence	3	___
CIS 104 Spreadsheet Design	<u>3</u>	___
	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	___
ECO 201 Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3	___
ENG 101 English Composition I ² OR ENG 113 Professional Technical Writing ²	3	___
Humanities and Fine Arts elective ³	<u>3</u>	___
	16	___

Fall Only Courses: Spring Only Courses:

BUS 127 BUS 283
BUS 282

¹ Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

² Requires a grade of "C" or higher.

³ Preferred Humanities and Fine Arts electives: HUM 101, LIT 235, LIT 280, PHL 121, SPE 113.

The Administrative Assistant AAS Degree Program (00BUS0009) is the parent program to:

- Virtual Assistant Certificate Program (00BUS0010)

The minimum general education component for the Associate in Applied Science degree requires satisfactory completion of at least 15 semester credits of coursework distributed over the disciplines of Communications, Mathematics, Arts and Humanities, Physical and Life Sciences, and Social and Behavioral Sciences. The curriculum guide for each Associate in Applied Science degree program will spell out the course requirements or options available for satisfying the general education component. With appropriate justification and in consultation with your academic advisor, a request to substitute a course for one recommended in this guide may be granted with the appropriate approvals from the Department Chair, Dean for Instruction and Vice-President for Instruction. However, no substitutions are allowed in Groups I-III (General Education Component; GECC) of the curriculum guide (see the Associate in Applied Science general degree requirements worksheet in the John A. Logan College Catalog).

Students planning to transfer and pursue a baccalaureate degree should, when given a choice, enroll in the general education course that is IAI GECC approved and articulated with participating Illinois institutions.

*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: Fall 2011

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