



**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110	3	___
BUS 116	3	___
BUS 135	3	___
BUS 255	3	___
CIS 101	3	___
	<u>3</u>	___
	15	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100	3	___
HIT 217	3	___
BUS 282	3	___
CIS 110	2	___
CIS 120	3	___
SPE 115	<u>3</u>	___
	17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 117	3	___
BUS 222	3	___
BUS 235	3	___
CIS 105	3	___
MAT 113	3	___
	<u>3</u>	___
	18	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 237	3	___
CIS 104	3	___
ECO 201	3	___
ENG 101	3	___
IAI Humanities and Fine Arts Elective <sup>3</sup>	<u>3</u>	___
	15	___

Fall Only Courses: BUS 255, BUS 282  
Spring Only Courses: BUS 117, BUS 237, CIS 105, MGT 112

<sup>1</sup> Proficiency exams are available for BUS 116 (requiring a production test as well as 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.

<sup>2</sup> Requires a grade of "C" or higher.

<sup>3</sup> Preferred IAI Humanities and Fine Arts electives: LIT 235, LIT 280, PHL 121, SPE 113.

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 2018**

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