



Associate in Applied Science in Administrative Assistant

Career Curriculum 00BUS0009
Minimum Hours: 66
Major Code: 1.2 520402C
Effective Date: Fall 2019

FIRST YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
ORI	100	College 101	1	_____
BUS	110	Introduction to Business	3	_____
BUS	116	Keyboarding I ¹	3	_____
BUS	135	Office Language Skills	3	_____
BUS	255	Customer Service	3	_____
CIS	101	Introduction to Computers OR CIS 207 Computer Applications for Business	<u>3</u> 16	_____

NOTES AND INFORMATION

<u>Fall Only Courses:</u>		<u>Spring Only Courses:</u>	
BUS	255	BUS	117
BUS	282	BUS	237
		CIS	105
		MGT	112

¹ 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.

FIRST YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	117	Keyboarding II ¹	3	_____
BUS	222	Legal and Social Environment of Business	3	_____
BUS	235	Business Communication	3	_____
CIS	105	Current Operating Systems/Security	3	_____
MAT	113	or MAT 112 Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	3	_____
MGT	112	Principles of Management	<u>3</u> 18	_____

² Requires a grade of "C" or higher.

³ 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 of 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.

SECOND YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
ACC	100	Business Accounting OR ACC 200 Financial Accounting I	3	_____
HIT	217	Medical Terminology	3	_____
BUS	282	Legal Terminology	3	_____
CIS	110	Introduction to Word Processing	2	_____
CIS	120	Database Management	3	_____
COM	115	Speech OR COM 116 Interpersonal Communication	<u>3</u> 17	_____

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

SECOND YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	237	Office Procedures	3	_____
CIS	104	Spreadsheet Design	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	_____
IAI Humanities and Fine Arts Elective ³			<u>3</u> 15	_____

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.