



**ADMINISTRATIVE ASSISTANT  
Degree Program**

Career Curriculum 00BUS0009  
Associate in Applied Science  
Minimum Hrs. 67  
Major Code: 1.2 520402C

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	___
BUS 116 Keyboarding I <sup>1</sup>	3	___
BUS 135 Office Language Skills	3	___
BUS 255 Customer Service	3	___
CIS 101 Introduction to Computers OR	3	___
CIS 207 Computer Applications	15	

**FIRST YEAR – SPRING SEMESTER**

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

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

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 100 Business Accounting OR	3	___
ACC 200 Financial Accounting I		
HIT 217 Medical Terminology	3	___
BUS 282 Legal Terminology	3	___
CIS 110 Introduction to Word Processing	2	___
CIS 120 Database Management	3	___
CIS 210 Presentation Graphics	2	___
SPE 115 Speech OR	3	___
SPE 116 Interpersonal Communication	19	

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 237 Office Procedures	3	___
CIS 104 Spreadsheet Design	3	___
ECO 201 Introduction to Macroeconomics OR	3	___
ECO 202 Introduction to Microeconomics		
ENG 101 English Composition I <sup>2</sup> OR	3	___
ENG 113 Professional Technical Writing <sup>2</sup>		
IAI Humanities and Fine Arts Elective <sup>3</sup>	3	___
	15	

<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: SPRING 2017**

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