



John A. Logan College

Associate in Applied Science

Toward a Degree in

Administrative Assistant

Career Curriculum: 00BUS0009
 Minimum Hours: 64-66
 Major Code: 1.2 520402
 Effective Date: Fall 2020

FIRST YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
ORI	100	College 101	1	_____
BUS	116	Keyboarding I ¹	3	_____
BUS	135	Office Language Skills	3	_____
HIT	217	Medical Terminology	3	_____
BUS	255	Customer Service	3	_____
CIS	207	Computer Applications for Business	3	_____
			<u>16</u>	

FIRST YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	117	Keyboarding II	3	_____
BUS	235	Business Communication	3	_____
BUS	222	Legal/Social Environment of Business	3	_____
CIS	105	Current Operating Systems/Security	3	_____
MAT	113	OR MAT 112 Introduction to Contemporary Mathematics ² OR BUS 111 Business Mathematics ²	15	_____

SECOND YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
CIS	104	Spreadsheet Design	3	_____
CIS	110	Introduction to Word Processing	2	_____
ENG	101	English Composition I ³ OR ENG 113 Professional Technical Writing ³	3	_____
ECO	201	Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3	_____
Track 1 or Track 2 electives			<u>6</u>	
			17	

SECOND YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
ACC	100	Business Accounting OR ACC 200 Financial Accounting I	3	_____
CIS	120	Database Management	3	_____
COM	115	Speech ² OR COM 116 Interpersonal Communication ²	3	_____
IAI Humanities OR IAI Fine Arts Elective ⁴			3	_____
Track 1 or Track 2 electives			<u>4-6</u>	
			16-18	

NOTES AND INFORMATION

<u>Fall Only Courses:</u>	<u>Spring Only Courses:</u>
BUS 255	BUS 270 CIS 105
HIT 206	BUS 280 MGT 112
BUS 282	BUS 237 CIS 120

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.

² Students pursuing the Health Care Management Capstone Option at SIUC or a baccalaureate degree at another institution should take MAT 113 and COM 115.

³ Requires a grade of "C" or higher.

⁴ Preferred IAI Humanities and Fine Arts electives: LIT 235, LIT 280, PHL 121, THE 113

Medical Office Administrative Assistant Required Electives-Track One

BUS 270	Medical Office Procedures	3	_____
ALH 101	Cardiopulmonary Resuscitation	1	_____
HIT 206	Medical Insurance & Billing Procedures	3	_____
BUS 280	Computer Applications for the Medical Office	3	_____

General Administrative Assistant Required Electives-Track Two

BUS 110	Introduction to Business	3	_____
BUS 237	Office Procedures	3	_____
BUS 282	Legal Terminology	3	_____
MGT 112	Principles of Management	3	_____

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.

Additional Information: This is a two-year program leading to an Associate in Applied Science degree.

Career Opportunities:

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.