

**Associate in Applied Science**  
Toward a Degree in  
**Administrative Assistant**

Career Curriculum: 00BUS 0009  
Minimum Hours: 64  
Major Code: 1.2 520402  
Effective Date: Fall 2024

**FIRST YEAR – FALL SEMESTER**

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

**NOTES AND INFORMATION**

Fall Only Courses:                      Spring Only Courses:

BUS 255	OFT 270	OFT 105
BUS 282	OFT 280	MGT 112
MDA 129	OFT 237	OFT 120

<sup>1</sup> Proficiency exams are available for OFT 116 (requiring a production test as well as 40 wpm with no more than three errors on a three-minute straight-copy timing) and OFT 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 for information.

**FIRST YEAR – SPRING SEMESTER**

Dept.	No.		Hrs.	Grade
OFT	117	Keyboarding II	3	_____
ENG	101	English Composition I <sup>3</sup>	3	_____
BUS	222	Legal/Social Environment of Business	3	_____
OFT	105	Current Operating Systems/Security	3	_____
MAT	113	OR MAT 112 Introduction to Contemporary Mathematics <sup>2</sup> OR BUS 111 Business Mathematics <sup>2</sup>	15	_____

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

<sup>3</sup> Requires a grade of "C" or higher.

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

**SECOND YEAR – FALL SEMESTER**

Dept.	No.		Hrs.	Grade
OFT	104	Spreadsheet Design	3	_____
OFT	110	Introduction to Word Processing	2	_____
BUS	235	Business Communication	3	_____
ECO	201	Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3	_____
<b>Track 1 or Track 2 electives</b>			<u>6</u>	_____
			17	

**Medical Office Administrative Assistant Required Electives-Track One**

OFT	270	Medical Office Procedures	3	_____
ALH	101	Cardiopulmonary Resuscitation	1	_____
MDA	129	Medical Insurance & Billing Procedures	3	_____
OFT	280	Computer Applications for the Medical Office	3	_____

**General Administrative Assistant Required Electives-Track Two**

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

John A. Logan College reserves the right to modify this curriculum guide as needed. Please verify with your academic advisor the accuracy and timelines of this document.

**SECOND YEAR – SPRING SEMESTER**

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