

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 2025

FIRST YEAR – FALL SEMESTER

Dept. No.	Hrs.	Grade
ORI 100 College 101	1	_____
OFT 116 Keyboarding I ¹	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

¹ 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 ³	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 ² OR BUS 111 Business Mathematics ²	15	_____

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.

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 – 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	_____
Track 1 or Track 2 electives	<u>6</u>	_____
	17	

SECOND YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Grade
ACC 100 Business Accounting OR ACC 201 Financial Accounting	3	_____
OFT 120 Database Management	3	_____
COM 115 Speech ² OR COM 116 Interpersonal Communication ²	3	_____
IAI Humanities OR IAI Fine Arts Elective	3	_____
Track 1 or Track 2 electives	<u>4-6</u>	_____
	16-18	