



# Associate in Applied Science

## Administrative Assistant

### 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>	

Dept. No.	Hrs.	Grade
OFT 117 Keyboarding II	3	_____
ENG 101 English Composition I	3	_____
	3	_____
BUS 222 Legal/Social Environment of Business	3	_____
H• i	3	_____

### 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.

<sup>2</sup> Students pursuing the Health Administration and Management program

<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

#### 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.

	ACC 200 Financial Accounting I	_____
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 _____
Track 1 or Track 2 electives		<u>4-6</u> _____
		16-18