

# ADMINISTRATIVE ASSISTANT



A.A.S. Degree

Minimum 62 hours

Career & Technical Education • Associate in Applied Science Degree • Minimum 2.0 OGPA • Major Code: DADA

## FIRST YEAR

Fall Semester		Credit Hrs
ENG 121	Rhetoric & Composition I	3
BUS 111	Intro to Business	3
BUS 115	Keyboarding	1
BUS 297	Business Law I	3
BUS 236	Spreadsheet Applications	3
IT 119	Basic Software Applications	3
Total Hours		16

Spring Semester		Credit Hrs
ENG 122	Rhetoric & Composition II	3
BUS 132	Word Processing	3
BUS 133	Business Communications	3
BUS 298	Legal & Social Env. of Business	3
IT 135	Advanced Software Applications	3
Total Hours		15

## SECOND YEAR

Fall Semester		Credit Hrs
SCIENCE OR HEALTH		3/4
BUS 191	Financial Accounting	3
BUS 171	Records Management	2
BUS 234 or BUS 271	Office Systems Management Business Organization & Management	3
BUS 134	Personal Finance	3
BUS/IT ELECTIVES		3
Total Hours		17/18

Spring Semester		Credit Hrs
MATH 151 or MATH 128 or MATH 144	Occupational Math College Algebra Heart of Mathematics	4
BUS 256	Business Career Development	2
PSYC 131 or PSYC 121	Human Relations Intro Psychology	3
BUS 193	Computerized Accounting	3
BUS 192	Managerial Accounting	3
Total Hours		15

**Fall Only Courses:** BUS 236-Spreadsheet Applications, BUS 171-Records Management, BUS 234-Office Systems Management, BUS 134-Personal Finance, BUS 271-Business Organization & Management

**Spring Only Courses:** BUS 132-Word Processing, BUS 193-Computerized Accounting, BUS 256-Business Career Development.

SCIENCE OR HEALTH (choose one): HYG 121-3 Health, FCS 124-3 Nutrition, BIOL 141-4 Environmental Biology, BIOL 121-4 Biology, BOT 121-4 Plants and Society, CHEM 123-4 Chemistry, PHYS 121-4 Physics.

SUGGESTED ELECTIVES: BUS 235-3 Human Resource Management, IT 271-3 Data Management Systems, IT 191-3 Fundamentals of Web Design.

**Through the unique Capstone Program** at Southern Illinois University, Carbondale, Illinois, the A.A.S. Degree in Administrative Assistant can be applied toward a four-year B.S. Degree in Information Systems Technologies or Paralegal Studies. Students can apply to SIU-C before or after they receive the A.A.S. Degree. See a counselor for an Application for Admission to SIU-C and an Application to the Capstone Program. Students must have an OGPA of 2.25. Students interested in transferring to SIU-C should choose the following options: ENG 122, MATH 144, PSYC 121, SCIENCE, and must take IT 133-3 Systems Analysis and IT 153-3 IT Essentials I rather than BUS 118-1, BUS 171-2, and BUS 236-3. The B.S. Degree in IST at SIUC prepares students with the latest in software and hardware for a career as a computer-integrated Courtroom Captioner.

Occupational information about this program is available at O\*NET online [www.onetonline.org](http://www.onetonline.org). Once at that website enter the SOC Code that is listed for this program. O\*NET – SOC Code: 43-6011.00, 43-6014.00.

**NOTE:** Because of the constant change in technology, this curriculum is updated as needed. Students who do not complete a business or computer curriculum in a timely fashion may be subject to changes in their program. Students may meet graduation requirements, but may lack the necessary skills in their career area if they do not revise their program of study and keep updated with technological changes.

### Career Opportunities:

Administrative Assistant, Office Manager, Executive Secretary, Receptionist.

### Major Employers:

Manufactures, Private or Corporate Business Firms including Finance, Real Estate and Insurance, Utility Companies, Government Agencies, Educational Institutions, Law Firms, Health Care Facilities.

02/20