

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 191	Financial Accounting	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 193	Computerized Accounting	3
IT 135	Advanced Software Applications	3
Total Hours		15

SECOND YEAR

Fall Semester		Credit Hrs
SCIENCE OR HEALTH		3/4
PSYC 131 or PSYC 121	Human Relations Intro Psychology	3
BUS 171	Records Management	2
BUS 234	Office Systems Management	3
BUS 134	Personal Finance	3
BUS 297	Business Law I	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
BUS 298	Legal & Social Env. of Business	3
BUS 271	Business Organization & Management	3
BUS/IT ELECTIVES		2/3
Total Hours		14/15

Fall Only Courses: BUS 191-Financial Accounting, BUS 236-Spreadsheet Applications, BUS 171-Records Management, BUS 234-Office Systems Management, BUS 134-Personal Finance, BUS 297-Business Law I.

Spring Only Courses: BUS 132-Word Processing, BUS 118-Software Apps/DTP, BUS 193-Computerized Accounting, BUS 256-Business Career Development, BUS 298-Legal & Social Environments of Business, BUS 258-Electronic Communications.

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 Botany, CHEM 123-4 Chemistry, PHYS 121-4 Physics.

SUGGESTED ELECTIVES: BUS 192-3 Managerial Accounting, BUS 271-3 Business Organization & Management, BUS 274-3 Business Finance, 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. Once at that website enter the SOC Code that is listed for this program. O*NET – SOC Code: 43-6011.00, 43-6014.00.

THE COMPUTER LAB is located in the Conference Center, B-Bldg, 2nd floor and **THE BUSINESS LAB** is located in the Learning Center, A-Bldg, 2nd floor. These well-equipped labs and adjacent classrooms are updated and maintained for quality training and technical instruction.

Articulation Agreement with In-District High Schools: Students who have at the high school level successfully completed one semester of Keyboarding (SIC BUS 115), one year of Computer Concepts and Applications (SIC IT 119), one year of accounting (SIC BUS 190), and have graduated high school within the past two years may receive from 1 – 4 semester hours or credit for these courses. Credit will be affixed to the official college transcript after the student completes the next higher level course (BUS 132, IT 135, BUS 191) with a grade of "B" or better. Credit is added to the student's semester hours earned but is not calculated in the student's overall grade point average. (Students who have been out of high school over two years and have proficiency keyboarding skills may register for the courses, and then take a proficiency exam within the first two weeks of class to obtain credit). Students may be get applications from their high school or college business instructors.

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.