



Toward a Degree in

Career Curriculum: 00BUS 0009

Minimum Hours: 64

Major Code: 1.2 520402

Effective Date: Fall 2022

FIRST YEAR – FALL SEMESTER

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

FIRST YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
BUS	117	Keyboarding II	3	_____
ENG				
D	6	3	0	0
.c No.			Hrs.	Grad
ACC	100	Business Accounting OR	3	

NOTES AND INFORMATION

<u>Fall Only Courses:</u>	<u>Spring Only Courses:</u>	
BUS 255	BUS 270	CIS 105
HIT 206	BUS 280	MGT 112
BUS 282	BUS 237	CIS 120

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

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.

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³ Requires a grade of "C" or higher.

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

Medical Office Administrative Assistant Required Electives-Track One

BUS	270	Medical Office Procedures	3	_____
ALH	101	Cardiopulmonary Resuscitation	1	_____
HIT	206	Medical Insurance & Billing Procedures	3	_____
BUS	280	Computer Applications for the Medical Office	3	_____

General Administrative Assistant Required Electives-Track Two

BUS	110	Introduction to Business	3	_____
BUS	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		_____
CIS	120	Database Management	3	_____
COM	115	Speech ² OR COM 116 Interpersonal Communication ²	3	_____
IAI Humanities OR IAI Fine Arts Elective ⁴			3	_____
Track 1 or Track 2 electives			<u>4-6</u>	_____
-			16-18	