

Genesee Community College
 726–Administrative Assistant–A.A.S.
 SEMESTER COURSE PLANNING WORKSHEET
 2006-2007

Suggested First Semester	Credits	Suggested Second Semester	Credits
ENG101 (By Placement)	3	ENG105 or ENG102	3
OFT101	3	OFT102	3
BUS101	3	BUS214	3
BUS106	3	OFT240	3
ACC106 or ACC101	3	CIS116*	3
HEALTH/PE/REC	1		
HEALTH/PE/REC	1		
Total	17	Total	15
Suggested Third Semester	Credits	Suggested Fourth Semester	Credits
OFT205	3	BUS217	3
CIS120	3	OFT201	3
BUSINESS ELECTIVE	3	OFT260	3
SOC SCIENCE/HISTORY ELECTIVE	3	ARTS/HUMANITIES ELECTIVE	3
SCIENCE ELECTIVE	3	SOC SCIENCE/HISTORY ELECTIVE	3
LIBERAL ARTS ELECTIVE	3		
Total	18	Total	15

**NOTE: If a student has no prior or very limited computer experience upon entering this program, it is recommended that they take CIS102, Intro to Computers, during their first semester.*

General Curriculum Information

English (by placement): Satisfactory completion of the writing skills exam is a prerequisite for ENG101. Students who do not satisfactorily complete the writing exam must register for ENG091 and/or ENG100 prior to completing their six (6) hour English sequence.

Mathematics (by placement): Mathematics placement is based on the ACT, ASSET, or COMPASS placement test.

Reading Proficiency Requirement: All students will be required to demonstrate proficiency in reading through testing prior to earning a degree or certificate. Students who do not meet the required standard will be expected to begin remediation immediately.

Advanced Placement Credits: Advanced placement credit is available in this program for any student having previous experience in keyboarding. Examinations are given at least once a year in keyboarding.

726	Degree Requirements for Administrative Assistant	A.A.S.
2006-2007		
1	COMMUNICATIONS	6
	ENG101 English Communications 1	3
	ENG102 English Communications 2 or ENG105 Writing in Humanities	3
2	FINE ARTS/HUMANITIES/LANGUAGE	3
	Select one: ART101, ART103, ART104, ART105, ART110, ART114, ART125, COM103, ENG214, FRE101, FRE102, FRE201, FRE202, HUM147, HUM240, HUM242, HUM244, HUM245, HUM246, LIT201, LIT203, LIT210, LIT211, LIT213, LIT214/THE212, LIT215, LIT216, LIT217, LIT218, MUS101, MUS102, MUS103, MUS105, MUS110, MUS111, MUS201, MUS202, MUS203, PHI101, PHI102, PHI103, SPA101, SPA102, SPA201, SPA202, THE101, THE103, THE122, THE202, THE204, THE212	
3	SOCIAL SCIENCE/HISTORY	6
	Select two: ANT102, ART103, ART104, ECO101, ECO105, HIS101, HIS102, HIS104, HIS105, HIS203, HIS204, HUS101, POS101, POS103, POS105, POS201, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, THE202, THE204	3 3
4	SCIENCE	3
	Select one: AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO114, BIO115, BIO116, CHE100, CHE101, CHE102, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133	
5	OFFICE TECHNOLOGY	42
	ACC106 Basic Accounting or ACC101 Accounting 1	3
	BUS101 Principles of Business	3
	BUS214 Management Principles	3
	BUS106 Business Communications	3
	CIS116 Microcomputer Applications	3
	CIS120 Advanced Microcomputer Applications	3
	OFT101 Keyboarding	3
	OFT102 Intermediate Keyboarding	3
	OFT201 Production Keyboarding	3
	OFT205 Transcription	3
	OFT240 Administrative Office Systems	3
	OFT260 Desktop Publishing	3
	BUS217 Co-op Education	3
	Business Elective–Select from: ACC***, BUS***, CIS***, FBM***, OFT***, THM***	3
6	HEALTH/PE/REC	2
	HED***, PED***, REC***	
7	LIBERAL ARTS	3
	Select from: ANT102, ART101, ART103, ART104, ART105, ART110, ART114, ART125, ART209, ART210, ART214, ASL201, AST107, BIO100, BIO102, BIO104, BIO105, BIO108, BIO111, BIO112, BIO113, BIO114, CHE100, CHE101, CHE102, COM103, ECO101, ECO105, ENG102, ENG105, ENG106, ENG214, FRE101, FRE102, FRE201, FRE202, HIS101, HIS102, HIS104, HIS105, HIS109, HIS203, HIS204, HIS207, HIS211, HUM147, HUM240, HUM242, HUM244, HUM245, HUM246, HUS101, HUS105, HUS115, LIT201, LIT203, LIT210, LIT211, LIT212, LIT213, LIT214/THE212, LIT215, LIT216, LIT217, LIT218, MAT102, MAT117, MAT121, MAT122, MAT129, MAT130, MAT136, MAT140, MAT141, MAT142, MAT245, MUS101, MUS102, MUS103, MUS105, MUS110, MUS111, MUS201, MUS202, MUS203, PHI101, PHI102, PHI103, PHY100, PHY121, PHY122, PHY131, PHY132, PHY133, POS101, POS103, POS105, POS107, POS201, POS203, PSY101, PSY102, PSY106, SOC101, SOC102, SOC103, SOC115, SOC240, SPA101, SPA102, SPA201, SPA202, SPE103, SPE108, SPE109, THE101, THE103, THE106, THE122, THE202, THE203, THE204, THE210, THE212	
	TOTAL	65
	Reading & Math Proficiency Required	
	Minimum QPI: 2.00	

Revised: 5/30/00, 4/27/01, 4/30/01, 5/10/02, 9/9/02, 2/26/04, 2/17/05, 3/10/06