

Genesee Community College
 726–Administrative Assistant–A.A.S.
 SEMESTER COURSE PLANNING WORKSHEET
 2009-2010

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.
2009-2010		
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: <u>SUNY Approved Arts course or SUNY Approved Humanities course or SUNY Approved Foreign Language course</u>	
3	SOCIAL SCIENCE/HISTORY	6
	Select two: <u>SUNY Approved Social Science course or SUNY Approved American History course or SUNY Approved Western Civilizations course or SUNY Approved World Civilizations course</u>	3
		3
4	SCIENCE	3
	Select one: <u>SUNY Approved Natural Science course</u>	
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: <u>SUNY Approved Social Science course or SUNY Approved Natural Science or SUNY Approved American History course or SUNY Approved Western Civilizations course or SUNY Approved World Civilizations course or SUNY Approved Humanities course or SUNY Approved Arts course or SUNY Approved Foreign Language course or SUNY Approved Mathematics course, SPE103, SPE108, SPE109, or HUR101</u>	
	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, 2/26/07, 1/6/09, 1/26/09, 2/20/09