

Administrative Assistant with Medical Emphasis, A.A.S.

This degree program prepares students to pursue an administrative career in the medical profession. The program combines training in the business office and computer skills with specialized course work unique to the medical profession. Both beginning students and employed medical personnel will find this program invaluable for careers in a medical office environment.

(Major Code 2790; State CIP Code 51.0710)

- Business Office Technology

Associate of Applied Science Degree

Prerequisite for Required Courses

Note: Prior to beginning the program, the student must take the following prerequisite, or have taken the equivalent transfer course, or have passed the waiver test, or have have obtained a waiver from the program administrator.

BOT 105	Keyboarding and Formatting I	3
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First Semester

BOT 103	Business English	3
BOT 106	Intro to Business Computer Applications*	3
HC 130	Medical Terminology for Healthcare Professions	3
BOT 130	Office Systems Concepts	3
ENGL 121	Composition I*	3
Health and/or Physical Education Elective ^		1
Total Hours		16

^ Health and/or Physical Education Elective (<http://catalog.jccc.edu/fall/degrecertificates/electives/health-and-or-physical-ed-aas>)

Second Semester

BOT 155	Word Processing Application I*	2
BOT 141	Electronic Health Records*	3
BOT 150	Records Management*	3
BOT 115	Electronic Calculators	1
MATH 120	Business Mathematics*	3
BUS 225	Human Relations	3
BOT 180	Business Spreadsheet Applications*	1
or BOT 185	Business Database Applications*	
Total Hours		16

Third Semester

BOT 122	Medical Keyboarding*	1
BOT 142	Legal and Ethical Issues in Healthcare	3
BOT 125	Document Formatting*	1
ACCT 111	Small Business Accounting	3
or ACCT 121	Accounting I	
BOT 255	Word Processing Applications II*	2
BUS 150	Business Communications*	3
Humanities Electives ^		3
Total Hours		16

^ Humanities Electives (<http://catalog.jccc.edu/fall/degrecertificates/electives/humanities-aas>)

Fourth Semester

BOT Electives (see below)		2
ECON 132	Survey of Economics	3
or ECON 230	Economics I	
BOT 170	Medical Coding and Billing*	3
BOT 205	Professional Image Development	1
BOT 265	Computerized Office Applications*	3
BOT 275	Office Internship I*	1
BUS 140	Principles of Supervision	3
or BUS 141	Principles of Management	
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Total Hours		16

BOT Electives

BOT 110	Skillbuilding I*	1
BOT 118	Skillbuilding II*	1
BOT 180	Business Spreadsheet Applications*	1
BOT 185	Business Database Applications*	1
BOT 280	Office Internship II*	1

Total Program Hours: 64