

# Administrative Assistant, A.A.S.

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This degree program prepares students for administrative professional positions as supervisors and managers in office environments. Emphasis is on the development of communications, decision-making, organizational and management skills and knowledge of software options, applications, and concepts. This program is designed to prepare students to function in the business office by using a combination of technical and academic training.

(Major Code 2680; State CIP Code 52.0401)

- Business Office Technology (<http://www.jccc.edu/businessofficetechnology>)

## 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 (if applicable), or have obtained a waiver from the department.

BOT 105	Business Document Production I	3
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### First Semester

BOT 103	Business English	3
BOT 106	Intro to Business Computer Applications*	3
BOT 110	Skillbuilding*	1
BOT 130	Business Office Procedures	3
MATH 120	Business Mathematics*	3
ENGL 121	Composition I*	3
Health and/or Physical Education Elective ^		1
Total Hours		17

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

### Second Semester

BOT 155	Word Processing Application I*	2
BUS 225	Human Relations	3
ACCT 121	Accounting I	3
BUS 121	Introduction to Business	3
BOT 150	Records Management*	3
BOT 180	Business Spreadsheet Applications*	1
or BOT 185	Business Database Applications*	
Total Hours		15

### Third Semester

LAW 121	Introduction to Law	3
BOT 125	Document Formatting*	1
BUS 140	Principles of Supervision	3
or BUS 141	Principles of Management	
BOT 255	Word Processing Applications II*	2
BUS 150	Business Communications*	3
Humanities Elective ^		3
Total Hours		15

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

## Fourth Semester

BOT Electives (see below)		4
ECON 132	Survey of Economics	3
or ECON 230	Economics I	
BOT 275	Office Internship*	1
BUS 243	Human Resource Management	3
BOT 265	Business Office Simulation*	3
BOT 260	Desktop Publishing for the Office *	3
Total Hours		17

## BOT Electives

BOT 115	Electronic Calculators	1
BOT 118	Skillbuilding II*	1
BOT 180	Business Spreadsheet Applications*	1
BOT 185	Business Database Applications*	1
BOT 205	Business Professional Development	1
BOT 280	Office Internship II*	1

**Total Program Hours: 64**

## Courses

### **BOT 101 Computerized Keyboarding\* (1 Hour)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to operate a computer keyboard by touch to enter data with speed and accuracy. 1 hr./wk.

### **BOT 103 Business English\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to demonstrate the basic rules of English, develop correct sentence structure and use accurate English grammar and mechanics when writing documents. Students also will be able to proofread written work using standard proofreading symbols. 3 hrs. lecture/wk.

### **BOT 105 Keyboarding and Formatting I\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to develop speed and accuracy by learning to use the alphabetic, numeric and symbol keys by touch; identify and operate the basic machine parts and special purpose keys; and format and type personal correspondence and business documents - letters, reports, tables and memos. Microsoft Word will be used in this class to complete and format documents. 3 hrs./wk.

### **BOT 106 Intro to Business Computer Applications\* (3 Hours)**

**Prerequisites or corequisites:** BOT 105

Upon successful completion of this course, the student should be able to use the beginning features of an operating system and word processing, spreadsheet, database management, presentation graphics, and e-mail programs to prepare and manage documents simulating legal, medical and general business office applications. Proficiency will also be attained in selecting appropriate applications to use and to integrate all of the business computer application programs to complete projects. Document formatting and proofreading will also be introduced. Hands-on, practical projects will be performed to reinforce the concepts taught. 3 hrs. lecture/wk.

### **BOT 110 Skillbuilding I\* (1 Hour)**

**Prerequisites:** BOT 105

Upon successful completion of this course, the student should be able to use a diagnostic approach to develop typing speed and accuracy. Specific problems will be identified, and the student should be able to complete specialized drills and activities tailored to the student's own typing needs to improve or eliminate deficiencies. 1 hr./wk. Students attempting to take the short-term classes BOT 110 Skillbuilding I and BOT 118 Skillbuilding II in the same semester, should contact Kathy at 913-469-8500 ext 3145, and provide their student ID number and the CRN for the specific BOT 118 section.

**BOT 115 Electronic Calculators\* (1 Hour)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to review basic arithmetic, operate the electronic calculator by touch to build speed and accuracy, use basic calculator functions and operating controls, and solve business application problems. 3 hrs. lecture/wk.

**BOT 118 Skillbuilding II\* (1 Hour)**

**Prerequisites:** BOT 110

Upon successful completion of this course, the student should further develop speed and accuracy. The student should be able to improve keyboard skills through diagnostic evaluation and by completing individualized drills and activities. 1 hr. lecture/wk. Students attempting to take the short-term classes BOT 110 Skillbuilding I and BOT 118 Skillbuilding II in the same semester, should contact Kathy at 913-469-8500 ext 3145, and provide their student ID number and the CRN for the specific BOT 118 section.

**BOT 122 Medical Keyboarding\* (1 Hour)**

**Prerequisites:** BOT 105

Upon successful completion of this course, the student should be able to develop keyboarding speed and accuracy in medical formats. The student should also be able to improve keyboard skills by completing drills and activities pertaining to the transcription of medical reports. 1 hr. lecture/wk.

**BOT 125 Document Formatting\* (1 Hour)**

**Prerequisites:** BOT 155

Upon successful completion of this course, the student should be able to type business letters with special features, memorandums, reports, tables and a variety of administrative documents. The student should also be able to use Microsoft Word to complete these activities. 1 hr./wk.

**BOT 130 Office Systems Concepts\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to understand and apply technological factors of contemporary office systems. Implementation of office automation concepts will be examined as they relate to people, technology and organizations. These concepts will be applied to organizational and strategic planning to enhance productivity in the office. 3 hrs./wk.

**BOT 141 Electronic Health Records\* (3 Hours)**

**Prerequisites or corequisites:** BOT 105 or proficiency exam or BOT 105 waiver exam

This course prepares students to effectively use electronic health record and practice management software used in medical practices. Emphasis will be placed on handling patient records and transactions including insurance and claim processing. Students will manage related administrative tasks; such as, scheduling appointments, posting payments, and creating statements and reports. 3 hrs. lecture/wk.

**BOT 142 Legal and Ethical Issues in Healthcare\* (3 Hours)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Designed on the basic constructs of the US legal system this course is an introduction to the process of legal/ethical interactions with healthcare professionals including but are not limited to law enforcement, malpractice, negligence and privacy acts (HIPAA). 3 hrs. lecture/wk.

**BOT 150 Records Management\* (3 Hours)**

**Prerequisites:** BOT 106 or experience using Microsoft Access

Methods for developing and controlling an office records management program will be discussed. Selection of equipment for active and inactive records will be covered, along with procedures for document, card and special records; microrecords; mechanized and automated records; and records storage, retention and transfer. Upon successful completion of this course, the student should be able to file documents using alphabetic, subject, consecutive numeric, terminal digit numeric and geographic filing systems using requisition charge out and transfer procedures. The student should be able to create a computer database for records management; enter, modify and delete records; print reports; and determine disposition of records filed alphabetically, numerically, by subject and geographically. The course will cover the identification of evaluation methods and standards for both staff and programs in a records management department. 3 hrs./wk. Note: An honors contract is available. Contact the Honors Program Office, COM 201, for more information.

**BOT 155 Word Processing Application I\* (2 Hours)**

**Prerequisites:** BOT 105 and BOT 106

Upon successful completion of this course, the student should be able to demonstrate skill in creating, saving, opening, closing, printing and editing documents. The student should be able to use beginning and intermediate features of Microsoft Word. The student should be able to demonstrate file maintenance procedures. 2 hrs. lecture/wk.

**BOT 160 Legal Transcription\* (3 Hours)**

**Prerequisites:** BOT 155

Upon successful completion of this course, the student should be able to demonstrate skill in spelling, defining, pronouncing and using legal terms in proper context. The student should also be able to use legal reference resources and transcribe legal documents from dictation using proper formatting rules. 3 hrs. lecture/wk.

**BOT 170 Medical Coding and Billing\* (3 Hours)**

**Prerequisites:** AAC 130 or HC 130

This course is designed to give the student an overview of the medical insurance billing process. This includes becoming acquainted with ICD-9, HCPCS and CPT procedural coding systems as well as Blue Cross/Blue Shield, Medicaid, Medicare and Champus/Champva programs. Students will be given hands-on coding advice for optimal insurance reimbursement. 3 hrs. lecture/wk.

**BOT 180 Business Spreadsheet Applications\* (1 Hour)**

**Prerequisites:** BOT 106

Upon successful completion of this course, the student should be able to demonstrate competencies in using advanced formatting techniques, advanced features and advanced functions of Microsoft Excel. The following topics will be covered: working with templates, workbooks and lists; using Excel's analysis tools; managing and auditing worksheets; collaborating with workgroups; creating and editing macros; and importing and exporting data. 1 hr. lecture/wk.

**BOT 185 Business Database Applications\* (1 Hour)**

**Prerequisites:** BOT 106

Upon successful completion of this course, the student should be able to demonstrate database development skills by effectively identifying the types of projects that should be developed using Microsoft Access rather than a spreadsheet; build tables that can be related to each other in order to eliminate data entry duplication; customize forms and reports; create basic and advance queries; and define relational integrity between tables. The student should also be able to create basic and advanced queries with single and multiple tables using Boolean logic. The student should be able to identify and implement methods of troubleshooting and explain ways of getting additional help. 1 hr. lecture/wk.

**BOT 205 Professional Image Development\* (1 Hour)**

**Prerequisites or corequisites:** RDG 126 or College Reading Readiness

Upon successful completion of this course, the student should be able to develop work habits and self-management skills that will affect performance on the job by reducing stress, conflict and miscommunication. 1 hr. lecture/wk.

**BOT 255 Word Processing Applications II\* (2 Hours)**

**Prerequisites:** BOT 155

Upon successful completion of this course, the student should be able to demonstrate word processing skills using such features as macros, styles, tables of contents and indexes, graphics, master and subdocuments, and other advanced features of Microsoft Word. 2 hrs. lecture/wk.

**BOT 260 Desktop Publishing for the Office\* (3 Hours)**

**Prerequisites:** BOT 155

Upon successful completion of this course, the student should be able to use desktop publishing skills using Microsoft Publisher to produce publications such as fliers, newsletters, brochures, operating manuals, price lists and bulletins. 3 hrs. lecture/wk.

**BOT 265 Computerized Office Applications\* (3 Hours)**

**Prerequisites:** BOT 106 and BOT 130 and BOT 255 (This capstone course should be taken near the end of the degree or certificate program)

Upon successful completion of this course, the student will be able to use the basic features of word processing, database, spreadsheet and presentation applications. The student will also use advanced features to complete simulated office applications and to perform multitasking projects. This course is taught in the spring semester only. 3 hrs. lecture/wk.

**BOT 275 Office Internship I\* (1 Hour)**

**Prerequisites:** Admission to the business office technology program. This course should be taken near the end of the BOT degree or certificate program

The student should be able to gain work experience in an approved training station under instructional supervision in Administrative Assistant, Medical, Legal, or Certificate Programs. The course will provide practical experience in the use of skills acquired in Business Office Technology specialty courses. The internship will require a minimum of 185 hours of job training.

**BOT 280 Office Internship II\* (1 Hour)**

**Prerequisites:** BOT 275

The student should be able to gain work experience in an approved training station under instructional supervision in Administrative Assistant, Medical, Legal, or Certificate Programs. The course will provide practical experience using skills acquired in Business Office Technology courses. The internship will require a minimum of 185 hours per semester job training.