

Administrative Assistant, AAS

This degree program prepares students for administrative professional positions in business offices. Emphasis is on the development of communication, decision-making, and problem-solving skills; and the use of current web tools and software application programs. Additional studies in records management, human resources, accounting, social media marketing, and general education are included as well as a capstone course and office internship. The program provides training for students in entry-level positions as well as for those who are upgrading existing skills.

(Major Code 2680; State CIP Code 52.0401)

- Business Office Technology (<http://www.jccc.edu/academics/business/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 (if applicable), or have obtained a waiver from the department.

BOT 101	Keyboarding	0-1
Total Hours		0-1

First Semester (Medical Option)

BOT 103	Business English and Proofreading	3
BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
CPCA 128	PC Applications: MS Office	3
HC 130	Medical Terminology for Healthcare Professions	3
Total Hours		15

First Semester (Legal Option)

BOT 103	Business English and Proofreading	3
BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
CPCA 128	PC Applications: MS Office	3
LAW 121	Introduction to Law	3
Total Hours		15

First Semester (Administrative Option)

BOT 103	Business English and Proofreading	3
BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
BUS 121	Introduction to Business	3
CPCA 128	PC Applications: MS Office	3
Total Hours		15

Second Semester (Medical Option)

BOT 141	Electronic Health Records Applications	3
BOT 170	Introduction to Medical Coding and Billing*	3
BOT 205	Workplace Professionalism	1
CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 228	PC Applications II: MS Office*	3
MIRM 142	Legal and Ethical Issues in Healthcare	3
Total Hours		15

Second Semester (Legal Option)

BOT 160	Legal Document Preparation and Terminology*	3
BOT 205	Workplace Professionalism	1
CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 228	PC Applications II: MS Office*	3
HC 130	Medical Terminology for Healthcare Professions	3
LAW 201	Advanced Legal Technology*	3
Total Hours		15

Second Semester (Administrative Option)

BOT 205	Workplace Professionalism	1
BOT 260	Desktop Publishing for the Office*	3
BUS 140	Principles of Supervision	3
or BUS 141	Principles of Management	
BUS 225	Human Relations	3
CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 228	PC Applications II: MS Office*	3
Total Hours		15

Third Semester

ENGL 121	Composition I*	3
BOT 150	Records Management*	3
MKT 146	Introduction to Social Media Marketing	3
MATH 120	Business Mathematics* (or higher)	3
Humanities Elective ^		3
Total Hours		15

^ See all AAS general education electives (<http://catalog.jccc.edu/degreerequirements/associate-applied-science>)

Fourth Semester

ACCT 111	Small Business Accounting	3
or ACCT 121	Accounting I	
BOT 265	Business Office Simulation*	3
BOT 275	Office Internship*	1
BUS 243	Human Resource Management	3
BUS 150	Business Communications*	3
Social Science and/or Economics Elective ^		3
Total Hours		16

^ See all AAS general education electives (<http://catalog.jccc.edu/degreerequirements/associate-applied-science>)

Total Program Hours: 61-62