Administrative Assistant, AAS

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/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 105	Keyboarding and Formatting I	3

First Semester

BOT 103	Business English	3
BOT 106	Intro to Business Computer Applications*	3
BOT 110	Skillbuilding I*	1
BOT 130	Office Systems Concepts	3
MATH 120	Business Mathematics*	3
ENGL 121	Composition I*	3
Total Hours		16

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

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

Fourth Semester

BOT Electives (see below)		4
ECON 132	Survey of Economics	3
or ECON 230	Principles of Macroeconomics	
BOT 275	Office Internship I*	1

BUS 243	Human Resource Management	3
BOT 265	Computerized Office Applications*	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	Professional Image Development	1
BOT 280	Office Internship II*	1

Total program hours: 63