

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, social media marketing, management/supervision, 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 Program web page (<http://www.jccc.edu/academics/credit/business-office-technology/>)

Associate of Applied Science Degree

First Semester (Medical Option)

BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
CPCA 128	PC Applications: MS Office	3
ENGL 121	Composition I*	3
HC 130	Medical Terminology for Healthcare Professions	3
Total Hours		15

First Semester (Legal Option)

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

First Semester (Administrative Option)

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
ENGL 121	Composition I*	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 260	Desktop Publishing for the Office: Publisher*	3
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		17

Second Semester (Legal Option)

BOT 160	Legal Document Preparation and Terminology*	3
BOT 260	Desktop Publishing for the Office: Publisher*	3
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		17

Second Semester (Administrative Option)

ACCT 111 or ACCT 121	Small Business Accounting Accounting I	3
BOT 260	Desktop Publishing for the Office: Publisher*	3
COMS 120 or COMS 121 or COMS 125	Interpersonal Communication Public Speaking Personal Communication	3
CPCA 118	Groupware: Outlook*	1
CPCA 121	Introduction to Project Management*	1
CPCA 228	PC Applications II: MS Office*	3
LAW 121	Introduction to Law	3
Total Hours		17

Third Semester

BOT 150	Records Management*	3
BUS 225	Human Relations	3
ENGL 123	Technical Writing I*	3
MATH 120	Business Mathematics* (or higher)	3
MKT 146	Introduction to Social Media Marketing	3
Total Hours		15

Fourth Semester

BOT 265	Business Office Simulation*	3
BOT 275	Office Internship*	1
BUS 140 or BUS 141	Principles of Supervision Principles of Management	3
BUS 243	Human Resource Management	3
Humanities Elective ^		3
Social Science and/or Economics Elective ^		3
Total Hours		16

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

Total Program Hours: 63