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/)

PC Applications II: MS Office*

Associate of Applied Science Degree

Fall Semester (Medical Option)

CPCA 228

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BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
BOT 141	Electronic Health Records Applications	3
CPCA 128	PC Applications: MS Office	3
HC 130	Medical Terminology for Healthcare Professions	3
Total Hours		15
Fall 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
Fall 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
Spring Semeste	er (Medical Option)	
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
ENGL 121	Composition I*	3
MIRM 142	Legal and Ethical Issues in Healthcare	3
Total Hours		17
Spring Semeste	er (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

LAW 201 Advanced Legal Technology* 3 Total Hours 17 Spring Semester (Administrative Option) ACCT 111 Small Business Accounting 3 or ACCT 121 Accounting 1 BOT 260 Desktop Publishing for the Office: Publisher* 3 COMS 120 Interpersonal Communication 3 CPCM 121 Public Speaking or COMS 125 Personal Communication 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 Tatal Hours 17 Fall Semester BOT 150 Records Management* 3 BUS 225 Human Relations 3 BUS 123 Technical Writing I* 3 MATH 120 Business Mathematics* (or higher) 3 MKT 146 Introduction to Social Media Marketing 3 Total Hours 15 Spring Semester BOT 265 Business Office	HC 130	Medical Terminology for Healthcare Professions	3
Spring Semester (Administrative Option) ACCT 111 Small Business Accounting 3 or ACCT 121 Accounting I 1 BOT 260 Desktop Publishing for the Office: Publisher* 3 COMS 120 Interpersonal Communication 3 or COMS 121 Public Speaking 6 or COMS 125 Personal Communication 1 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 Fall Semester BOT 150 Records Management* 3 BUS 225 Human Relations 3 BNS 123 Technical Writing I* 3 MKT 146 Introduction to Social Media Marketing 3 Total Hours 15 Spring Semester BOT 265 Business Office Simulation* 3 BOT 275 Office Internship* 1	LAW 201	Advanced Legal Technology*	3
ACCT 1111 Small Business Accounting I BOT 260 Desktop Publishing for the Office: Publisher* 3 COMS 120 Interpersonal Communication 3 or COMS 121 Public Speaking or COMS 125 Personal Communication CPCA 118 Groupware: Outlook* 1 CPCA 121 Introduction to Project Management* 1 CPCA 1221 Introduction to Project Management* 3 LAW 121 Introduction to Law 3 Total Hours 17 Fall Semester BOT 150 Records Management* 3 BUS 225 Human Relations 3 BNS 123 Technical Writing I* 3 MATH 120 Business Mathematics* (or higher) 3 MKT 146 Introduction to Social Media Marketing 3 Total Hours 15 Spring Semester BOT 255 Business Office Simulation* 3 BOT 275 Office Internship* 1 BUS 140 Principles of Supervision 3 <	Total Hours		17
or ACCT 121 Accounting I BOT 260 Desktop Publishing for the Office: Publisher* 3 COMS 120 Interpersonal Communication 3 or COMS 121 Public Speaking 7 or COMS 125 Personal Communication 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 7 Fall Semester BOT 150 Records Management* 3 BUS 225 Human Relations 1 ENCL 123 Technical Writing I* 3 MATH 120 Business Mathematics* (or higher) 3 MATH 120 Business Mathematics* (or higher) 3 MATH 146 Introduction to Social Media Marketing 3 Total Hours 7 Spring Semester BOT 265 Business Office Simulation* 3 BOT 275 Office Internship* 1 BUS 140 Principles of Supervision 3 or BUS 141 Principles of Management 3 BUS 243 Human Resource Management 3 BUS 243 Human Resource Management 3 Social Science and/or Economics Elective 3 Sacial Science and Science and Science Account Account Explanation 5 Sacial Science and Science Account Explanation 5 Sacial Science Account E	Spring Semester	(Administrative Option)	
BOT 260 Desktop Publishing for the Office: Publisher* 3 COMS 120 Interpersonal Communication 3 or COMS 121 Public Speaking 1 or COMS 125 Personal Communication 1 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 Fall Semester BOT 150 Records Management* 3 BUS 225 Human Relations 3 BNGL 123 Technical Writing I* 3 MATH 120 Business Mathematics* (or higher) 3 MKT 146 Introduction to Social Media Marketing 3 Total Hours Spring Semester BOT 265 Business Office Simulation* 3 BOT 275 Office Internship* 1 BUS 140 Principles of Management 3 BUS 243 Human Resource	ACCT 111	Small Business Accounting	3
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or COMS 121 Public Speaking or COMS 125 Personal Communication 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 Fall 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 Spring Semester BOT 265 Business Office Simulation* 3 BOT 275 Office Internship* 1 BUS 243 Human Resource Management 3 BUS 243 Human Resource Management 3 Humanities Elective ^ 3	BOT 260	Desktop Publishing for the Office: Publisher*	3
or COMS 125 Personal Communication 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 Fall 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 Spring Semester Spring Semester BOT 265 Business Office Simulation* 3 BUS 140 Principles of Supervision 3 or BUS 141 Principles of Management 3 BUS 243 Human Resource Management 3 Humanities Elective* 3 Social Science and/or Economics Elective* 3	COMS 120	Interpersonal 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 Fall Semester BOT 150 Records Management* 3 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 Spring Semester Spring Semester 3 BUS 1440	or COMS 121	Public Speaking	
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Total Hours 17 Fall 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 Spring Semester BOT 265 Business Office Simulation* 3 BOT 275 Office Internship* 1 BUS 140 Principles of Supervision 3 or BUS 141 Principles of Management 3 BUS 243 Human Resource Management 3 Humanities Elective ^ 3 Social Science and/or Economics Elective ^ 3	CPCA 228	PC Applications II: MS Office*	3
Fall 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 Spring Semester BOT 265 Business Office Simulation* 3 BOT 275 Office Internship* 1 BUS 140 Principles of Supervision 3 or BUS 141 Principles of Management 3 BUS 243 Human Resource Management 3 Humanities Elective ^ 3 Social Science and/or Economics Elective ^ 3	LAW 121	Introduction to Law	3
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ENGL 123 Technical Writing I* 3 MATH 120 Business Mathematics* (or higher) 3 MKT 146 Introduction to Social Media Marketing 3 Total Hours 15 Spring Semester BOT 265 Business Office Simulation* 3 BOT 275 Office Internship* 1 BUS 140 Principles of Supervision 3 or BUS 141 Principles of Management 3 BUS 243 Human Resource Management 3 Humanities Elective ^ 3 Social Science and/or Economics Elective ^ 3	BUS 225		
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Spring Semester BOT 265 Business Office Simulation* 3 BOT 275 Office Internship* 1 BUS 140 Principles of Supervision 3 or BUS 141 Principles of Management BUS 243 Human Resource Management 3 Humanities Elective ^ 3 Social Science and/or Economics Elective ^ 3	MKT 146	Introduction to Social Media Marketing	3
BOT 265 Business Office Simulation* 3 BOT 275 Office Internship* 1 BUS 140 Principles of Supervision 3 or BUS 141 Principles of Management BUS 243 Human Resource Management 3 Humanities Elective ^ 3 Social Science and/or Economics Elective ^ 3	Total Hours		15
BOT 275 Office Internship* 1 BUS 140 Principles of Supervision 3 or BUS 141 Principles of Management BUS 243 Human Resource Management 3 Humanities Elective ^ 3 Social Science and/or Economics Elective ^ 3	Spring Semester		
BUS 140 Principles of Supervision 3 or BUS 141 Principles of Management BUS 243 Human Resource Management 3 Humanities Elective ^ 3 Social Science and/or Economics Elective ^ 3	BOT 265	Business Office Simulation*	3
or BUS 141 Principles of Management BUS 243 Human Resource Management 3 Humanities Elective ^ 3 Social Science and/or Economics Elective ^ 3	BOT 275	Office Internship*	1
BUS 243 Human Resource Management 3 Humanities Elective 3 Social Science and/or Economics Elective 3 3	BUS 140	Principles of Supervision	3
Humanities Elective [^] 3 Social Science and/or Economics Elective [^] 3	or BUS 141	Principles of Management	
Social Science and/or Economics Elective [^]	BUS 243	Human Resource Management	3
	Humanities Elective [^]		3
Total Hours 16	Social Science and/or Ecor	nomics Elective [^]	3
	Total Hours		16

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

Total Program Hours: 63