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; CIP Code 52.0401)

Business Office Technology Program web page (http://www.jccc.edu/academics/credit/business-office-technology/)

Associate of Applied Science Degree

Fall Semester (Medical Option)

BOT 105	Business Document Preparation and Management*	3
BOT 130	Business Office Procedures	3
BOT 141	Electronic Health Records Applications	3
CSS 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
CSS 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
CSS 128	PC Applications: MS Office	3
ENGL 121	Composition I*	3
Total Hours		**15**

Spring Semester (Medical Option)

BOT 170	Introduction to Medical Coding and Billing*	3
BOT 260	Desktop Publishing for the Office: Publisher*	3
CSS 118	Groupware: Outlook*	1
CSS 121	Introduction to Project Management*	1
CSS 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 Semester (Legal Option)

BOT 160	Legal Document Preparation and Terminology*	3
BOT 260	Desktop Publishing for the Office: Publisher*	3
CSS 118	Groupware: Outlook*	1
CSS 121	Introduction to Project Management*	1
CSS 228	PC Applications II: MS Office*	3

HC 130	Medical Terminology for Healthcare Professions	3
LAW 201	Advanced Legal Technology*	3
Total Hours		**17**

Spring Semester (Administrative Option)

ACCT 111	Small Business Accounting	3
or ACCT 121	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	
CSS 118	Groupware: Outlook*	1
CSS 121	Introduction to Project Management*	1
CSS 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 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		**16**

Total Program Hours: 63

*   This course has registration requirements.

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