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)

CSS 228

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)

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 (Leg	gal 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 (Adı	ministrative 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
000 .2.		

Total Hours	HC 130	Medical Terminology for Healthcare Professions	3
Spring Semester (Administrative Option) Sprinciples of Supervision or Business Office Simulation (Administrative Option) Sprinciples of Supervision or Business Office Simulation (Administrative Option) Sprinciples of Supervision or Business Office Simulation (Administrative Option) Sprinciples of Supervision or Business Office Simulation (Administrative Option) Sprinciples of Supervision or Business Office Simulation (Administrative Option) Sprinciples of Supervision or Business (Administrative Option) Sprinciples of Supervision or Sprinciples of Supervision or Sprinciples of Supervision or Sprinciples of	LAW 201	Advanced Legal Technology*	3
ACCT 111 Small Business Accounting or ACCT 121 Accounting I BOT 260 Desktop Publishing for the Office: Publisher* 3 COMS 120 Interpersonal Communication 3 or COMS 121 Public Speaking 3 or COMS 125 Personal Communication 3 CSS 118 Groupware: Outlook* 1 CSS 121 Introduction to Project Management* 1 CSS 228 PC Applications II: MS Office* 3 ALAW 121 Introduction to Law 3 ACTIVATION ACCOUNTING ACCO	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 6 or COMS 125 Personal Communication 1 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 BUS 225 Human Relations 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 441 Principles of Supervision 3 or BUS 141 Principles of M	Spring Semester	(Administrative Option)	
### BOT 260	ACCT 111	Small Business Accounting	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 BOT 150 Records Management* 3 BUS 225 Human Relations 3 ENGL 123 Technical Writing I* 3 MKT 140 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 141 Principles of Management 3 BUS 243 Human Resource Management 3 Hum	or ACCT 121	Accounting I	
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 BOT 150 Records Management* 3 BOS 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 3 BUS 243 Human Resource Management 3	BOT 260	Desktop Publishing for the Office: Publisher*	3
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 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	COMS 120	Interpersonal Communication	3
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 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 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	or COMS 121	Public Speaking	
CSS 121	or COMS 125	Personal Communication	
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	CSS 118	Groupware: Outlook*	1
LAW 121 Introduction to Law 3 Total Hours 17 Fall Semester BOT 150 Records Management* 3 BUS 225 Human Relations 3 ENCL 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 265 Business Office Simulation* 3 BUS 140 Principles of Supervision 3 BUS 141 Principles of Management 3 BUS 243 Human Resource Management 3 Humanities Elective ^ 3 Social Science and/or Economics Elective ^ 3	CSS 121	Introduction to Project Management*	1
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	CSS 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 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	LAW 121	Introduction to Law	3
### Records Management* ### BUS 225 Human Relations ### BUS 225 Human Relations ### BUS 225 Human Relations ### BUS 123 Technical Writing I* ### BUS 140 Business Mathematics* (or higher) ### BUS 141 Principles of Supervision ### or BUS 141 Principles of Management ### BUS 243 Human Resource Management ### BUS 243 Human Resource Management ### BUS 243 Social Science and/or Economics Elective ** ### BUS 140 Social Science and/or Economics Elective ** #### BUS 243 Social Science and/or Economics Elective ** #### BUS 245 Social Science and/or Economics Elective ** ##### BUS 245 Social Science and/or Economics Elective ** ##################################	Total Hours		17
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 4 BUS 243 Human Resource Management 3 Humanities Elective Social Science and/or Economics Elective 3 Social Science and 3 Social Science and 3 Social Science and 3 Social Science and 3 Social Science 3 Soci	Fall Semester		
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	BOT 150	Records Management*	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	BUS 225	Human Relations	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 1 BUS 243 Human Resource Management 3 Humanities Elective Social Science and/or Economics Elective 3 3 3 3 3 3 3 3 3 3 3 3 3	ENGL 123	Technical Writing I*	3
Total Hours Spring Semester BOT 265 Business Office Simulation* BOT 275 Office Internship* BUS 140 Principles of Supervision or BUS 141 Principles of Management BUS 243 Human Resource Management Humanities Elective Social Science and/or Economics Elective 3 3 3 3 3 3 3 3 3 3 4 4 5 5 5 6 7 7 7 7 7 7 7 7 7 7 7 7	MATH 120	Business Mathematics* (or higher)	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 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 or BUS 141 Principles of Management BUS 243 Human Resource Management 3 Humanities Elective ^ 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 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 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	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 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/)