

# Administrative Assistant, AAS

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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, 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)

Code	Title	Hours
BOT 105	Business Document Preparation*	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
<b>Total Hours</b>		<b>15</b>

### Fall Semester (Legal Option)

Code	Title	Hours
BOT 105	Business Document Preparation*	3
BOT 130	Business Office Procedures	3
CSS 128	PC Applications: MS Office	3
LAW 121	Introduction to Law	3
or BLAW 261	Business Law I*	
LAW 134	Introduction to Legal Technology*	3
<b>Total Hours</b>		<b>15</b>

### Fall Semester (Administrative Option)

Code	Title	Hours
BOT 105	Business Document Preparation*	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
<b>Total Hours</b>		<b>15</b>

### Spring Semester (Medical Option)

Code	Title	Hours
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
<b>Total Hours</b>		<b>17</b>

**Spring Semester (Legal Option)**

Code	Title	Hours
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
HC 130	Medical Terminology for Healthcare Professions	3
LAW 201	Advanced Legal Technology*	3
<b>Total Hours</b>		<b>17</b>

**Spring Semester (Administrative Option)**

Code	Title	Hours
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
CSS 118	Groupware: Outlook*	1
CSS 121	Introduction to Project Management*	1
CSS 228	PC Applications II: MS Office*	3
LAW 121 or BLAW 261	Introduction to Law Business Law I*	3
<b>Total Hours</b>		<b>17</b>

**Fall Semester**

Code	Title	Hours
BOT 150	Records Management*	3
BUS 225	Organizational Behavior	3
BUS 241	Principles of Management	3
BUS 243	Human Resource Management	3
ENGL 123	Technical Writing I*	3
<b>Total Hours</b>		<b>15</b>

**Spring Semester**

Code	Title	Hours
BOT 265	Business Office Simulation*	3
BOT 275	Office Internship*	1
MATH 120	Business Mathematics* (or higher)	3
MKT 146	Introduction to Social Media Marketing	3
Humanities Elective ^		3
Social Science and/or Economics Elective ^		3
<b>Total Hours</b>		<b>16</b>

**Total Program Hours: 63**

\* This course has registration requirements.

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