

# Administrative Office Specialist (STC-AOS)

## Program Locations: Bay Minette, Brewton, Thomasville Campuses and Online

### Applied Technology Division

Length: Two Semesters

This is a training certificate program designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment as an administrative office specialist.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

**Subject:** Applied Technology

**Type:** Short-Term Certificate

## Semester One

Item #	Title	Credits
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3
	BUS 215 or OAD 133	3

## Semester Two

Item #	Title	Credits
OAD 103	Intermediate Keyboarding	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications	3
	OAD 135 or OAD 137	3
	<b>Total credits:</b>	<b>24</b>