

# Administrative Office Specialist (AAS-AOS)

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

### Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree as an Administrative Office Specialist is designed to prepare students who wish to pursue careers in administrative areas in business and industry.

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:** A.A.S.

## Semester One

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 149	Digital Literacy	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
	BUS 215 or OAD 133	3
	WKO 107 or ORI 101	1

## Semester Two

Item #	Title	Credits
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
	OAD 127 or BUS 263	3
OAD 138	Records/Information Management	3
	MTH 116 or MTH 100	3

## Semester Three

Item #	Title	Credits
	OAD 135 or BUS 241	3
OAD 230	Computerized Desktop Publishing	3
OAD 233	Trends in Office Technology	3
	BUS or OAD Elective	3
	Math, Science, or Computer Science Elective	3-4

# Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

## Semester Four

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
OAD 137	Computerized Financial Record Keeping	3
OAD 218	Office Procedures	3
OAD 243	Spreadsheet Applications	3
	History, Social Science, or Behavioral Science Elective	3
	Humanities and Fine Arts Elective (T)	3
	<b>Total credits:</b>	<b>61-62</b>