



COASTAL ALABAMA

COMMUNITY COLLEGE

ADMINISTRATIVE OFFICE SPECIALIST

Associate in Applied Science Degree – AAS AOS

Program Locations: Bay Minette, Brewton, and Thomasville Campuses (Online)

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.

AREA I: Written Composition		3 Total Hours
ENG 101 – English Composition I		3
AREA II: Humanities and Fine Arts		3 Total Hours
Humanities and Fine Arts Elective: Choose one of the following		3
ART 100 – Art Appreciation	PHL 206 – Ethics and Society	
ART 203 – Art History I	REL 100 – History of World Religions	
ART 204 – Art History II	REL 151 – Survey of the Old Testament	
HUM 101 – Introduction to Humanities I	REL 152 – Survey of the New Testament	
HUM 102 – Introduction to Humanities II	THR 120 – Theater Appreciation	
MUS 101 – Music Appreciation	THR 126 – Introduction to Theater	
PHL 106 – Introduction to Philosophy		
AREA III: Natural Sciences and Mathematics		6-7 Total Hours
Choose one of the following:		3
MTH 100 – Intermediate College Algebra		
MTH 116 – Mathematical Applications		3 – 4
Math or Science Elective: Choose one of the following		
BIO 101 – Introduction to Biology I	MTH 112 – Precalculus Algebra	
BIO 102 – Introduction to Biology II	MTH 113 – Precalculus Trigonometry	
BIO 103 – Principles of Biology I	MTH 115 – Precalculus Algebra and Trigonometry	
CHM 104 – Introduction to Inorganic Chemistry	MTH 116 – Mathematical Applications	
CHM 111 – College Chemistry I	PHS 111 – Physical Science I	
CHM 112 – College Chemistry II	PHS 112 – Physical Science II	
CIS 146 – Microcomputer Applications	PHY 120 – Introduction to Physics	
MTH 100 – Intermediate College Algebra	PHY 201 – General Physics I with Trigonometry	
MTH 110 – Finite Mathematics	PHY 202 – General Physics II with Trigonometry	

AREA IV: History, Social, and Behavioral Sciences		3 Total Hours
Choose one of the following: ECO 231 – Principles of Macroeconomics ECO 232 – Principles of Microeconomics GEO 100 – World Regional Geography HIS 101 – Western Civilization I HIS 102 – Western Civilization II HIS 121 – World History I HIS 122 – World History II HIS 201 – United States History I HIS 202 – United States History II POL 200 – Introduction to Political Science POL 211 – American National Government PSY 200 – General Psychology PSY 210 – Human Growth and Development SOC 200 – Introduction to Sociology SOC 210 – Social Problems		3
AREA V: Pre-Professional, Major, and Elective Courses		46 Total Hours
BUS 188 – Personal Development		3
BUS 215 – Business Communications or OAD 133 Business Communications		3
CIS 149 – Introduction to Information Systems		3
OAD 101 – Beginning Keyboarding		3
OAD 103 – Intermediate Keyboarding		3
OAD 125 – Word Processing		3
OAD 127 – Business Law or BUS 263 The Legal and Social Environment of Business		3
OAD 135 – Financial Record Keeping or BUS 241 Principles of Accounting I		3
OAD 137 – Computerized Financial Record Keeping		3
OAD 138 – Records and Information Management		3
OAD 218 – Office Procedures		3
OAD 230 – Electronic Publishing		3
OAD 233 – Trends in Office Technology		3
OAD 243 – Spreadsheet Applications		3
ORI 101 – Orientation to College or WKO 107 – Workplace Skills Preparation		1
Office Administration Electives: Choose one of the following BUS 100 – Introduction to Business BUS 105 – Customer Services BUS 146 – Personal Finance BUS 275 – Principles of Management BUS 277 – Current Trends in Business OAD 104 – Advanced Keyboarding OAD 130 – Electronic Calculations OAD 200 – Machine Transcription OAD 242 – Office Internship OAD 244 – Database Concepts OAD 246 – Office Graphics and Presentations		3
Total Hours		61-62 SH