



COASTAL ALABAMA

COMMUNITY COLLEGE

ADMINISTRATIVE OFFICE SPECIALIST

Short Term Certificate – STC AOS

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

Length: Two Semesters

This training certificate as an Administrative Office Specialist is designed to provide students the opportunity to acquire and/or enhance knowledge and skills for employment in administrative office technology.

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 V: Pre-Professional, Major, and Elective Courses

BUS 215 – Business Communication or OAD 133 Business Communications	3
OAD 101 – Beginning Keyboarding	3
OAD 103 – Intermediate Keyboarding	3
OAD 125 – Word Processing	3
OAD 135 – Financial Record Keeping or OAD 137 – Computerized Financial Record Keeping	3
OAD 138 – Records and Information Management	3
OAD 218 – Office Procedures	3
OAD 243 – Spreadsheet Applications	3
Total Hours	24 SH