



# COASTAL ALABAMA

## COMMUNITY COLLEGE

### ADMINISTRATIVE OFFICE SPECIALIST

#### Short Term Certificate – STC AOS

**Program Locations: Bay Minette, Brewton, and Online**

Length: Two Semesters

This is a training certificate program designed to provide students with the opportunity to acquire and/or enhance knowledge and skills for employment as an administrative office specialist. This program generally prepares students to perform the duties of an administrative assistant. This program includes instruction in business communications, word processing and data entry, office procedures, accounting, filing systems and records management, and report preparation.

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
<b>Total Hours</b>	<b>24 SH</b>