

Administrative Office Technology, A.A.S.

Program Locations:

Atmore, Bay Minette, Brewton, and Thomasville Campuses

Applied Technologies Division

Length: Four Semesters

The Associate in Applied Science Degree in Business Technology - Administrative Office Technology 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 STARS.

Program: Business

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 188	Personal Development	3
BUS 215	Business Communication	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
	CIS 130 or CIS 149	3
	WKO 107 or ORI 101	1

Semester Two

Item #	Title	Credits
ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 138	Records/Information Management	3
OAD 230	Computerized Desktop Publishing	3
	Humanities/Fine Arts Elective (3 SH) II	3
	MTH 116 or MTH 100	3

Semester Three

Item #	Title	Credits
OAD 135	Financial Record Keeping	3
OAD 217	Office Management	3
	OAD 127 or BUS 263	3
	BUS or OAD Elective	3
	BUS or OAD Elective	3
	Math or Natural 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

Item #	Title	Credits
OAD 137	Computerized Financial Record Keeping	3
OAD 218	Office Procedures	3
	OAD 243 or CIS 113	3
	SPH 106 or SPH 107	3
	History, Social Science, or Behavioral Science Elective	3
	Total credits:	67-68