

Administrative Office Specialist (AAS-AOT)

Program Locations: Atmore, Bay Minette, Brewton, and Thomasville Campuses

Applied Technology Division

Length: Four Semesters

The Associate in Applied Science Degree in 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.

Subject: Applied Technology

Type: A.A.S.

Semester One

Item #	Title	Credits
BUS 188	Personal Development	3
CIS 149	Introduction to Computers	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 138	Records/Information Management	3
OAD 230	Computerized Desktop Publishing	3
	MTH 116 or MTH 100	3
	Humanities and Fine Arts Elective (T)	3

Semester Three

Item #	Title	Credits
OAD 127	Business Law	3
OAD 135	Financial Record Keeping	3
OAD 233	Trends in Office Technology	3
	BUS or OAD Elective	3
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	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

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