Administrative Office Technology

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

Applied Technologies Division

Length: Two Semesters

This is a training certificate program 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 STARS.

Program: Business
Type: Short-Term Certificate

Semester One

Item #	Title	Credits
BUS 215	Business Communication	3
OAD 101	Beginning Keyboarding	3
OAD 125	Word Processing	3
OAD 138	Records/Information Management	3

Semester Two

Item #	Title	Credits
OAD 103	Intermediate Keyboarding	3
OAD 218	Office Procedures	3
	OAD 135 or OAD 137	3
	OAD 243 or CIS 113	3
	Total credits:	**24**