

Accounting Support Specialist Track

AAS C004

Office Administration Technology Degree

The courses listed below are part of the A.A.S. degree. While completing the requirements for an A.A.S. degree, a student can earn the advanced certificate.

- A minimum of 61 hours is needed to apply for A.A.S. graduation.
- A minimum of 33 hours for an advanced certificate.

To be awarded the certificate and A.A.S. degree, students should contact the Enrollment Services Graduation Office two terms before graduating at graduation@jeffersonstate.edu.

Courses Required A.A.S C004

General Courses (25 hours)

- ENG 101 English Composition I
- English 102 English Composition or
- SPH 106 Fundamentals of Oral Communication or
- SPH 107 Fundamentals of Public Speaking
- MTH 100 or Math 116 or higher-level math course
- CIS 146 Microcomputer Applications
- Social and Behavior Science Elective (ASOC)
- Lab Science Elective (ASCI)
- Humanities and Fine Arts Elective (AHUM)
- HED or PED Elective

Major Courses (27 hours)

- OAD 103 Intermediate Keyboarding
- OAD 133 Business Communications
- OAD 138 Records and Information Management
- ACT 145 Basic Accounting **or** BUS 241 Principles of Accounting I (Accounting Track)
- OAD 125W Word Processing
- OAD 218 Office Procedures
- OAD 246 Office Graphics and Presentations (PowerPoint)
- OAD 232 The Computerized Office (Excel)
- OAD 242 Office Internship

Accounting Support Track (9 hours)

- CIS 113 Spreadsheet Software Applications (Excel)
- BUS 242 Principles of Accounting II
- OAD 137 Computerized Financial Recordkeeping

Meeting with a program advisor is highly recommended.



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