Administrative Office Applications Specialist Track AAS C005

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 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 C005

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 Procedure

- OAD 246 Office Graphics and Presentations (PowerPoint)

- OAD 232 The Computerized Office (Excel)

- OAD 242 Office Internship

Administrative Office Applications Specialist (9 hours)

- OAD 230 Computerized Desktop Publishing

- OAD 137 Computerized Financial Recordkeeping

- CIS 113 Spreadsheet Software Applications

Meeting with a program advisor is highly recommended.