



PATHWAYS

Your Guide
to Completion

BUSINESS - OFFICE ADMINISTRATION Associate of Applied Science Degree

	Course #	Course Name	Credit Hours
Semester 1	ORI 101/ ORI 105/ ORT 100	Orientation to College OR Orientation and Student Success OR Orientation for Career Students	1-3
	ENG 101	English Composition I	3
	OAD 103	Intermediate Keyboarding	3
	BUS 100	Intro to Business	3
	BUS 241	Principles of Accounting I	3
			Semester Total: 13-15
Semester 2	CIS146	Microcomputer Applications	3
	MTH 116	Mathematical Applications or Higher	3
	OAD 217/ OAD 104	Office Management OR Advanced Keyboarding	3
	BUS 245	Accounting with QuickBooks	3
			Semester Total: 12
Semester 3	ECO 231/ ECO 232	Principles of Macroeconomics OR Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 285	Principles of Marketing	3
			Semester Total: 12
Semester 4	SPH 106/ SPH 107	Fundamentals of Oral Communication OR Fundamentals of Public Speaking	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
	OAD 125	Word Processing	3
			Semester Total: 12
Semester 5	Area III Elective	Science/ Math Elective	3-4
	ACT 249	Payroll Accounting	3
	OAD 138	Records/Information Management	3
	CIS 113	Spreadsheet Software Applications	3
		ELIGIBLE FOR STACKABLE STC - Office Administration	Semester Total: 12-13
		ELIGIBLE FOR AAS - Office Administration	Program Total: 61-64

NOTE: The Guided Pathway provided above includes all the necessary coursework for degree/certificate fulfillment. However, courses can be offered or taken in alternate semesters, provided prerequisites are fulfilled. Courses may be scheduled during daytime, evening, hybrid, or online sessions. For specific course requirements, consult the ALABAMA TRANSFERS GUIDE @ <https://alabamatransfers.com> or contact the transfer institution.