



# PATHWAYS

Your Guide  
to Completion

## BUSINESS - ACCOUNTING TECHNOLOGY Associate of Applied Science Degree

	Course #	Course Name	Credit Hours
<b>Semester 1</b>	ORI 101/ ORI 105/ ORT 100	Orientation to College <b>OR</b> Orientation and Student Success <b>OR</b> 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
			<b>Semester Total: 13-15</b>
<b>Semester 2</b>	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications or Higher	3
	BUS 242	Principles of Accounting II	3
	BUS 245	Accounting with QuickBooks	3
			<b>Semester Total: 12</b>
<b>Semester 3</b>	ECO 231/ ECO 232	Principles of Macroeconomics <b>OR</b> Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 12</b>
<b>Semester 4</b>	SPH 106/ SPH 107	Fundamentals of Oral Communication <b>OR</b> Fundamentals of Public Speaking	3
	ACC 129	Individual Income Taxes	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
			<b>Semester Total: 12</b>
<b>Semester 5</b>	Area III Elective	Science/ Math Elective	3-4
	BUS 248	Managerial Accounting	3
	ACT 249	Payroll Accounting	3
	CIS 113	Spreadsheet Software Applications	3
		<b>ELIGIBLE FOR STACKABLE STC - Accounting Technology</b>	<b>Semester Total: 12-13</b>
		<b>ELIGIBLE FOR AAS - Accounting Technology</b>	<b>Program Total: 61-64</b>

**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.



**BUSINESS - ACCOUNTING TECHNOLOGY**  
**Short-Term Certificate**

	Course #	Course Name	Credit Hours
<b>Semester 1</b>	ACC 129	Individual Income Taxes	3
	ACT 249	Payroll Accounting	3
	BUS 241	Principles of Accounting I	3
	BUS 242	Principles of Accounting II	3
	BUS 245	Accounting with Quickbooks	3
	BUS 248	Managerial Accounting	3
			<b>Semester Total: 18</b>
		<b>ELIGIBLE FOR STC - Accounting Technology</b>	<b>Program Total: 18</b>

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# PATHWAYS

Your Guide  
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## BUSINESS - BUSINESS MANAGEMENT & SUPERVISION Associate of Applied Science Degree

	Course #	Course Name	Credit Hours
<b>Semester 1</b>	ORI 101/ ORI 105/ ORT 100	Orientation to College <b>OR</b> Orientation and Student Success <b>OR</b> 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
			<b>Semester Total: 13-15</b>
<b>Semester 2</b>	CIS 146	Microcomputer Applications	3
	BUS 186	Elements of Supervision	3
	BUS 242	Principles of Accounting II	3
	MTH 116	Mathematical Applications or Higher	3
			<b>Semester Total: 12</b>
<b>Semester 3</b>	ECO 231/ ECO 232	Principles of Macroeconomics <b>OR</b> Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 12</b>
<b>Semester 4</b>	SPH 106/ SPH 107	Fundamentals of Oral Communication <b>OR</b> Fundamentals of Public Speaking	3
	BUS 245	Accounting with QuickBooks	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
			<b>Semester Total: 12</b>
<b>Semester 5</b>	Area III Elective	Science/ Math Elective	3-4
	BUS 248	Managerial Accounting	3
	BUS 279	Small Business Management	3
	CIS 113	Spreadsheet Software Applications	3
		<b>ELIGIBLE FOR STACKABLE STC - Business Management &amp; Supervision</b>	<b>Semester Total: 12-13</b>
		<b>ELIGIBLE FOR AAS - Business Management &amp; Supervision</b>	<b>Program Total: 61-64</b>

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## BUSINESS - BUSINESS MANAGEMENT & SUPERVISION Short-Term Certificate

	Course #	Course Name	Credit Hours
Semester 1	BUS 186	Elements of Supervision	3
	BUS 215	Payroll Accounting	3
	BUS 241	Accounting Principles I	3
	BUS 275	Principles of Management	3
	BUS 279	Small Business Management	3
	CIS 146	Microcomputer Applications	3
			Semester Total: 18
		ELIGIBLE FOR STC - Business Management & Supervision	Program Total: 18

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# PATHWAYS

Your Guide  
to Completion

## BUSINESS - ENTREPRENEURSHIP Associate of Applied Science Degree

	Course #	Course Name	Credit Hours
Semester 1	ORI 101/ ORI 105/ ORT 100	Orientation to College <b>OR</b> Orientation and Student Success <b>OR</b> Orientation for Career Students	1 - 3
	ENG101	English Composition I	3
	BUS 100	Intro to Business	3
	BUS 241	Principles of Accounting I	3
	OAD 103	Intermediate Keyboarding	3
			<b>Semester Total: 13 - 15</b>
Semester 2	CIS 146	Microcomputer Applications	3
	BUS 186	Elements of Supervision	3
	BUS 242	Principles of Accounting II	3
	MTH 116	Mathematical Applications	3
			<b>Semester Total: 12</b>
Semester 3	ECO 231/ ECO 232	Principles of Macroeconomics <b>OR</b> Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 12</b>
Semester 4	SPH 106/ SPH 107	Fundamentals of Oral Communication <b>OR</b> Fundamentals of Public Speaking	3
	BUS 245	Accounting with QuickBooks	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
			<b>Semester Total: 12</b>
Semester 5	Area III Elective	Science/ Math Elective	3 - 4
	ACT 249	Payroll Accounting	3
	BUS 279	Small Business Management	3
	CIS 113	Spreadsheet Software Applications	3
		<b>ELIGIBLE FOR STACKABLE STC - Entrepreneurship</b>	<b>Semester Total: 12 - 13</b>
		<b>ELIGIBLE FOR AAS - Entrepreneurship</b>	<b>Program Total: 61 - 64</b>

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# PATHWAYS

Your Guide  
to Completion

## BUSINESS - ENTREPRENEURSHIP Short-Term Certificate

	Course #	Course Name	Credit Hours
Semester 1	BUS 100	Introduction to Business	3
	BUS 186	Elements of Supervision	3
	BUS 241	Principles of Accounting I	3
	BUS 245	Accounting with QuickBooks	3
	BUS 279	Small Business Management	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 18</b>
		<b>ELIGIBLE FOR STC - Entrepreneurship</b>	<b>Program Total: 18</b>

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# PATHWAYS

Your Guide  
to Completion

## BUSINESS - OFFICE ADMINISTRATION Associate of Applied Science Degree

	Course #	Course Name	Credit Hours
<b>Semester 1</b>	ORI 101/ ORI 105/ ORT 100	Orientation to College <b>OR</b> Orientation and Student Success <b>OR</b> 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
			<b>Semester Total: 13-15</b>
<b>Semester 2</b>	CIS146	Microcomputer Applications	3
	MTH 116	Mathematical Applications or Higher	3
	OAD 217/ OAD 104	Office Management <b>OR</b> Advanced Keyboarding	3
	BUS 245	Accounting with QuickBooks	3
			<b>Semester Total: 12</b>
<b>Semester 3</b>	ECO 231/ ECO 232	Principles of Macroeconomics <b>OR</b> Principles of Microeconomics	3
	BUS 146	Personal Finance	3
	BUS 215	Business Communications	3
	BUS 285	Principles of Marketing	3
			<b>Semester Total: 12</b>
<b>Semester 4</b>	SPH 106/ SPH 107	Fundamentals of Oral Communication <b>OR</b> 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
			<b>Semester Total: 12</b>
<b>Semester 5</b>	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
		<b>ELIGIBLE FOR STACKABLE STC - Office Administration</b>	<b>Semester Total: 12-13</b>
		<b>ELIGIBLE FOR AAS - Office Administration</b>	<b>Program Total: 61-64</b>

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## BUSINESS - OFFICE ADMINISTRATION Short-Term Certificate

	Course #	Course Name	Credit Hours
Semester 1	BUS 215	Business Communications	3
	CIS 146	Microcomputer Applications	3
	OAD 103	Intermediate Keyboarding	3
	OAD 125	Word Processing	3
	OAD 138	Records/Information Management	3
	OAD 217/ OAD 104	Office Management OR Advanced Keyboarding	3
			<b>Seemster Total: 18</b>
		<b>ELIGIBLE FOR STC - Office Administration</b>	<b>Program Total: 18</b>

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