



PATHWAYS

Your Guide
to Completion

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
			Seemster Total: 18
		ELIGIBLE FOR STC - Office Administration	Program Total: 18

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.