



BUSINESS & ENTREPRENEURSHIP INSTITUTE

If you want a career that lets you *take the lead*, welcome to the beginning of a rewarding journey.

While each of our five colleges has its own history, campus and culture, the AlamoINSTITUTES have been organized to help you make the most of what our colleges collectively offer.

Each institute represents a system of educational pathways toward specialized careers. Choose either the general field of study or a specific job you're after, and the institute will show you the path to follow, step by step, to arrive at the future you want. Each course you take in the institute you've chosen builds one upon another. We call them stackable credentials, meaning you take courses that move you toward your end goal—the career you've chosen.

This approach will help you:

- **SAVE TIME** – Take only courses you need, either to be job-ready when you graduate from one of our five colleges or to transfer to a university.
- **SAVE MONEY** – Don't pay for unneeded courses or take more credit hours than you need to graduate or transfer.

Learn more about all six institutes and the programs available through each one. Simply talk to an advisor at any of our colleges or visit alamo.edu.





Choose a career that lets you TAKE THE LEAD – as a manager, computer and information systems manager, human resources manager, management analyst, event planner, audit clerk, executive assistant, procurement clerk, financial advisor, budget analyst, actuary, credit analyst, foodservice manager, chef, travel guide, real estate broker, public relations specialist.

TITLE	PRE-MAJOR / DEGREE / CERTIFICATE	NLC	NVC	PAC	SAC	SPC
Accounting Technology	AAS				●	
Accounting Technician	CL1				●	
Accounting Computer Applications	OSA				●	
Quickbooks	OSA				●	
Administrative Assistant	AAS			●	●	
Administrative Systems Specialist II	CL2				●	
Administrative Systems Specialist I	CL1				●	
Administrative Assistant	CL1			●		
Bill and Account Collector	CL1			●		
Computer Application Specialist	CL1				●	
Data Entry Technician	CL1			●		
General Office	CL1			●		
Legal Administrative Assistant/Secretary	CL1				●	
Office Technician	CL1				●	
Secretarial Assistant	CL1			●		
Virtual Administrative Assistant	CL1			●		
Advertising/Public Relations	Pre-Major		●	●	●	
Baking and Pastry Arts	AAS					●
Artisan Breads and Specialty Desserts	CL1					●
Baking Principles	CL1					●
Cake Decorating	CL1					●
Chocolate and Plated Desserts	CL1					●
Banking and Financial Services	AAS				●	
Banking and Financial Services	CL1				●	
Bookkeeping Specialist	AAS					●
Payroll Specialist	CL1					●
Brewing and Operations Management	AAS			●		
Business Administration	Pre-Major	●	●	●	●	●
Business Management	AAS			●	●	
Entry-Level Supervision	CL2			●		
Administration	CL1			●		
Business Management	CL1				●	
Enterprise Innovation	CL1			●		
Entrepreneurship	CL1				●	
Global Business Management	CL1			●		
Leadership	CL1			●		
Marketing	CL1			●		
Business Management: Financial Management	AAS				●	
Financial Management	CL1				●	
Business Management and Technology	AAS					●
Small Business Management	CL1					●
Leadership Theory and Practice	OSA					●
Project Management	OSA					●
Retail Management	OSA					●



TITLE	PRE-MAJOR / DEGREE / CERTIFICATE	NLC	NVC	PAC	SAC	SPC
Cosmetology Esthetician	AAS			●		
Cosmetology Esthetician Specialty	CL1			●		
Cosmetology Operator	AAS			●		
Cosmetology Operator	CL2			●		
Culinary Arts	AAS					●
Culinary Studies	CL1					●
Customer Service/Sales Operations	AAS		●			
Customer Service/Sales Operations	CL1		●			
Customer Service Specialist	OSA		●			
Economics	Pre-Major	●	●	●	●	●
Hospitality Management	AAS					●
Hospitality Management Fundamentals	CL1					●
Hotel Management	AAS					●
Hotel Limited Service Property Management	CL1					●
Hotel Rooms Division	CL1					●
Principles of Hotel Food and Beverage Management	CL1					●
Human Resources Management	AAS				●	
Human Resources Management	CL1				●	
International Business	AAS				●	
Marketing Management	AAS				●	
Marketing Management	CL1				●	
Music Business	AAS				●	
Music Business Administration	CL1				●	
Music Business Technology	CL1				●	
Music Technology	Pre-Major				●	
Office Systems Technology	AAS					●
Office Application Specialist	CL1					●
Certified Database Specialist	OSA					●
Cloud Computing	OSA					●
Social Media Specialists	OSA					●
Real Estate Management	AAS				●	
Real Estate	CL1				●	
Restaurant Management	AAS					●
Catering Management	CL1					●
Restaurant Supervision	CL1					●
Viticulture and Enology Specialization	AAS			●		

DEGREES (AAS) Associate of Applied Science

CERTIFICATES (CL2) Certificate Level 2 • (CL1) Certificate Level 1 • (OSA) Occupational Skills Award

PRE-MAJOR (Pre-Major) Major the student plans to pursue at the transfer university. This is the subject area the student declares for advising purposes.

Based on 2018-2019 academic catalog year. Subject to change without notice. Check with an advisor concerning availability of courses and programs.

Start your journey
here or at any
of our other
AlamoINSTITUTES:

