

Plan of Study

Name of Program: Business Administration

Credential: Diploma
Office Systems

Location: Somerset Community College

Program Liaison: Kevin Bradford

STUDENT NAME: _____

Student ID Number _____

First Semester				Credit Hours
<input type="checkbox"/>	ENG	101	Writing I or	3
<input type="checkbox"/>	COM	181	Basic Public Speaking or	(3)
<input type="checkbox"/>	COM	252	Introduction to Interpersonal Communication	(3)
<input type="checkbox"/>	ECO	101	Contemporary Economics or	3
<input type="checkbox"/>	ECO	201	Principles of Microeconomics or	(3)
<input type="checkbox"/>	ECO	202	Principles of Macroeconomics	(3)
<input type="checkbox"/>	CIT	105	Introduction to Computers or	3
<input type="checkbox"/>	OST	105	Introduction to Information Systems	(3)
<input type="checkbox"/>	OST	110+	Document Formatting and Word Processing	3
<input type="checkbox"/>	BAS	160	Introduction to Business	3
Total Credits				15

Second Semester				Credit Hours
<input type="checkbox"/>	ACC	201+	Financial Accounting or	3
<input type="checkbox"/>	ACT	101	Fundamentals of Accounting I and	(3)
<input type="checkbox"/>	ACT	102+	Fundamentals of Accounting II	(3)
<input type="checkbox"/>	OST	210+	Advanced Word Processing Applications	3
<input type="checkbox"/>	OST	213	Business Calculations for the Office Professional	3
<input type="checkbox"/>	OST	215+	Office Procedures	3
Total Credits				12-15

Third Semester				Credit Hours
<input type="checkbox"/>	OST	220+	Administrative Office Simulations	3
<input type="checkbox"/>	CIT	130+	Productivity Software or	3
<input type="checkbox"/>	OST	240+	Software Integration	(3)
<input type="checkbox"/>			Approved Technical Course	3
<input type="checkbox"/>			Approved Technical Course	3
Total Credits				12
Total Credits for Program				39-42

*Approved Technical Courses:				Credit Hours
<input type="checkbox"/>	OST	150	Transcription and Office Technology	3
<input type="checkbox"/>	OST	160	Records and Database Management	3
<input type="checkbox"/>	OST	216	Selected Topics in Office Systems: (Topic)	1-3
<input type="checkbox"/>	OST	235	Business Communications Technology	3
<input type="checkbox"/>	OST	295	Office Technology Internship or	1-3
<input type="checkbox"/>	COE	199	Cooperative Education: (Business Admin.) or	(1-3)
<input type="checkbox"/>	BAS	280	Business Internship	(1-3)
<input type="checkbox"/>	OST	275	Office Management	3

Special Note: Not every class in the Business Administration curriculum is offered each semester. See your Program/Option Coordinator for details. The semester you start or developmental courses you take could affect your course sequence.

*Students may select other technical courses approved by the Program Coordinator, Kevin Bradford.

+Pre-requisite required; please refer to current KCTCS catalog.

Student Signature

Date

Advisor Signature

Date