Plan of Study

Name of Program: Business Administration **Credential:** AAS Accounting Track

Location: Somerset Community College **Program Liaison:** Kevin Bradford

STUDENT NAME:_____
Student ID Number _____

First Semester (Suggested):				Credit hours
☐	BAS	160	Introduction to Business	3
☐ ☐	CIT OST	105 105	Introduction to Computers or Introduction to Information Systems	3 (3)
☐	ENG	101	Writing I	3
☐			Heritage/Humanities	3
☐			MAT 105, 110 or Higher Math	3
			Total Credits	15

Second Semester (Suggested):				Credit hours
☐	BAS	282+	Principles of Marketing	3
☐ ☐	CIT OST	130+ 240+	Productivity Software or Software Integration	3 (3)
☐ ☐	ENG OST	102+ 235+	Writing II or Business Communications Technology	3 (3)
☐			Approved Technical Course*	3
☐			Natural Sciences	3
			Total Credits	15

Third Semester (Suggested):				Credit hours
☐ ☐ ☐	ACC ACT ACT	201+ 101 102+	Financial Accounting or Fundamentals of Accounting I and Fundamentals of Accounting II	3 (3) (3)
☐	BAS	283	Principles of Management	3
☐ ☐ ☐	ECO ECO ECO	101 201 202	Contemporary Economic Issues or Principles of Microeconomics or Principles of Macroeconomics	3 (3) (3)
☐			Approved Technical Course*	3
☐			Oral Communications	3
			Total Credits	15-18

Fourth Semester (Suggested):				Credit hours
☐	ACC	202+	Managerial Accounting	3
☐	ACT	279+	Computerized Accounting Systems	3
☐	ACT	281+	Individual Taxation	3
☐	ACT	286+	Financial Accounting Topics	3
☐	BAS	250+	Business Employability Seminar	1
☐	BAS	267	Introduction to Business Law	3
			Total Credits	16
			Total Credits for Program	61-64

Approved Technical Courses				
Choose 6 hours from the following approved courses:*				Credit Hours
☐	BAS	120	Personal Finance	3
☐	BAS	212+	Introduction to Financial Management	3
☐	ACT	196	Payroll Accounting	3
☐	ACT	277+	Managerial Accounting Topics	3
☐	ACT	290+	Selected Topics in Accounting: (Topic)	1-3
☐	ACT	295+	Corporate and Partnership Taxation	3
☐	CIT	234+	Advanced Productivity Software	3
☐	CIT	236+	Advanced Data Organization	3
☐ ☐	COE BAS	199+ 280+	Cooperative Education: (Business Admin.) or Business Internship	1-3 (1-3)

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 Business Administration Coordinator, Kevin Bradford.**
+Pre-requisite required; please refer to current KCTCS catalog.

_____ _____
Student Signature **Date**

_____ _____
Advisor Signature **Date**