Plan of Study

Name of Pr	ogram: <u>Business Administratio</u> n	Credential: AAS - Mgmt. Track
Location:	Somerset Community College	Program Liaison: Kevin Bradford
STUDENT Student ID		

Fir	st Seme	ster (S	uggest	ted):	Credit hours
	BAS	160		Introduction to Business	3
	CIT	105		Introduction to Computers or	3
	OST	105		Introduction to Information Systems	(3)
	ENG	101		Writing I	3
			(a)	Heritage/Humanities	3
			(b)	MAT 105, 110 or Higher Math	3
				Total Credits	15

Sec	ond Sen	nester	(Sugge	ested):	Credit hours
	BAS	282		Principles of Marketing	3
	BAS	283		Principles of Management	3
	CIT	130	(c)	Productivity Software or	3
	OST	240	(c)	Software Integration	(3)
	ENG	102	(d)	Writing II or	3
	OST	235	(d)	Business Communication Technology	(3)
				Approved Management Course (see list below)	3
			(e)	Natural Sciences	3
				Total Credits	18

Thi	rd Semo	ester (S	Sugges	sted):	Credit hours
	ACC	201	(f)	Financial Accounting or	3
	ACT	101	(f)	Fundamentals of Accounting I and	(3)
	ACT	102	(f)	Fundamentals of Accounting II	(3)
	BAS	212	(g)	Introduction to Financial Management or	3
	QMS	101	(g)	Introduction to Quality Systems or	(3)
			(g)	Second Mathematics Course	(3)
				Approved Management Course (see list below)	3
				Approved Management Course (see list below) or	3
				Approved Technical Course (see list below)	(3)
			(h)	Oral Communications	3
				Total Credits	15-18

Fou	ırth Sen	nester	(Sugge	ested):	Credit hours
	ACC	202		Managerial Accounting	3
	BAS	250		Business Employability Seminar	1
	BAS	267		Introduction to Business Law	3
	BAS	284		Applied Management Skills	3
	ECO	101	(i)	Contemporary Economic Issues or	3
	ECO	201	(i)	Principles of Microeconomics or	(3)
	ECO	202	(i)	Principles of Macroeconomics	(3)
				Approved Management Course (see list below)	3
				Total Credits	16
				Total Credits for Program	64-67

Appro	ved M	lanage	ement Courses:	Credit Hours
ACT	277	(j)	Managerial Accounting Topics	3
BAS	170		Entrepreneurship	3
BAS	200		Small Business Management	3
BAS	212	*	Introduction to Financial Management	3
BAS	256		International Business	3
BAS	260		Professional Development and Protocol	2
BAS	274		Human Resource Management	3
BAS	285		Problems in Marketing and Management	3
BAS	287		Supervisory Management	3
BAS	288		Personal and Organizational Leadership	3
BAS	289		Operations Management	3
BAS	290		Management, Ethics, and Society	3
BAS	291		Retail Management	3
BAS	299		Selected Topics in Business Administration: (Topic)	1-3
OST	275		Office Management	3
QMS	101		Introduction to Quality Systems	3
QMS	202		Performance Management	3

Appro	ved Te	chnica	al Courses	Credit Hours
BAS	120		Personal Finance	3
CIT	234	(j)	Advanced Productivity Software	3
CIT	236	(j)	Advanced Data Organization	3
ENG	203		Business Writing or	3
OST	235	*	Business Communication Technology	(3)
COE	199	(k)	Cooperative Education (Business Administration) or	1-4
BAS	280	(k)	Business Internship	(1-4)
ECO	150	(j)	Introduction to Global Economics	3
ECO	201	*	Principles of Microeconomics or	3
ECO	202	*	Principles of Macroeconomics	(3)
CIT	155	(j)	Web Page Development	3
CIT	232	(j)	Help Desk Operations	3
OST	110	(j)	Document Formatting and Word Processing	3
QMS	101	*	Introduction to Quality Systems	3
QMS	201	(j)	Customer Service Improvement Skills	3

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. Pre-requisites are required for many courses. Please refer to current KCTCS catalog.

NOTES (a) thru (k) ARE FOR STUDENTS TRANSFERRING TO THE UNIV. OF THE CUMBERLANDS:

- (a) ART 100, 105, 106, 203, 204 or ENG 161, 221, 222, 251, 252 or HIS 102, 108 or MUS 100 or REL 120, 121, 130 or THA 101 or Foreign Language are the only courses accepted by UC in this category. Others will be accepted by UC as general elective only.
- (b) MAT 150 is recommended and meets UC's pre-requisite for BUOL 300, Statistics. MAT 105/110 accepted by UC as a general elective only. MAT 146 accepted by UC as general education math.
- (c) CIT 130 recommended. OST 240 is accepted by UC as general elective only.
- (d) ENG 102 recommended. OST 235 accepted by UC as general elective only.
- (e) AST 191/195, BIO 112/113, BIO 120/113, CHE 120/125, CHE 140,145 or PHY 201 are the only courses accepted by UC in this category. Others will be accepted by UC as general elective only.
- (f) ACC 201 is recommended. ACT 101 and ACT 102 are accepted by UC as general electives only.
- (g) BAS 212 or QMS 101 accepted by UC as general elective. The second mathematics course is not recommended and is accepted by UC as general elective only.
- (h) COM 181 and COM 252 are the only courses accepted by UC in this category. Others will be accepted by UC as general elective only.
- (i) ECO 201 or ECO 202 recommended. UC accepts ECO 101 as History & Cultural Understanding general education requirement.
- (j) Course accepted by UC as a general elective only.

Student Signature	Date
Advisor Signature	

(k) Course not accepted by UC.

^{*} Course not allowed if taken elsewhere in this plan.