

Plan of Study

Name of Program: Business Administration

Credential: AAS - Mgmt. Option

Location: Somerset Community College

Program Liaison: Kevin Bradford

STUDENT NAME: _____

Student ID Number _____

First Semester:					Credit hours
<input type="checkbox"/>	ENG	101		Writing I	3
<input type="checkbox"/>	BAS	160		Introduction to Business	3
<input type="checkbox"/>	ACC	201	(a)	Financial Accounting or	3
<input type="checkbox"/>	ACT	101	(a)	Fundamentals of Accounting I and	(3)
<input type="checkbox"/>	ACT	102	(a)	Fundamentals of Accounting II	(3)
<input type="checkbox"/>			(b)	MAT 105, 110 or Higher Math	3
<input type="checkbox"/>	CIT	105		Introduction to Computers	3
				Total Credits	15-18

Second Semester:					Credit hours
<input type="checkbox"/>	ENG	102	(c)	Writing II or	3
<input type="checkbox"/>	OST	235	(c)	Business Communications Technology	(3)
<input type="checkbox"/>	ACC	202		Managerial Accounting	3
<input type="checkbox"/>	CIT	130	(d)	Productivity Software or	3
<input type="checkbox"/>	OST	240	(d)	Software Integration	(3)
<input type="checkbox"/>	BAS	282		Principles of Marketing	3
<input type="checkbox"/>	BAS	283		Principles of Management	3
				Total Credits	15

Third Semester:					Credit hours
<input type="checkbox"/>	BAS	212	(e)	Introduction to Financial Management or	3
<input type="checkbox"/>	QMS	101	(e)	Introduction to Quality Systems or	(3)
<input type="checkbox"/>			(e)	Second Mathematics Course	(3)
<input type="checkbox"/>			(f)	Oral Communications	3
<input type="checkbox"/>				Approved Management Course (see list below)	3
<input type="checkbox"/>				Approved Management Course (see list below)	3
<input type="checkbox"/>				Approved Management Course (see list below) or Approved Technical Course (see list below)	3
<input type="checkbox"/>			(h)	Natural or Applied Science Course	3
				Total Credits	18

Fourth Semester:					Credit hours
<input type="checkbox"/>	BAS	284		Applied Management Skills	3
<input type="checkbox"/>	BAS	250		Business Employability Seminar	1
<input type="checkbox"/>	BAS	267		Introduction to Business Law	3
<input type="checkbox"/>	ECO	101	(i)	Contemporary Economic Issues or	3
<input type="checkbox"/>	ECO	201	(i)	Principles of Microeconomics or	(3)
<input type="checkbox"/>	ECO	202	(i)	Principles of Macroeconomics	(3)
<input type="checkbox"/>				Approved Management Course (see list below)	3
<input type="checkbox"/>			(j)	Heritage/Humanities/Foreign Language	3
				Total Credits	16
				Total Credits for Program	64-67

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

Approved Technical Courses				Credit Hours	
<input type="checkbox"/>	BAS	120		Personal Finance	3
<input type="checkbox"/>	CIS	150	(g)	Doing Business on the Internet	1
<input type="checkbox"/>	CIS	151	(g)	Introduction to Electronic Commerce	3
<input type="checkbox"/>	CIS	230	(g)	Advanced Microcomputer Applications	3
<input type="checkbox"/>	ENG	203		Business Writing or	3
<input type="checkbox"/>	OST	235	*	Business Communication Technology	3
<input type="checkbox"/>	COE	199	(k)	Cooperative Education (Business Administration) or	1-4
<input type="checkbox"/>	BAS	280	(k)	Business Internship	
<input type="checkbox"/>	ECO	150	(g)	Introduction to Global Economics	3
<input type="checkbox"/>	ECO	201	*	Principles of Microeconomics or	3
<input type="checkbox"/>	ECO	202	*	Principles of Macroeconomics	3
<input type="checkbox"/>	IT	132	(g)	Web Page Development	3
<input type="checkbox"/>	IT	237	(g)	Help Desk I	3
<input type="checkbox"/>	OST	110	(g)	Document Formatting and Word Processing	3
<input type="checkbox"/>	QMS	101	*	Introduction to Quality Systems	3
<input type="checkbox"/>	QMS	201	(g)	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.

* Course not allowed if taken elsewhere in this plan.

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

- (a) ACC 201 is recommended. ACT 101 and ACT 102 are accepted by UC as general electives 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) ENG 102 recommended. OST 235 accepted by UC as general elective only.
- (d) CIT 130 recommended. OST 240 is accepted by UC as general elective only.
- (e) 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.
- (f) 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.
- (g) Course accepted by UC as a general elective only.
- (h) 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.
- (i) ECO 201 or ECO 202 recommended. UC accepts ECO 101 as History & Cultural Understanding general education requirement.
- (j) 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.
- (k) Course not accepted by UC.

Student Signature

Date

Advisor Signature

Date