

PATHWAY

AAS: BUSINESS ADMINISTRATION – OFFICE SYSTEMS TRACK Somerset Community College – Margie Childress, Program Coordinator

Student Name: _____ Empl ID#: _____

First Semester (Example):				Credit hours
<input type="checkbox"/>	BAS	160	Introduction to Business	3
<input type="checkbox"/>	OST	105*	Introduction to Information Systems	3
<input type="checkbox"/>	ENG	101	Writing I	3
<input type="checkbox"/>	HIS	108*	History of the U.S. Through 1865	3
<input type="checkbox"/>	MAT	105*	Business Mathematics	3
			Total Credits	15

Second Semester (Example):				Credit hours
<input type="checkbox"/>	BAS	282+	Principles of Marketing	3
<input type="checkbox"/>	BAS	283+	Principles of Management	3
<input type="checkbox"/>	OST	240+*	Software Integration	3
<input type="checkbox"/>	ENG	102+*	Writing II	3
<input type="checkbox"/>	COM	252	Introduction to Interpersonal Communications	3
<input type="checkbox"/>	BIO	120*	Human Ecology	3
			Total Credits	18

Third Semester (Example):				Credit hours
<input type="checkbox"/>	ACC	201+*	Financial Accounting	3
<input type="checkbox"/>	OST	110+	Document Formatting and Word Processing	3
<input type="checkbox"/>	OST	215+	Office Procedures	3
<input type="checkbox"/>	OST	220	Administrative Office Simulations	3
<input type="checkbox"/>	OST	275*	Office Management	3
			Total Credits	15

Fourth Semester (Example):				Credit hours
<input type="checkbox"/>	ACC	202+	Managerial Accounting	3
<input type="checkbox"/>	OST	210+	Advanced Word Processing Applications	3
<input type="checkbox"/>	ECO	201*	Principles of Microeconomics	3
<input type="checkbox"/>	OST	235*	Business Communications Technology	3
<input type="checkbox"/>	BAS	250+	Business Employability Seminar	1
<input type="checkbox"/>	BAS	267	Introduction to Business Law	3
			Total Credits	16
			Total Credits for Program	64

Special Notes:

***Other courses may be used to fulfill this requirement. Please see the appropriate KCTCS Catalog and your advisor for more information.**

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

Student Signature

Date

Advisor Signature

Date