

# PATHWAY

## CERTIFICATE: BUSINESS ADMINISTRATION – OFFICE SYSTEMS

Somerset Community College – Margie Childress, Program Coordinator

Student Name: \_\_\_\_\_ Empl ID#: \_\_\_\_\_

Example Pathway:				Credit Hours
<input type="checkbox"/>	OST	110+	Document Formatting and Word Processing	3
<input type="checkbox"/>	OST	210+	Advanced Word Processing Applications	3
<input type="checkbox"/>	OST	215	Office Procedures	3
<input type="checkbox"/>	OST	220+	Administrative Office Simulations	3
<input type="checkbox"/>	OST	235+*	Business Communications Technology	3
<input type="checkbox"/>	OST	275*	Office Management	3
<b>Total Credits</b>				<b>18</b>

### 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