

# PATHWAY

## DIPLOMA: BUSINESS ADMINISTRATION – OFFICE SYSTEMS Somerset Community College – Margie Childress, Program Coordinator

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

First Semester (Example):				Credit Hours
<input type="checkbox"/>	ENG	101*	Writing I	3
<input type="checkbox"/>	ECO	201*	Principles of Microeconomics	3
<input type="checkbox"/>	OST	105*	Introduction to Information Systems	3
<input type="checkbox"/>	OST	110+	Document Formatting and Word Processing	3
<input type="checkbox"/>	BAS	160*	Introduction to Business	3
<b>Total Credits</b>				<b>15</b>

Second Semester (Example):				Credit Hours
<input type="checkbox"/>	ACC	201+*	Financial Accounting	3
<input type="checkbox"/>	OST	210+	Advanced Word Processing Applications	3
<input type="checkbox"/>	OST	213	Business Calculations for the Office Professional	3
<input type="checkbox"/>	OST	215+	Office Procedures	3
<b>Total Credits</b>				<b>12</b>

Third Semester (Example):				Credit Hours
<input type="checkbox"/>	OST	220+	Administrative Office Simulations	3
<input type="checkbox"/>	OST	240+*	Software Integration	(3)
<input type="checkbox"/>	OST	235+*	Business Communications Technology	3
<input type="checkbox"/>	OST	275*	Office Management	3
<input type="checkbox"/>	BAS	280+	Business Internship	1
<b>Total Credits</b>				<b>13</b>
<b>Total Credits for Program</b>				<b>40</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