

**Associate in Applied Science
Business Administration
Office Systems Track**

Name _____	Empl. ID# _____	Date Entered _____	Date Grad. _____
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DEVELOPMENTAL COURSES AS NEEDED		Notes
RDG 30 <i>OR</i> RDG 100		
ENC 91		
MAT 55		
MAT 65		
MAT 85 (if taking MAT 146 or higher)		

First Semester	Credit	Res	Tr	Notes
BAS 160 Introduction to Business	3			
CIT 105 Introduction to Computing <i>OR</i> OST 105 Introduction to Information Systems	3 (3)			
ENG 101 Writing I	3			
MAT 105 Business Mathematics <i>OR</i> MAT 110 Applied Mathematics <i>OR</i> Higher Quantitative Reasoning Course (MAT 116, 146 or higher)	3 (3) (3)			
Natural or Applied Science Course	3			
OST 110 Document Formatting and Word Processing	3			Prereq: instructor consent (must be able to touch type)
Total Semester Credit Hours:	18			

Second Semester	Credit	Res	Tr	Notes
BAS 283 Principles of Management	3			Prereq: BAS 160 or instructor consent
CIT 130 Productivity Software <i>OR</i> OST 240 Software Integration	3 (3)			Prereq: CIT 105 Prereq: OST 105
ENG 102 Writing II <i>OR</i> OST 235 Business Communications Technology	3 (3)			ENG 102 prereq: ENG 101 OST 235 prereq: ENG 101 and OST 110 <i>OR</i> OST 108 and OST 110
Heritage/Humanities	3			
OST 210 Document Formatting and Word Processing	3			Prereq: OST 110
Total Semester Credit Hours:	15			

Third Semester	Credit	Res	Tr	Notes
ACC 201 Financial Accounting <i>OR</i> ACT 101 Fundamentals of Accounting I <i>AND</i> ACT 102 Fundamentals of Accounting II	3 (3) (3)			Prereq: sophomore standing or instructor consent ACT 101 and 102 do not transfer for bachelor's degrees; ACT 102 offered online only
BAS 282 Principles of Marketing	3			Prereq: BAS 160 or instructor consent
COM 181 Basic Public Speaking <i>OR</i> COM 252 Introduction to Interpersonal Communication	3 (3)			

ECO 101 Contemporary Economic Issues OR ECO 201 Principles of Microeconomics OR ECO 202 Principles of Macroeconomics	3 (3) (3)			4-year gen ed elective
OST 215 Office Procedures	3			Prereq/Coreq: OST 110
Total Semester Credit Hours:	15-18			

Fourth Semester	Credit	Res	Tr	Notes
ACC 202 Managerial Accounting	3			Prereq: ACC 201 OR ACT 101 & 102
BAS 250 Business Employability Seminar	1			Prereq: CIT 105 or instructor consent
BAS 267 Introduction to Business Law	3			
OST 220 Administrative Office Simulations	3			Prereq: OST 210, 215 and 240 or instructor consent
Program Approved Course (see list below)	3			
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Total Semester Credit Hours:	16			

Choose a total of six hours from the following list of Technical Courses (not duplicated above)	Credit	Res	Tr	Notes
OST 150 Transcription and Office Technology	3			Prereq: ENG 101 and OST 110
OST 160 Records and Database Management	3			Prereq: OST 105
OST 216 Selected Topics in Office Systems	1-3			
OST 235 Business Communications Technology	3			Prereq: ENG 101 and OST 110 OR OST 108 and OST 110
OST 295 Office Systems Technology Internship OR COE 199 Cooperative Education: Business Technology OR BAS 280 Business Internship	1-3 (1-3) (1-3)			OST 295 prereq: OST 210, 215 & 240 COE 199 Prereq: instructor consent BAS 280 Prereq: Sophomore standing
OST 275 Office Management	3			
OFFICE SYSTEMS TRACK PROGRAM TOTAL:	64-67			

Students may select other courses approved by the Business Administration Program Coordinator.

Most 4-year schools require ECO 201 & 202

*Most 4-year schools require MAT 150

**Not allowed as an Approved Management Course if course has been taken as an option required course.

For a list of KCTC general education classes in each category, go to

https://kctcs.edu/media/student/2017-18-catalog/KCTCS%202017-18%20Catalog_for%20printer.pdf > Academic Services section > pp. 72-76.

Or www.kctcs.edu > degrees training > catalog > Academic Services section > pp. 72-76.

October 2017