

Business Administration – AAS – Office Systems Option (67-70 credits)

Name _____ Empl ID# _____

Madisonville
Advising Plan

2009
-2010

General Education and Technical Core Requirements

Course	Hrs	Grade	Semester
ENG 101 Writing I	3		
CIS 100 Introduction to Computers <u>or</u> IT 100 Computer Literacy <u>or</u> OST 105 Introduction to Information Systems	3		
ECO 101 Contemporary Economic Issues <u>or</u> ECO 201 Principle of Microeconomics <u>or</u> ECO 202 Principle of Macroeconomics	3		
MT 105 Business Math <u>or</u> MT 110 Applied Mathematics <u>or</u> MT 150 College Algebra <u>or</u> higher level math	3		
Oral Communications	3		
Heritage <u>or</u> Humanities	3		
Natural <u>or</u> Applied Science	3		
ENG 102 Writing II <u>or</u> CMS 152 Writing for Business & Industry <u>or</u> OST 235 Business Communications Technology	3		
CIS 130 Microcomputer Application & Development <u>or</u> OST 240 Software Integration	3		
*BA 160 Introduction to Business	3		
BA 250 Business Employability Seminar	1		
BA 267 Introduction to Business Law	3		
*BA 282 Principles of Marketing	3		
*BA 283 Principles of Management	3		
ACC 201 Financial Accounting I <u>or</u> (ACT 101 Fundamentals of Accounting I) and (ACT 102 Fundamentals of Accounting II)	3 (3)		
ACC 202 Managerial Accounting	3		
QMS 101 Introduction to Quality Systems	3		

Subtotal Credits: 49- 52 hours

*BA 160, BA 282, BA 283 should be taken in following sequence:

BA160-Introduction to Business → BA283-Principles of Management → BA282-Principles of Marketing

Office Systems Option Courses

Course	Hrs	Grade	Semester
OST 110 Document Formatting & Word Processing	3		
OST 210 Advanced Word Processing Applications	3		
OST 215 Office Procedures	3		
OST 220 Administrative Office Simulations	3		
Choose <u>6 hours</u> from Approved Technical Courses*:			
OST 150 Transcription & Office Technology	3		
OST 160 Records & Database Management	3		
OST 216 Selected Topics in Office Systems	1-3		
OST 235 Business Communications Technology	3		
OST 295 Office Systems Technology Internship <u>or</u>	1-3		
COE 199 Cooperative Education (Business Technology)	1-3		
<u>or</u> BA 280 Business Internship	1-3		
OST 275 Office Management	3		

*Students may select other courses approved by Business
Administration Program Coordinator

Subtotal Credits: 18 hours

Program Coordinator: Kim Simons
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SAMPLE SCHEDULING PLAN	
<p><u>First Summer Semester</u> Oral Communications course CIS 100</p> <p><i>Total: 6 credits</i></p>	<p><u>Second Summer Semester</u> Heritage/Humanities course Economics course</p> <p><i>Total: 6 credits</i></p>
<p><u>First Fall Semester</u> ENG 101 BA 160 CIS 100 QMS 101 Natural/Applied Science course</p> <p><i>Total: 15 credits</i></p>	<p><u>Second Fall Semester</u> ACC 201 or ACT 101 and ACT 102 BA 282 OST 210 OST 215</p> <p><i>Total: 15-18 credits</i></p>
<p><u>First Spring Semester</u> ENG 102 CIS 130 MT 110 BA 283 BA 287</p> <p><i>Total: 15 credits</i></p>	<p><u>Second Spring Semester</u> ACC 202 BA 250 OST 220 Technical Course* (6 credits)</p> <p><i>Total: 13 credits</i></p>
<p><u>Program Coordinator's Notes:</u></p> <p>Business Courses should be taken in the following sequence: BA160 Introduction to Business → BA283 Principles of Management → BA282 Principles of Marketing</p> <p><u>Pre-requisites for specific courses</u> ACC 201 - must have 30 college credit hours (sophomore standing). ACT 196 – prerequisite course - ACC 201 BA 283; BA 282 – prerequisite course - BA 160 BA 250 – prerequisite course - CIS 100 BA 212 – prerequisite course - MT 105 or MT 110 or consent of instructor</p> <p><u>Technical Courses*</u> OST 150 Transcription & Office Technology OST 160 Records & Database Management OST 216 Selected Topics in Office Systems OST 235 Business Communications Technology OST 295 Office Systems Technology Internship or COE 199 Cooperative Education (Business Technology) or BA 280 Business Internship OST 275 Office Management</p> <p>*Students may select other courses approved by the Business Administration Program Coordinator.</p>	