

Name _____ Emp ID# _____

Madisonville
Advising Plan

2009
-2010

General Education Course Requirements

Course	Hrs	Grade	Semester
Area 1 = ENG 101 Writing I <u>or</u> COM 181 Basic Public Speaking <u>or</u> COM 252 Introduction to Interpersonal Communication	3		
Area 2 = ECO 101 Contemporary Economics <u>or</u> ECO 201 Principles of Microeconomics <u>or</u> ECO 202 Principles of Macroeconomics	3		
Area 3 = CIS 100 Introduction to Computers <u>or</u> OST 105 Intro to Information Systems	3		

Subtotal Credits: 9 hours

Office Systems Technical Course Requirements

Course	Hrs	Grade	Semester
ACC 201 Financial Accounting	3		
BA 160 Introduction to Business	3		
OST 110 Document Formatting & Word Processing	3		
OST 210 Advanced Word Processing Application	3		
OST 213 Business Calculations Office Professional	3		
OST 215 Office Procedures	3		
OST 220 Administrative Office Simulations	3		
CIS 130 Microcomputer Applications & Development <u>or</u> OST 240 Software Integration	3 (3)		
Choose <u>6 hours</u> from the Approved Technical Courses*			
OST 150 Transcription and Office Technology	3		
OST 160 Records and Database Technology	3		
OST 216 Selected Topics in Office Systems	1-3		
OST 235 Business Communications Technology	1-3		
OST 295 Office Systems Technology Internship <u>or</u>	1-3		
COE 199 Cooperative Education (Bus Admin) <u>or</u>	(1-3)		
BA 280 Business Internship	(1-3)		
OST 275 Office Management	(1-3)		

*Student may select from other courses approved by Program Coord.

Subtotal Credits: 30 hours

Program Coordinator: Kim Simons
270-824-8639 email: kimberly.simons@kctcs.edu

Business Administration–Diploma–Office Systems (39 credits)

SAMPLE SCHEDULING PLAN

First Fall Semester

Area 1 - General Education course (ENG 101)
Area 2 General Education course (Economics course)
Area 3 - General Education course (CIS 100)
OST 110

Total: 12 credits

First Spring Semester

BA 160
OST 210
OST 215
CIS 130

Total: 12 credits

Second Fall Semester

ACC 201
OST 213
OST 220
Approved Technical Course* (6 credits)

Total: 15 credits

Program Coordinator's Notes:

Business Courses should be taken in the following sequence:

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

Pre-requisites for specific courses

ACC 201- Financial Accounting - must have 30 college credit hours (sophomore standing)

Technical Courses*

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

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