

**BUSINESS STUDIES**  
**BUSINESS ADMINISTRATION**  
**Office Systems Track**  
**Associate in Applied Science**

**Academic Plan Code** 5202017129  
**Academic Sub plan Code** 520521705

<b>Contact Information:</b> Tiffinee Morgan			
<a href="mailto:Tiffinee.Morgan@kctcs.edu">Tiffinee.Morgan@kctcs.edu</a>		270-534-3397	
Student Name	Student ID#		
	Course	Hours	Grade Semester
<b>General Education</b>			
COM 181 Basic Public Speaking OR		3	
COM 252 Introduction to Interpersonal Communication		(3)	
Any Economics Course		3	
ENG 101 Writing I		3	
MAT 105 Business Mathematics OR		3	
MAT 110 Applied Mathematics OR		(3)	
MAT 150 College Algebra OR		(3)	
Higher Quantitative Reasoning		(3)	
Heritage/Humanities		3	
Natural Sciences		3	
<b>Subtotal</b>		<b>18</b>	
<b>Technical Core</b>			
CIT 105 Introduction to Computers OR		3	
OST 105 Introduction to Information Systems		(3)	
ENG 102 Writing II OR		3	
OST 235 Business Communications Technology		(3)	
CIT 130 Productivity Software OR		3	
OST 240 Software Integration		(3)	
BAS 160 Introduction to Business		3	
BAS 250 Business Employability Seminar		1	
BAS 267 Introduction to Business Law		3	
BAS 282 Principles of Marketing		3	
MKT 282 Principles of Marketing		(3)	
BAS 283 Principles of Management		3	
MGT 283 Principles of Management		(3)	
ACC 201 Financial Accounting OR		3	
ACT 101 Fundamentals of Accounting I AND		(3)	
ACT 102 Fundamentals of Accounting II		(3)	
ACC 202 Managerial Accounting		3	
<b>Technical Core Subtotal</b>		<b>28-31</b>	
<b>Core Subtotal</b>		<b>46 - 49</b>	
		<b>Revised Date:</b>	1/30/2017

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*KCTCS is an equal opportunity employer and educational institution.*

**KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM**

Course	Hours	Grade	Semester
<b>Required Technical Courses</b>			
OST 110 Document Formatting and Word Processing	3		
OST 210 Advanced Word Processing Applications	3		
OST 215 Office Procedures	3		
OST 220 Administrative Office Simulations	3		
<b>Technical Courses</b>			
Choose a total of 6 hours (not duplicated from the core) from the following Technical Courses. Students may select other courses as approved by the Office Systems Program Coordinator.			
OST 150 Transcription and Office Technology	3		
OST 160 Records and Database Management	3		
OST 216 Selected Topics in Office Systems: (Topic)	1-3		
OST 235 Business Communications Technology	3		
OST 295 Administrative Office Technology Internship OR	1-3		
COE 199 Cooperative Education: (Business Technology) OR	(1-3)		
BAS 280 Business Internship	(1-3)		
OST 275 Office Management	3		
<b>Subtotal</b>	<b>18</b>		
<b>Total Credits</b>	<b>64-67</b>		

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First Semester		
Course No.	Course Title	Credit Hours
OST 110	Document Formatting and Word Processing	3
MAT 105	Business Mathematics OR	3
MAT 110	Applied Mathematics OR	(3)
MAT 150	College Algebra OR	(3)
	Higher Quantitative Reasoning	(3)
ENG 101	Writing I	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
BAS 160	Introduction to Business	3
	Heritage/Humanities	3
<b>Subtotal</b>		<b>18</b>
Second Semester		
Course No.	Course Title	Credit Hours
	Any Economics Course	3
OST 210	Advanced Word Processing Applications	3
COM 181	Basic Public Speaking OR	3
COM 252	Introduction to Interpersonal Communication	(3)
ENG 102	Writing II OR	3
OST 235	Business Communications Technology	(3)
	Natural Sciences	3
<b>Subtotal</b>		<b>15</b>

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Third Semester		
Course No.	Course Title	Credit Hours
ACC 201	Financial Accounting OR	3
ACT 101	Fundamentals of Accounting I AND	(3)
ACT 102	Fundamentals of Accounting II	(3)
OST 215	Office Procedures	3
CIT 130	Productivity Software OR	3
OST 240	Software Integration	(3)
BAS 283	Principles of Management	3
	Approved Technical Course	3
<b>Subtotal</b>		<b>15-18</b>
Fourth Semester		
Course No.	Course Title	Credit Hours
OST 220	Administrative Office Simulations	3
ACC 202	Managerial Accounting	3
BAS 267	Introduction to Business Law	3
BAS 282	Principles of Marketing	3
	Approved Technical Course	3
BAS 250	Business Employability Seminar	1
<b>Subtotal</b>		<b>16</b>
<b>Total Credits</b>		<b>64-67</b>