

HENDERSON COMMUNITY COLLEGE
ACADEMIC PLAN/APPLICATION FOR ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION
OFFICE SYSTEMS OPTION

EMPL ID _____

Major/Program Code _____

Name _____

(Complete shaded areas as applicable)

(2004-2005)

Academic Success Requirements (May be required)	Semester Taken	Credit Hours
ENC 090 - Foundations of College Writing I		3*
ENC 091 - Foundations of College Writing II		3*
MT 055 - Pre-Algebra		3*
MT 065 - Basic Algebra with Measurement		3*
RDG 010 - Introduction to College Reading		3*
RDG 020 - Improved College Reading		3*
RDG 030 - Reading for the College Classroom		3*
* Courses numbered 001-099 and MA 108 do not count toward the determination of grade point average or as credit toward graduation.		

General Education Requirements	Semester Taken	Credit Hours
ENG 101 - Writing I		3
Oral Communications		3
Heritage/Humanities/Fine Arts Course		3
Science Course		3
Economics Course		3
Mathematics Course (<i>Mathematics course must be MT 105 or MT 110 or a higher level general education math course. College Algebra is recommended for students intending to transfer.</i>)		
		3
CIS 100 - Introduction to Computers		3
Subtotal General Education Requirements		21

Electives	Semester Taken	Credit Hours

Business Technology Core	Semester Taken	Credit Hours
BA 160 - Introduction to Business		3
BA 250 - Business Employability Seminar		1
BA 267 - Introduction to Business Law		3
BA282 - Principles of Marketing		3
BA283 - Principles of Management		3
ACC 201 - Financial Accounting I		3
ACC 202 - Managerial Uses of Accounting Information		3
CIS 130 - Microcomputer Applications		3
QMS 101 - Quality Management Principals		3
Second Writing Course (<i>as approved by program coordinator</i>)		
		3
Subtotal Business Technology Core		28

Office Systems Option Requirements	Semester Taken	Credit Hours
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
Technical Courses - 6 credit hours		
Subtotal Office Systems Option Requirements		18
Total Credit Hours		67*
*A course used to fulfill one requirement cannot be used to fulfill another requirement.		

The Associate in Applied Science Degree in Business Administration Office Systems Option is awarded to students who complete a minimum of 67 credit hours, including the specified requirements, with a cumulative grade point average of 2.0 or higher.

HENDERSON COMMUNITY COLLEGE
SEMESTER-BY-SEMESTER ACADEMIC PLAN FOR ASSOCIATE IN APPLIED SCIENCE DEGREE IN BUSINESS ADMINISTRATION
OFFICE SYSTEMS OPTION

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
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Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	