

# ASSOCIATE DEGREE IN APPLIED SCIENCE (AAS)

## Business Administration Program: Management Option

Academic Plan Code: 5202017129; Academic Program Code: BUS; Management Option Code: 520201708

Management option Coordinator: Wendy Noble

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### Core General Education Requirements

Writing/Accessing Information

- \_\_\_\_\_ ENG 101 Writing I (3)
- \_\_\_\_\_ Oral Communications (3): COM 181 or 252
- \_\_\_\_\_ Economics Course (3) ECO 101, 201, or 202
- \_\_\_\_\_ Mathematics Course (3) MAT 105, 110, 150
- \_\_\_\_\_ Heritage/Humanities (3)
- \_\_\_\_\_ Natural Sciences: (3)

**Core Gen Ed Subtotal: 18**

### Core Technical Courses

- \_\_\_\_\_ OST 235 Business Communications OR ENG 102 Writing II

- \_\_\_\_\_ CIT 105 Intro to Computers (3) **OR**
- \_\_\_\_\_ OST 105 Intro to Information Systems (3)

- \_\_\_\_\_ BAS 160 Introduction to Business (3)
  - \_\_\_\_\_ BAS 267 Introduction to Business Law (3)
  - \_\_\_\_\_ BAS 282 Principles of Marketing (3)
  - \_\_\_\_\_ BAS 283 Principles of Management (3)
  - \_\_\_\_\_ ACC 201 Financial Accounting (3)
  - \_\_\_\_\_ ACC 202 Managerial Accounting (3)
  - \_\_\_\_\_ BAS 260\* Professional Development & Protocol (2)
  - \_\_\_\_\_ BAS 270\* Business Employability Seminar (1)
- \* suggested for final semester

**Core Technical Subtotal: 27**

### Required Option Components

- \_\_\_\_\_ BAS 212 Intro to Financial Management (3) **OR**
- \_\_\_\_\_ Second Math Course (3) MAT 105, MAT 110, OR MAT 150

- \_\_\_\_\_ CIT 130 Productivity Software (3) **OR**
- \_\_\_\_\_ OST 240 Software Integration (3) **OR**
- \_\_\_\_\_ BAS 110 Worksheets in Business Applications (3)

- \_\_\_\_\_ BAS 284\* Applied Management Skills (3)
- \* suggested for final semester

Minimum scores:

	Math	Reading	Writing
ACT	22	20	18
EdReady	75	75	75
KYOTE	14	-	-
TABE	-	12.5	12.8

**Choose 9 hours from the following Approved Management Courses/Technical Courses—up to 3 hours of the total 9 may be selected from the Technical courses.**

### Management Courses

- \_\_\_\_\_ BAS 200 Small Business Management (3)
- \_\_\_\_\_ BAS 212\* Intro to Financial Management (3)
- \_\_\_\_\_ BAS 274 Human Resource Management (3)
- \_\_\_\_\_ BAS 287 Supervisory Management (3)
- \_\_\_\_\_ BAS 288 Personal and Org Leadership (3)
- \_\_\_\_\_ BAS 289 Operations Management (3)
- \_\_\_\_\_ OST 275 Office Management (3)
- \_\_\_\_\_ QMS 101 Introduction to Quality Systems (3)

\*Not allowed if course has been take as an option-required course  
Students may select other courses approved by the Business Administration Program Coordinator.

### Technical Courses (may choose up to 3 hours)

- \_\_\_\_\_ BAS 120 Personal Finance (3)
- \_\_\_\_\_ ECO 201 Principles of Microeconomics (3)
- \_\_\_\_\_ ECO 202 Principles of Macroeconomics (3)
- \_\_\_\_\_ OST 110 Document Formatting & Word Processing (3)
- \_\_\_\_\_ OST 235 Bus Communication Technology (3)

\*Not allowed if course has been take as an option-required course  
Students may select other courses approved by the Business Administration Program Coordinator.

**Option Required and Electives Subtotal: 18**

**Total Option Credit Hours: 63**

Notes:

1. Good keyboarding skills required for CIT 105 or OST105.
2. ECO 201 or 202 may be taken out of sequence.
3. ACC 201 and ACC 202 must be taken in sequence.
4. Students must have a 2.0 GPA to receive any degree or credential.
5. A minimum of 15 credit hours earned at the institution awarding the degree.

\*\* It is the responsibility of the student to notify their advisor of changes they made to their class schedule by on-line registration, drop/add, or change of class sequence. Failure to do so could result in a delayed graduation date or not being eligible for graduation.

\*\* Students are responsible for completing the exit survey and application or their degree process during the first four weeks of the semester they plan to apply to graduate.