

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

Contact Information: Office: Administration Bldg. 308F;

Phone: (606) 759-7141 Ext. 66160; Email: wendy.noble@kctcs.edu

Core General Education Requirements

Writing/Accessing Information

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

Core Gen Ed Subtotal: 18

Core Technical Courses

- _____ OST 235 Business Communications or ENG 102

- _____ 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

- _____ BAS 287 Supervisory Management (3) **OR**
- _____ BAS 288 Personal and Org Leadership (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)

Choose three classes from this section.

*Not allowed if course has been taken as a core or 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)
- _____ CIT 130 Productivity Software (3) **OR**
- _____ OST 240 Software Integration (3)
- _____ PSY 110 General Psychology (3)

*Not allowed if course has been taken as a core or 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.