

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** COM 252
- _____ Economics Course (3) ECO 101 **OR** 201 **OR** 202
- _____ Mathematics Course (3) MAT 110 **OR** MAT 105 **OR** MAT 150
- _____ Heritage/Humanities (3)
- _____ Natural Sciences: (3)

Core Gen Ed Subtotal: 21

Core Technical Courses

- _____ ENG 102 **OR** OST 235

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

- _____ CIT 130 Productivity Software (3) **OR**
- _____ OST 240 Software Integration (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 250* Business Employability Seminar (1)
* this course suggested for final semester

Core Technical Subtotal: 25

Required Option Components

- _____ BAS 212 Intro to Financial Management (3) **OR**
- _____ Second Math Course (3) MAT 105, MAT 110, OR MAT 150 **OR**
- _____ QMS 101 Introduction to Quality Systems (3)

- _____ BAS 284* Applied Management Skills (3)
* this course suggested for final semester

Minimum scores:

	Math	Reading	Writing
ACT	19	20	18
COMPASS	25 (Algebra)	85	74

Choose 12 hours from the following Approved Management Courses/Technical Courses—up to 3 hours of the total 12 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)
- _____ OST 275 Office Management (3)
- _____ BAS 289 Operations Management (3)
- _____ BAS 291 Retail Management (3)
- _____ QMS 101* Introduction to Quality Systems (3)
- _____ QMS 212 Project Management

*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)
- _____ OST 110 Document Formatting & Word Processing (3)
- _____ OST 235 Bus Communication Technology (3)
- _____ ECO 150 Introduction to Global Economics (3)
- _____ ECO 201 Principles of Microeconomics (3)
- _____ ECO 202 Principles of Macroeconomics (3)
- _____ QMS 101* Introduction to Quality Systems (3)
- _____ QMS 201 Customer Service Improvement Skills (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: 64

Notes:

1. Good keyboarding skills required for CIT 105 or OST105.
2. Completion of MAT 065, MAT 105, or MAT 110 suggested before enrolling in ACC 201 or ECO 201.
3. Completion or enrollment in BAS 160 and BAS 283 recommended for ACC 201.
4. Students may take BAS 282 and BAS 283 concurrently with BAS 160.
5. ECO 201 or 202 may be taken out of sequence.
6. ACC 201 and ACC 202 must be taken in sequence.
7. **Students must have a 2.0 GPA to receive any degree or credential.**
8. 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.