

**Associate in Applied Science  
Business Administration  
Management Track**

Name _____ Empl. ID# _____	Date Entered _____	Date Grad. _____
<b>DEVELOPMENTAL COURSES AS NEEDED</b>		<b>Notes</b>
RDG 30 <i>OR</i> RDG 100		
ENC 91		
MAT 55		
MAT 65		
MAT 85 (if taking MAT 146 or higher)		

<b>First Semester</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
BAS 160 Introduction to Business	3			
CIT 105 Introduction to Computing <i>OR</i> OST 105 Introduction to Information Systems	3 (3)			
ENG 101 Writing I	3			
MAT 105 Business Mathematics <i>OR</i> MAT 110 Applied Mathematics <i>OR</i> Higher Quantitative Reasoning Course (MAT 116, 146 or higher)	3 (3) (3)			
Natural Sciences Course	3			
<b>Total Semester Credit Hours:</b>	<b>15</b>			

<b>Second Semester</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
BAS 283 Principles of Management <i>OR</i> MGT 283 Principles of Management	3 (3)			Prereq: BAS 160 or instructor consent
CIT 130 Productivity Software <i>OR</i> OST 240 Software Integration	3 (3)			Prereq: CIT 105 Prereq: OST 105
ENG 102 Writing II <i>OR</i> OST 235 Business Communications Technology	3 (3)			ENG 102 prereq: ENG 101 OST 235 prereq: ENG 101 and OST 110 <i>OR</i> OST 108 and OST 110
Heritage/Humanities	3			
BAS 212 Introduction to Financial Management <i>OR</i> Second Quantitative Reasoning Course*	3 (3)			BAS 212 prereq: MAT 105 or MAT 110 or instructor consent
Program Approved Course (see list below)	3			
<b>Total Semester Credit Hours:</b>	<b>18</b>			

<b>Third Semester</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
ACC 201 Financial Accounting <i>OR</i> ACT 101 Fundamentals of Accounting I <i>AND</i> ACT 102 Fundamentals of Accounting II	3 (3) (3)			Prereq: sophomore standing or instructor consent ACT 101 and 102 do not transfer for bachelor's degrees; ACT 102 offered online only
BAS 282 Principles of Marketing <i>OR</i> MKT 282 Principles of Marketing	3 (3)			Prereq: BAS 160 or instructor consent

COM 181 Basic Public Speaking <b>OR</b>	3			
COM 252 Introduction to Interpersonal Communication	(3)			
ECO 101 Contemporary Economic Issues <b>OR</b>	3			
ECO 201 Principles of Microeconomics <b>OR</b>	(3)			
ECO 202 Principles of Macroeconomics	(3)			
Program Approved Course (see list below)	3			
<b>Total Semester Credit Hours:</b>	<b>15</b>			

<b>Fourth Semester</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
ACC 202 Managerial Accounting	3			Prereq: ACC 201 <b>OR</b> ACT 101 & 102
BAS 250 Business Employability Seminar	1			Prereq: CIT 105 or instructor consent
BAS 267 Introduction to Business Law	3			
BAS 284 Applied Management Skills	3			Prereq: BAS 160 and BAS 283 or prior supervisory experience
Program Approved Course (see list below)	3			
Program Approved Course (see list below)	3			
<b>Total Semester Credit Hours:</b>	<b>16</b>			

\*Second Quantitative Reasoning Course List: MAT 105, MAT 110, MAT 116, MAT 146, MAT 150, MAT 155, MAT 170, MAT 174, MAT 275

<b>Choose a total of 11-12 hours from the following Approved Management/Technical Courses—up to 3 hours of the total 12 may be selected from the Technical Courses.**</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
<b>MANAGEMENT COURSES:</b>				
BAS 170 Entrepreneurship	3			Prereq: BAS 160 or instructor consent
BAS 200 Small Business Management	3			Prereq: BAS 160 or instructor consent
BAS 212 Introduction to Financial Management	3			Prereq: MAT 105 or MAT 110 or instructor consent
BAS 256 International Business	3			Prereq: BAS 160 or instructor consent
BAS 260 Professional Development & Protocol	2			Prereq: BAS 250 or instructor consent
BAS 274 Human Resource Management	3			Prereq: BAS 160 & BAS 283 or instructor consent
BAS 285 Problems in Marketing & Management	3			Prereq: BAS 282 & BAS 283 or instructor consent
BAS 287 Supervisory Management	3			
BAS 288 Personal & Organizational Leadership	3			
BAS 289 Operations Management	3			Prereq: BAS 160
BAS 290 Management, Ethics & Society	3			Prereq: BAS 283 or instructor consent
BAS 291 Retail Management	3			
BAS 299 Selected Topics in Management (Option Topic)	1-3			Prereq: instructor consent
OST 275 Office Management	3			
QMS 101 Introduction to Quality Systems	3			
QMS 202 Performance Management	3			
<b>**TECHNICAL COURSES:</b>				
ACT 177 Entrepreneurial Accounting	3			
ACT 196 Payroll Accounting	3			
BAS 110 Worksheets in Business Applications	3			Prereq: digital lit or instructor consent
BAS 120 Personal Finance	3			

CIT 155	Webpage Development	3		Prereq: CIT 105 or instructor consent
CIT 234	Advanced Productivity Software	3		Prereq: CIT 130 or instructor consent
CIT 236	Advanced Data Organization	3		Prereq: CIT 130 or instructor consent
COE 199	Cooperative Education: Business Administration <b>OR</b>	1-4		COE 199 Prereq: instructor consent
BAS 280	Business Internship	1-4		BAS 280 Prereq: Sophomore standing
ECO 150	Introduction to Global Economics	3		
ECO 201	Principles of Microeconomics <b>OR</b>	3		
ECO 202	Principles of Macroeconomics	(3)		
ENG 203	Business Writing <b>OR</b>	3		ENG 203 prereq: ENG 101 & 102 or instructor consent
OST 235	Business Communications Technology	(3)		OST 235 prereq: ENG 101 and OST 110 or OST 108 and OST 110
IFM 111	Client-side Informatics Software	3		Prereq: digital lit or instructor consent
IFM 128	Principles of Informatics	3		Prereq: digital lit or instructor consent
IFM 130	Business Data Communications	3		
IFM 211	Collaboration Software	3		Prereq: digital lit
IFM 215	Information Systems Analysis	3		Prereq: digital lit or instructor consent
IFM 225	Advanced Informatics	3		Prereq: digital lit
IFM 235	Information Systems and Business Intelligence	3		Prereq: digital lit or instructor consent
LOM 100	Introduction to Logistics Management	3		
<b>MANAGEMENT OPTION PROGRAM TOTAL:</b>		<b>64</b>		

Students may select other courses approved by the Business Administration Program Coordinator.

Most 4-year schools require ECO 201 & 202

Most 4-year schools require MAT 150

For a list of KCTC general education classes in each category, go to

[https://kctcs.edu/media/student/2017-18-catalog/KCTCS%202017-18%20Catalog\\_for%20printer.pdf](https://kctcs.edu/media/student/2017-18-catalog/KCTCS%202017-18%20Catalog_for%20printer.pdf) >

Academic Services section > pp. 72-76.

Or [www.kctcs.edu](http://www.kctcs.edu) > degrees training > catalog > Academic Services section > pp. 72-76.

*January 2018*