

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



Name	Empl. ID	Date Entered	Date Grad

DEVELOPMENTAL COURSES AS NEEDED		Notes
RDG 20/100	3-6	
ENC 90/100	2-5	
MAT 55/61	3-4	

First Semester	Credit	Res	Tr	Notes
BAS 160 Introduction to Business	3			
CIT 105 Introduction to Computers <i>OR</i> OST 105 Introduction to Information Systems	3			
ENG 101 Writing I	3			
MAT 105 Business Mathematics <i>OR</i> Higher-Level Quantitative Reasoning Course	3			
Natural Sciences	3			
Total Semester Credit Hours	15			

Second Semester	Credit	Res	Tr	Notes
BAS 110 Worksheets in Business Applications <i>OR</i> CIT 130 Productivity Software <i>OR</i> OST 240 Software Integration	3			Prereq: CIT 105 or OST 105
BAS 212 Introduction to Financial Management <i>OR</i> Second Quantitative Reasoning Course*	3			Prereq: MAT 105 or instructor consent
BAS 283 Principles of Management <i>OR</i> MGT 283 Principles of Management	3			Prereq: BAS 160 or instructor consent
ENG 102 Writing II <i>OR</i> OST 235 Business Communications Technology	3			ENG 102 prereq: ENG 101 OST 235 prereq: (ENG 101 and OST 110) or (OST 108 and OST 110)
Heritage/Humanities	3			
Total Semester Credit Hours	15			

Third Semester	Credit	Res	Tr	Notes
ACC 201 Financial Accounting	3			
BAS 260 Professional Development and Protocol	2			
BAS 282 Principles of Marketing <i>OR</i> MKT 282 Principles of Marketing	3			Prereq: BAS 160 or instructor consent
COM 181 Basic Public Speaking <i>OR</i> COM 252 Introduction to Interpersonal Communication	3			
ECO 101 Contemporary Economic Issues <i>OR</i> ECO 201 Principles of Microeconomics <i>OR</i> ECO 202 Principles of Macroeconomics	3			
Program Approved Course (see list below)	3			
Total Semester Credit Hours	17			

Fourth Semester	Credit	Res	Tr	Notes
ACC 202 Managerial Accounting	3			Prereq: ACC 201 or (ACT 101 & 102)
BAS 270 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			
Total Semester Credit Hours	16			

Choose a total of 9 hours from the following Approved Management/Technical Courses—up to three hours of the total 9 may be selected from the Technical Courses.**	Credit	Notes		
MANAGEMENT COURSES				
BAS 170 Entrepreneurship	3			
BAS 200 Small Business Management	3			
BAS 201 Customer Service Improvement Skills	3			
BAS 212 Introduction to Financial Management	3			
BAS 256 International Business	3			
BAS 274 Human Resource Management	3			
BAS 287 Supervisory Management	3			
BAS 288 Personal & Organizational Leadership	3			
BAS 289 Operations Management	3			
BAS 290 Management, Ethics & Society	3			
BAS 291 Retail Management	3			
BAS 299 Selected Topics in Management (Option Topic)	1-3			
OST 275 Office Management	3			

**TECHNICAL COURSES				
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			
BAS 125 Social Media Marketing: Fundamental Concepts, Skills and Strategies	3			Only offered as a bi-term; please pair with another bi-term class
BAS 126 Social Media Marketing: Project Management and Implementation Strategies	3			Only offered as a bi-term; please pair with another bi-term class
CIT 155 Webpage Development	3			Prereq: CIT 105 or instructor consent
COE 199 Cooperative Education: Business Administration OR BAS 280 Business Internship	1-4			COE 199 Prereq: instructor consent BAS 280 Prereq: Sophomore standing
ECO 150 Introduction to Global Economics	3			
ECO 201 Principles of Microeconomics OR ECO 202 Principles of Macroeconomics	3			
ENG 203 Business Writing OR OST 235 Business Communications	3			
LOM 100 Introduction to Logistics Management	3			
QMS 101 Introduction to Quality Systems	3			

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 KCTCS general education classes in each category, go to

<https://kctcs.edu/education-training/course-catalog/2019-2020-KCTCS-Catalog.pdf> pp. 77-80.

Or KCTCS homepage (www.kctcs.edu)> education & training> course catalog> 2019-20 catalog> pp. 77-80.

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