



Business Administration – Management Option Associate in Applied Science

FIRST YEAR COURSE SCHEDULE			
Fall Semester	Credits	Spring Semester	Credits
ENG 101 - Writing I	3	ENG 102 - Writing II OR OST 235 – Business Communications	3
CIT 105 – Intro to Computers* OR OST 105 – Intro to Information Systems OR Equivalent	3	COM 181 – Basic Public Speaking OR COM 252 – Intro to Interpersonal Comm.	3
BAS 160 – Intro to Business	3	Heritage/Humanities	3
BAS 267 – Introduction to Business Law	3	BAS 283 – Principles of Management OR MGT 283 – Principles of Management	3
MAT 105 – Business Math OR MAT 110 – Applied Math OR MAT 150 – College Algebra OR Higher Quantitative Reasoning	3	CIT 130 – Productivity Software OR OST 240 – Software Integration	3
Total Credit Hours	15	Total Credit Hours	15

*Computer/Digital Literacy must be demonstrated either by competency exam or by completing a computer/literacy course. If a student successfully tests out of a computer/digital literacy course, he/she must choose a general education elective for the completion of the three (3) hours.

SECOND YEAR COURSE SCHEDULE			
Fall Semester	Credits	Spring Semester	Credits
ACC 201 – Financial Accounting I OR ACC 101 and ACT 102	3	BAS 284 – Applied Management Skills	3
BAS 212 – Intro. To Financial Mgmt. OR Second Higher Quantitative Reasoning	3	ACC 202 – Managerial Uses of Acctg. Info	3
Natural Science	3	BAS 250 – Business Employability Seminar	1
BAS 282 – Principles of Marketing OR MKT 282 – Principles of Marketing	3	Elective*	3
ECO 101 – Contemporary Econ. Issues OR ECO 201 – Principles of Microeconomics OR ECO 202 – Principles of Macroeconomics OR Any Economics Course	3	Elective*	3
Elective*	3	Elective*	3
		Note: Students may also earn certificates within this program. Please ask your advisor about earning these credentials.	
Total Credit Hours	18	Total Credit Hours	16

***Choose 11-12 hours (not duplicated from the core) from the following Management and/or Technical Course with no more than 3 hours selected from the Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.**

Management Electives	
BAS 170 – Entrepreneurship	BAS 287 – Supervisory Management
BAS 200 – Small Business Management	BAS 288 – Personal & Organizational Leadership
BAS 212 – Introduction to Financial Management	BAS 291 – Retail Management
BAS 289 – Operations Management	BAS 299 – Selected Topics in Management
BAS 290 – Management, Ethics & Society	OST 275 – Office Management
BAS 256 – International Business	QMS 101 – Introduction to Quality Systems
BAS 260 – Professional Development & Protocol	QMS 201 – Customer Service Improvement Skills
BAS 274 – Human Resource Management	QMS 202 – Performance Management
BAS 285 – Problems in Marketing & Management	
Technical Electives	
ACT 196 – Payroll Accounting	ENG 203 – Business Writing OR
ACT 177 – Entrepreneurial Accounting	OST 235 – Business Communications Technology
BAS 110 – Worksheets in Business Applications	LOM 100 – Intro to Logistics Management
BAS 120 – Personal Finance	IFM 111 – Client-Side Informatics
CIT 155 – Web Page Development	IFM 128 – Principles of Informatics
CIT 234 – Advanced Productivity Software	IFM 130 – Business Data Communications
CIT 236 – Advanced Data Organization	IFM 211 – Collaboration Software
COE 199 – Cooperative Education (Business Admin) OR	IFM 215 – Information Systems Analysis
BAS 280 – Business Internship	IFM 225 – Advanced Informatics
ECO 150 – Introduction to Global Economics	IFM 235 – Information Systems & Business Intelligence
ECO 201 – Principles of Microeconomics OR	
ECO 202 – Principles of Macroeconomics	

Curriculum within KCTCS is reviewed and updated to ensure quality and relevance. This curriculum plan should be used only as a guide for meeting the course requirements for each credential. See the KCTCS catalog for specifics and consult your advisor.