

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 (3)
	CIT 105 – Intro to Computers OR OST 105 Intro to Information Systems OR Equivalent	3 (3) (3)		COM 181 – Basic Public Speaking OR COM 252 –Intro to Interpersonal Communication	3 (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 (3)
	MAT 110 – Applied Math OR MAT 105 – Business Math OR MAT 150 – College Algebra OR Higher Quantitative Reasoning	3 (3) (3) (3)		CIT 130 – Productivity Software OR OST 240 – Software Integration	3 (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 ACT 101 and ACT 102	3		BAS 284 – Applied Management Skills	3
	BAS 212 – Introduction for Financial Management OR Second Higher Quantitative Reasoning	3 (3)		ACC 202 – Managerial Uses of Accounting Information	3
	Natural Science	3		BAS 250 – Business Employability Seminar	1
	BAS 282 – Principles of Marketing OR MKT 282 –Principles of Marketing	3 (3)		Elective*	3
	ECO 101 – Contemporary Economics Issues OR ECO 201 – Principles of Microeconomics OR ECO 202 – Principles of Macroeconomics OR Any Economics Course	3 (3) (3) (3)		Elective*	3
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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 200 – Small Business Management BAS 212 – Introduction to Financial Management BAS 289 – Operations Management BAS 290 – Management, Ethics & Society BAS 256 – International Business BAS 260 – Professional Development & Protocol BAS 274 – Human Resource Management	BAS 285 – Problems in Marketing & Management BAS 287 – Supervisory Management BAS 288 – Personal & Organizational Leadership BAS 291 – Retail Management BAS 299 – Selected Topics in Management OST 275 – Office Management QMS 101 – Introduction to Quality Systems QMS 201 –Customer Service Improvement Skills QMS 202 – Performance Management
Technical Electives	
BAS 120 – Personal Finance CIT 234 – Advanced Productivity Software CIT 236 – Advanced Data Organization CIT 155 – Web Page Development ENG 203 – Business Writing OR OST 235 – Business Communications Technology COE 199 – Cooperative Education (Business Adm.) OR BAS 280 – Business Internship	ACT 196-Payroll Accounting ACT 177-Entrepreneurial Accounting BAS 110 –Worksheets in Business Applications LOM 100 - Introduction to Logistics Management IFM 128 – Principles of Informatics IFM 111 – Client-Side Informatics IFM 130 – Business Data Communications

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.



ECO 150 – Introduction to Global Economics	IFM 211 – Collaboration Software
ECO 201 – Principles of Microeconomics OR	IFM 215 – Information Systems Analysis
ECO 202 – Principles of Macroeconomics	IFM 225 – Advanced Informatics
	IFM 235 – Information Systems and Business Intelligence

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