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

Contact Information: Office: Administration Bldg. 308F;

Phone: (606) 759-7141 Ext. 66160; Email: wendy.noble@kctcs.edu

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Core General Education Requirements	Choose 12 hours from the following Approved Management Courses/Technical Courses—up to 3 hours of
Writing/Accessing Information	the total 12 may be selected from the Technical courses.
ENG 101 Writing I (3)	Management Courses
CIS 100 Intro to Computer Apps (3) <u>OR</u> OST 105 Intro to Information Systems (3)	BAS 200 Small Business Management (3) BAS 212* Intro to Financial Management (3)
Oral Communications (3): COM 181 <u>OR</u> COM 252 Economics Course (3) ECO 101 <u>OR</u> 201 <u>OR</u> 202 Mathematics Course (3) MAT 110 <u>OR</u> MAT 105 <u>OR</u> MAT 150 Heritage/Humanities (3) Natural Sciences: (3) Core Gen Ed Subtotal: <u>21</u>	BAS 274 Human Resource Management (3) BAS 287 Supervisory Management (3) BAS 288 Personal and Org Leadership (3) OST 275 Office Management (3) BAS 285 Problems in Marketing and Management (3) BAS 289 Operations Management (3) BAS 290 Management, Ethics, & Society (3)
Core Technical Courses	BAS 291 Retail Management (3) QMS 101* Introduction to Quality Systems (3)
Writing Course as Approved by Business Administration Program Coordinator (3): ENG 102 <u>OR</u> OST 235	*Not allowed if course has been take as an option-required course Students may select other courses approved by the Business Administration Program Coordinator.
CIS 130 Microcomputer Applications & Development (3) OR	Technical Courses (may choose up to 3 hours)
OST 240 Software Integration (3)	BAS 120 Personal Finance (3)
BAS 160 Introduction to Business (3)	OST 110 Document Formatting & Word Processing (3) OST 235 Bus Communication Technology (3)
BAS 250* Business Employability Seminar (1)	ECO 150 Introduction to Global Economics (3)
* this course suggested for final semester	ECO 201 Principles of Economics (3)
BAS 267 Introduction to Business Law (3)	ECO 202 Principles of Economics II (3)
BAS 282 Principles of Marketing (3)	QMS 101* Introduction to Quality Systems (3)
BAS 283 Principles of Management (3)	QMS 201 Customer Service Improvement Skills (3)
ACC 201 Financial Accounting (3) (Fall only)	Qivis 201 Customer Service improvement Skins (3)
ACC 202 Managerial Accounting (3) (Spring only)	Students may select other courses approved by the Business Administration
Core Technical Subtotal: <u>25</u>	Program Coordinator.
Demind Ontine Comments	Option Required and Electives Subtotal: 18
Required Option Components	Total Option Credit Hours: 64
BAS 284* Applied Management Skills (3)	Note:
* this course suggested for final semester	 Good keyboarding skills required for CIS 100, CS 101, or OST105 Computer skills not required for ACC 201.
BAS 212 Intro to Financial Management (3) OR	Completion of MT 065 Basic Algebra With Measurement, MT 105 Business
Second Math Course (3) MAT 105, MAT 110, OR MAT 150 OR	Math, or MT 110 Applied Math suggested before enrolling in ACC 201 or ECO 201.
QMS 101 Introduction to Quality Systems (3)	4. Completion or enrollment in BA 160 and BA 283 recommended for ACC 201.
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	7. ACC 201 and ACC 202 must be taken in sequence
	8. Minimum scores:
	Math Reading Writing
	ACT 19 20 18
	COMPASS 25 (Algebra) 85 74
	** 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

class sequence. Failure to do so could result in a delayed graduation date or

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

not being eligible for graduation.

apply to graduate.

Maysville Community & Technical College More detailed and update information may be available at www.maysville.kctcs.edu KCTCS is an equal opportunity and education institution.