[Business Administration Systems –Management Track](https://bluegrass.kctcs.edu/education-training/program-finder/business-administration.aspx)

Associate in Applied Science

Coordinator: Virginia Fairchild ([virginia.fairchild@kctcs.edu](mailto:virginia.fairchild@kctcs.edu)) 859-246-6265

Student Name: Student ID:

*Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.*

Semester 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| BAS 160 Introduction to Business | 3 |  |  |  | Same as MGT 160 |
| CIT 105 Introduction to Computers OR  OST 105 Intro. to Information Systems | 3 |  |  |  |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| COM 181 Basic Public Speaking OR  COM 252 Intro. to Interpersonal Comm. | 3 |  |  |  |  |
| Heritage or Humanities course | 3 |  |  |  |  |
| Natural Sciences course | 3 |  |  |  |  |
| Total Semester Credit Hours | 18 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| BAS 267 Introduction to Business Law | 3 |  |  |  | Same as MGT 267 |
| MGT 283 Principles of Management | 3 |  |  | BAS 160 | Same as BAS 283 |
| MKT 282 Principles of Marketing | 3 |  |  | BAS 160 | Same as BAS 282 |
| Technical Course | 3 |  |  |  | See list |
| ENG 102 Writing II | 3 |  |  |  |  |
| Total Semester Credit Hours | 15 |  |  |  |  |

Semester 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| ACC 201 Financial Accounting | 3 |  |  |  |  |
| MAT 105 Business Mathematics OR  MAT 110 Applied Mathematics OR  MAT 150 College Algebra OR  Higher Quantitative Reasoning | 3 |  |  |  | MAT 150 OR  higher-level recommended for transfer |
| BAS 110 Worksheets in Business Apps. OR  CIT 130 Productivity Software OR  OST 240 Software Integration | 3 |  |  | CIT 105 or OST 105 |  |
| Business Management Track Course | 3 |  |  |  | See list |
| Business Management Track Course | 3 |  |  |  | See list |
| Total Semester Credit Hours | 15 |  |  |  |  |

Semester 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| ACC 202 Managerial Accounting | 3 |  |  | ACC 201 |  |
| BAS 260 Prof. Development and Protocol | 2 |  |  |  |  |
| BAS 270 Business Employability Seminar | 1 |  |  | CIT 105 and sophomore standing | Formerly BAS 250 |
| BAS 284 Applied Management Skills | 3 |  |  |  |  |
| BAS 212 Intro to Financial Mgnt. OR  Second Quantitative Reasoning Course\* | 3 |  |  |  | \*See note |
| ECO 201 Principles of Microeconomics OR  ECO 202 Principles of Macroeconomics | 3 |  |  |  |  |
| Total Semester Credit Hours | 15 |  |  |  |  |
| Total Degree Credit Hours | 63 |  |  |  |  |

**Graduation Requirements:**

* 25% or more of Total Degree Credit Hours must be earned at BCTC.
* Cumulative GPA must be 2.0 or higher.

Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information**

BAS Business Management Track is available completely online.

**\*** Must be different than first Quantitative Reasoning Course

**NOTE: Choose 9 hours (not duplicated from the core) from the following Management and/or Technical Courses with no more than 3 hours selected from Technical Courses.**

**Management Track Courses (must be different from courses taken to fulfill other requirements)**

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Cr. Hrs. | Prerequisites | Notes |
| 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 and 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 | 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 |  |  |
| BAS 120 Personal Finance | 3 |  |  |
| BAS 125 Social Media Marketing: Fundamental Concepts, Skills, and Strategies | 3 |  |  |
| BAS 126 Social Media Marketing: Product Management and Implementation Strategies | 3 |  |  |
| ENG 203 Business Writing OR  OST 235 Business Communications Technology | 3 |  |  |
| COE 199 Coop Ed: (Business Administration) OR  BAS 280 Business Internship | 1-4 |  |  |
| CIT 155 Web Page Development | 3 |  |  |
| ECO 150 Introduction to Global Eonomics | 3 |  |  |
| ECO 201 Principles of Microeconomics OR  ECO 202 Principles of Macroeconomics | 3 |  |  |
| LOM 100 Introduction to Logistics Management | 3 |  |  |
| QMS 101 Introduction to Quality Systems | 3 |  |  |
| ACT 177 Entrepreneurial Accounting | 3 |  |  |

*Reviewed by: Ty Sturdivant Effective Term: Fall 2021*

*Review Date: 06/24/2021*