BUSINESS ADMINISTRATION - MANAGEMENT
Program Check Sheet

Ashland Community & Technical College

Student Name: _____   ID #: _____   Semester Entered: _____

Course Number	Course Title	Cr Hrs	AAS Degree Associate Degree Business Admin Management Track	
			Required	Term
ENG101	Writing I	3.0	*	
ENG102	Writing II	3.0	*	
COM181	Basic Public Speaking **OR**	3.0	*	
COM252	Intro to Interpersonal Comm	(3.0)		
	Economics Course (meets Social Interaction Elective)	3.0	*	
	Heritage/Humanities Course	3.0	*	
	Science Course	3.0	*	
	MAT 105 or MAT 110 or Higher Math	3.0	*	
	Second Math **OR**	3.0	*	
QMS 101	Intro to Quality Management **OR**	(3.0)		
BAS212	Introduction to Financial Management	(3.0)	*	
ACC201	Financial Accounting I	3.0	*	
ACC202	Managerial Uses of Accounting Information	3.0	*	
BAS160	Introduction to Business	3.0	*	
BAS250	Business Employability Seminar	1.0	*	
BAS267	Introduction to Business Law	3.0	*	
BAS282	Principles of Marketing	3.0	*	
BAS283	Principles of Management	3.0	*	
BAS284	Applied Management Skills	3.0	*	
CIT130	Microcomputer Applications	3.0	*	
	Electives	12.0	*	
TOTAL CREDIT HOURS		**61**		

^ Indicates possible course substitution   * Indicates the required courses for the Degree

> 1. **Required developmental courses based on placement scores are not reflected in ths list of courses.**
> 2. **First time, full-time undecided students and/or students required to take developmental course work will be enrolled in a college success course (GEN 100 or GEN 102).**

NOTES

 # See your advisor to select the appropriate general education courses from the approved list for the AAS Degree requirements

Electives

Choose 12 hours from the following approved Management/Technical Courses – up to 3 hours of the total 12 may be selected from the "Technical Courses"

*ACT277	Managerial Accounting
BAS200	Small Business Management
BAS212**	Introduction to Financial Management
BAS289	Operations Management
BAS290	Management, Ethics & Society
BAS256	International Business
BAS260	Professional Development and Protocol
BAS 274	Human Resource Management
BAS285	Problems in Marketing and Management
BAS287	Supervisory Management
BAS288	Personal and Organizational Leadership
BAS291	Retail Management
BAS299	Selected Topics in Management: (Option Topic)
OST275	Office Management
QMS202	Performance Management

Technical Courses:

BAS120	Personal Finannce
BAS150/CIS150	Doing Business on the Internet
BAS151/CIS151	Introduction to Electronic Commerce
CIS 230	Advanced Microcomputer Applications
CMS152	Writing for Business and Industry
ENG203	Business Writing
OST235	Business Communications Technology
COE 199	Cooperative Education: (Business Administration) OR
BAS280	Business Internship
ECO201	Principles of Microeconomics
ECO202	Principles of Macroeconomics
IT132	Web Page Development
IT237	Help Desk I
OST110	Document Formatting and Word Processing
QMS201	Customer Service Improvement Skills

*Students should not enroll in both ACT 277 and ACT 280
**Not allowed as an Approved Management Course if course has been taken as an option required course.

Curriculum in the KCTCS system is constantly being reviewed and updated to ensure quality and relevance. This check sheet should be used only as a guide for meeting the course requirements for each credential. See your advisor to confirm the requirements.

Degree Requirement: Demonstration of Computer Literacy per KCTCS catalog