TRANSFER PATHWAY GUIDE

Associate of Applied Science to Bachelor in Integrated Studies
Administrative Office Technology, Administrative Management Track

Overview
Completion of the following curriculum will satisfy the requirements for Associates of Applied Science at the Kentucky Community and Technical College System and leads to a Bachelor's Degree at Brescia University.

Admission Requirements
Official transcript from all schools attended. Combined grade point of average of a 2.0 or higher.

Degree Requirements
Students can apply to Brescia University at: https://www.brescia.edu/apply/ For any questions or additional information on tuition, deadlines, or start dates, please email BUconnections@brescia.edu

General Transfer Requirements
Brescia University can accept up to 77 hours of transfer credit from KCTCS from their associate of applied science for courses where a student made a grade of C or above.

KCTCS AAS TO BU's Bachelor Degree CHECKLIST

Kentucky Community and Technical College System

Category 1: KCTCS General Education Core Requirements (18-19 hours)

KCTCS Course	Course or Category	Credits	Brescia Course	Completed
MAT 110 or higher	Quantitative Reasoning	3	GER Math	
	Natural Sciences	3-4		
	Social/ Behavioral Sciences	3		
	Heritage/ Humanities*	3		
ENG 101	Written Communication	3	ENG 101	
COM 181	Oral Communications	3	SPH 110	
	Subtotal General Education Core Courses	**18-19**		

*World History is required at Brescia University. If not taken at KCTCS, will need to be taken at Brescia.

Category 2: KCTCS Technical and Support Component (42 hours)

KCTCS Course	Course or Category	Credits	Brescia Course	Completed
OST 105	Introduction to Information Systems	3		
OST 110	Document Formatting and Word Processing	3		
OST 160	Records and Database Management	3		
OST 210	Advanced Word Processing Application	3		
OST 215	Office Procedures	3		
OST 235	Business Communications Technology	3		
OST 240	Software Integration	3		
OST 275	Office Management	3		
ACT 101 or higher	Fundamentals of Accounting I OR Higher Level Accounting Course	3		
OST 220	Administrative Office Simulation	3		
OST 225	Introduction to Desktop Publishing	3		
OST 295 OR COE 199	Administrative Office Technology Internship OR Cooperative Education	3		
ENG 102	Writing II	3	ENG 102	
	Elective course approved by Program Coordinator	3		
	Subtotal AAS Technical Courses	**42**		

BRESCIA UNIVERSITY

Major Requirements for Integrated Studies, Emphasis in Business

Brescia University Course	Course Name	Credits	KCTCS Course	Taken at KCTCS
Eng 201 or 204	Intro to Fiction, or Intro to Literature	3	ENG 161	
Spn 101 or Frn 101	GER Foreign Language	3	SPA 101 or FRE 101	
Drm 325	Oral Interpretation (GER UD Fine Arts)	3		
Eng 341 or 342	GER UD Literature	3		
Phl 346	Business Ethics (GER UD Philosophy)	3		
Psy 105	Intro to Psychology (GER Social Beh Sci)	3	PSY 110	
Th 318	Faith & Justice (GER UD Theology)	3		
BAd 301	Business Law	3	BAS 267	
BAd 405	Management Information Systems	3		
BAd 410	Public Regulation of Business	3		
Mgt 306	Management Concepts	3	BA 283	
Mkt 307	Marketing Concepts	3	BAS 282	
BAd 418	Quantitative Methods for Business	3		
Mgt 315	Personnel/Human Resource Management	3	BA 274	
IS 499	Sr. Capstone (Final Paper Required)	3		
SW 310	Social Issues and Diversity (UD Elective)	3		
Mgt 308	Organizational Behavior (Or another UD Elective)	3		
	Subtotal BRESCIA Credit Hours	**60**		
	Total Baccalaureate Degree Credit Hours	**120**		

Please note: 39 hours of Upper Division (300 or 400 level) credit is needed to graduate.

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