  

# TRANSFER PATHWAY GUIDE

Associate of Applied Science to Bachelor in Integrated Studies

**Administrative Office Technology, Legal Administrative 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](mailto: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** | **{Institution} Course** | **Completed** |
| --- | --- | --- | --- | --- |
| MAT 110 or higher | Quantitative Reasoning | 3 |  |  |
|  | Natural Sciences | 3-4 |  |  |
|  | Social/ Behavioral Sciences | 3 |  |  |
|  | Heritage/ Humanities\* | 3 |  |  |
| ENG 101 | Written Communication | 3 |  |  |
| COM 181 | Oral Communications | 3 |  |  |
|  | **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** | **{Institution} 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 | Fundamentals of Accounting I OR................................. 3 Higher Level Accounting ..........................................(3) | 3 |  |  |
|  | Additional Accounting (ACC or ACT) course | 3 |  |  |
| BAS 267 | Introduction to Business Law | 3 |  |  |
| OST 109 | Legal Terminology | 3 |  |  |
| OST 221 | Legal Office Simulations | 3 |  |  |
| MIT 103 OR CLA 131 OR AHS 115 | Medical Office Terminology OR Medical Terminology from Greek and Latin OR Medical Terminology | 3 |  |  |
|  | **Subtotal AAS Technical Courses** | **42** |  |  |

### BRESCIA UNIVERSITY

#### Major Requirements for Integrated Studies, Emphasis in Business

| **Brescia University Course** | **Course Name** | **Credits** | **{Institution} Course** | **Taken at KCTCS** |
| --- | --- | --- | --- | --- |
| Eng 102 | Writing II | 3 |  |  |
| Eng 201 | Intro to Fiction | 3 |  |  |
| Spn 101 or Frn 101 | GER Foreign Language |  |  |  |
| Drm 325 | Oral Interpretation (GER UD Fine Arts) | 3 |  |  |
| Eng 341 or Eng 342 | GER UD Literature | 3 |  |  |
| Phl 346 | Business Ethics (GER UD Philosophy) | 3 |  |  |
| Psy 105 | Intro to Psychology (GER Social Beh Sci) | 3 |  |  |
| Th 318 | Faith & Justice (GER UD Theology) | 3 |  |  |
| BAd 405 | Management Information Systems | 3 |  |  |
| BAd 410 | Public Regulation of Business | 3 |  |  |
| Mgt 306 | Management Concepts | 3 |  |  |
| Mkt 307 | Marketing Concepts | 3 |  |  |
| BAd 418 | Quantitative Methods for Business | 3 |  |  |
| Mgt 315 | Personnel/Human Resource Management | 3 |  |  |
| 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 |  |  |
| Eco 201 | Principles of Economics I (or another Free Elective) | 3 |  |  |
| Eco 202 | Principles of Economics II (or another Free Elective) | 3 |  |  |
|  | Upper Division Free Elective | 3 |  |  |
|  | Free Elective | 3 |  |  |
|  | Free Elective | 3 |  |  |
|  | Free Elective | 3 |  |  |
|  | **Subtotal BRESCIA Credit Hours** | **68** |  |  |
|  | **Total Baccalaureate Degree Credit Hours** | **128** |  |  |

Updated: {8-26-2020}