



## TRANSFER PATHWAY GUIDE

Associate of Applied Science to Bachelor in Integrated Studies  
**Administrative Office Technology**

### ***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://admissions.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	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	
	<b>Subtotal General Education Core Courses</b>	<b>18-19</b>		

\*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		
	<b>Subtotal AAS Technical Courses</b>	<b>24</b>		

***Students must complete one of the tracks listed below to complete the AAS requirements:***

ADMINISTRATIVE MANAGEMENT TRACK, DESKTOP PUBLISHING TRACK, FINANCIAL ASSISTANT TRACK, or LEGAL ADMINISTRATIVE TRACK for a total of **60-64** credit hours.

## BRESCIA UNIVERSITY

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

Brescia University Course	Course Name	Credits	KCTCS Course	Taken at KCTCS
ENG 102	Writing II	3	ENG 102	
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	BAS 283	
Mkt 307	Marketing Concepts	3	BAS 282	
BAd 418	Quantitative Methods for Business	3		
Mgt 315	Personnel/Human Resource Management	3	BAS 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		
	<b>Subtotal BRESCIA Credit Hours</b>	<b>60</b>		
	<b>Total Baccalaureate Degree Credit Hours</b>	<b>120</b>		

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

Updated: {8-27-24}