



EXCELSIOR  
COLLEGE.®

## TRANSFER PATHWAY GUIDE

### Associate in Applied Science in Administrative Management to Bachelor of Science Business

#### **Overview**

Completion of the following curriculum will satisfy the requirements for Associate in Applied Science in Administrative Management at the Kentucky Community and Technical College System and leads to the Bachelor of Science in Business at Excelsior College.

#### **Credit Transfer**

Excelsior College will accept up to 90 community college hours for transfer (called our 3+1 program). Providing a unique pathway to earn a bachelor's degree, the 3+1 program lets students earn credit at their community college for an additional year after earning their associate degree and then, in consultation with Excelsior's academic advisors, seamlessly transfer into one of Excelsior's bachelor's degree programs to earn the remaining 30 credits toward their degree. The 3+1 program benefits are available to students from any accredited community college nationwide, regardless of whether the institution has a partnership with Excelsior College, although students from partner schools also receive special pricing. The Kentucky Community & Technical College System is a partner institution and partnership benefits can be found at <https://www.excelsior.edu/partner/kentucky-community-and-technical-college/>

#### **Degree Requirements**

Excelsior college accepts up to 90 community college credit hours for transfer and up to 113 credits out of 120 credits total required for a bachelor's degree as well as credit for approved military and professional training, credit by examination, and other types of real-world experience.

Excelsior College defines the following subjects below to assist students in understanding course classifications.

- Humanities subjects focus on developing knowledge and skills in critical reading, logical thought, and esthetic appreciation. Here are some subject areas typically classified as Humanities: Art, Philosophy, Music, Foreign Language, Literature, Theater, Ethics, Speech, Religion and Communication.
- Social Sciences & History subjects focus on individuals and society and the processes individuals use to order their world. Here are some subject areas typically classified as Social Sciences and History: Psychology, Economics, Sociology, Geography, Political Science, History and Anthropology.

- Natural Sciences & Mathematics subjects focus on understanding the natural world and problem-solving processes. Here are some subject areas typically classified as Natural Sciences and Mathematics: Anatomy and Physiology, College Algebra, Microbiology, Calculus, Chemistry, Genetics, Biology and Physics.
- Arts & Sciences encompasses the subjects of Humanities, Social Sciences & History and Natural Sciences & Mathematics courses.

**General Transfer Requirements**

Excelsior College has six start dates per year (Fall I & II, Spring I & II and Summer I & II). At Excelsior College, KCTCS staff and graduates receive a free application as well as tuition discounts. Interested students should go to <https://www.excelsior.edu/partner/kentucky-community-technical-college-system/> for more information and to apply.

**KCTCS Administrative Office Technology Administrative Management Track AAS to Excelsior College Bachelor of Science Business CHECKLIST**

**Kentucky Community and Technical College System**

**Category 1: KCTCS General Education Requirements**

<b>KCTCS Course</b>	<b>Course or Category</b>	<b>Credits</b>	<b>Excelsior College Course</b>	<b>Completed</b>
ENG 101	Writing I (WC)	3	ENG 101	
MAT 150	College Algebra (QR)	3	MAT 114	
PHI 150	Business Ethics (AH)	3	ETHICS	
COM 205	Business and Professional Communications	3	BUS 222	
TBS XXX	Natural Science	3-4	Natural Science Elective	
TBS XXX	Social & Behavioral Sciences (SB)	3	Social Science/History Elective	
	<b>Subtotal General Education Courses</b>	<b>18-19</b>		

TBS XXX means to be selected by KCTCS student.

TBD XXX means to be determined by Excelsior College based on course selected.

### Category 2: KCTCS AAS Requirements

KCTCS Course	Course or Category	Credits	Excelsior College Course	Completed
OST 105	Introduction to Information Systems (Digital Literacy)**	3	IT 221	
OST 110	Document Formatting and Word Processing	3	Free Elective	
OST 160	Records and Database Management	3	Business Elective	
OST 210	Advanced Word Processing Applications	3	Business Elective	
OST 215	Office Procedures	3	Business Elective	
OST 235	Business Communication Technology	3	Humanities Elective	
OST 240	Software Integration	3		
OST 275	Office Management	3	Business Elective	
ACT 101	Fundamentals of Accounting	3	ACC 211	
OST 220	Administrative Office Simulations	3		
OST 225	Introduction to Desktop Publishing	3		
OST 295	Administrative Office Technology Internship	3		
ENG 102	Writing II (WC)	3	ENG 102	
BAS 160	Introduction to Business	3	Free Elective	
	<b>Subtotal AAS Requirement Courses</b>	<b>42</b>		
	<b>Total AAS Courses</b>	<b>60-61</b>		

\*\* Students must demonstrate computer/digital literacy skills, either through completing a course or passing a test.

### Category 4: Additional Courses that can be taken at KCTCS (23 hours)

KCTCS Course	Course or Category	Credits	Excelsior College Course	Completed
ACC 202	Managerial Accounting	3	ACC 212	
BAS 267	Introduction to Business Law	3	BUS 230	
STA 220	Statistics (QR)	3	BUS 233	
TBS XXX	Arts & Humanities (AH)	3	Humanities Elective	
ECO 201	Principles of Microeconomics	3	ECO 260	
ECO 202	Principles of Macroeconomics	3	ECO 262	
TBS XXX	Social & Behavioral Sciences (SB)	3	Social Science/History Elective	
TBS XXX	Arts & Humanities (AH) or Social & Behavioral Sciences (SB) or Foreign Language	3	Arts & Sciences Elective	
TBS XXX	Arts & Humanities (AH) or Social & Behavioral Sciences (SB) or Foreign Language	3	Arts & Sciences Elective	

KCTCS Course	Course or Category	Credits	Excelsior College Course	Completed
TBS XXX	Arts & Humanities (AH) or Social & Behavioral Sciences (SB) or Foreign Language	3	Arts & Sciences Elective	
TBS XXX	Arts & Humanities (AH) or Social & Behavioral Sciences (SB) or Foreign Language	3	Arts & Sciences Elective	
	<b>Subtotal Additional Courses</b>	<b>33</b>		

### Excelsior College

#### Category 5: Major Requirements for Bachelor of Science in Business

Excelsior College Course	Course	Credits	KCTCS Course	Taken at KCTCS
ENG 101	English Composition	3	ENG 101	X
ENG 102	English Composition II	3	ENG 102	X
TBD XXX	Humanities Elective	3	TBS XXX	X
TBD XXX	Humanities Elective	3	TBS XXX	X
BUS 323	Ethics	3	PHI 150	X
TBD XXX	Social Science/History Elective	3	TBS XXX	X
TBD XXX	Social Science/History Elective	3	TBS XXX	X
ECO 260	Microeconomics	3	ECO 201	X
ECO 262	Macroeconomics	3	ECO 202	X
MAT 114	Intermediate Algebra	3	MAT 150	X
BUS 233	Statistics	3	STA 220	X
TBD XXX	Natural Science Elective	3	TBS XXX	X
TBD XXX	Art and Science Electives	18	TBS XXX	X
ACC 211	Financial Accounting	3	ACC 201	X
ACC 212	Managerial Accounting	3	ACC 202	X
BUS 222	Business Communications	3	COM 205	X
BUS 230	Business Law	3	BAS 267	X
IT 221	Computers	3	OST 105	X
TBD XXX	Free Electives	5	TBS XXX	X
TBD XXX	Business Electives	6	TBS XXX	X
BUS 311	Organizational Behavior	3		
BUS 431	Business Data Analysis	3		
BUS 341	Management Concepts and Applications	3		
BUS 351	Marketing Concepts and Applications	3		
BUS 350	Principles of Finance	3		
BUS 435	International Business	3		
BUS 499	Strategic Management Capstone	3		
TBD XXX	Upper Level Business Elective	3		
TBD XXX	Upper Level Business Elective	3		
TBD XXX	Upper Level Business Elective	3		

TBD XXX	Upper Level Business Elective	3		
TBD XXX	Upper Level Business Elective	3		
IND 101 or IND 301	Cornerstone: Foundations or Cornerstone: Pathways	3		
INL 102	Information Literacy	1		
<b>Subtotal Excelsior College Credit Hours</b>		<b>40</b>		
<b>Total Baccalaureate Degree Credit Hours</b>		<b>120</b>		

The major requirements (with the exception of the Capstone, Cornerstone and Information Literacy courses) may also be transferred in or taken at another 4-year regionally accredited institution.

Updated: Jan 2020