

BIG BEND COMMUNITY COLLEGE

Pathway to a Bachelor's Degree



BIM Administrative Professional Services through BAS-AM

The Bachelor's in Applied Management (BAS-AM) degree builds upon your existing associate degree by adding junior and senior year courses focusing on applied management. The program provides customized high-demand management skills courses geared toward the needs of various industry sectors in the local economy. This advising map outlines the pathway for students completing the *Associate in Applied Science Administrative Professional Services* degree to continue on into the BAS-AM program.

Please note that this advising map does not guarantee admission into the BAS-AM program.

Learn More...

- Please refer to the [Administrative Professional Services Advising Map](#) for certificate requirements and quarterly plan.
- BAS-AM program details and application at: <https://www.bigbend.edu/academics/bas-in-applied-management/>

NAME: _____

Administrative Professional Services Degree Requirements (~94+CREDITS)

Transferrable Electives to meet BAS-AM Entry Requirements (20-25 credits)

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> ENGL& 101 – English Composition (5) <i>(BAS-AM entry req.)</i> <input type="checkbox"/> MAP 117 – Applied Math for Workforce Programs 1 (meets AAS req) (5) <input type="checkbox"/> MATH& 107 Math in Society (5) with DVS 070 Just in Time Math Support <i>(BAS-AM entry req)</i> | <ul style="list-style-type: none"> <input type="checkbox"/> CMST& 220 – Public Speaking (5) <u>OR</u> CMST& 210 Interpersonal Communications <i>(Meets BAS-AM entry req.)</i> <input type="checkbox"/> SOC& 101 – Introduction to Sociology (5) <u>OR</u> PSYCH& 100 – General Psychology (5) <i>(Either meet BAS-AM entry req.)</i> |
|--|--|

Technical Program Core (~69+ credits)

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|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> BIM 102 – Document Formatting (4) <input type="checkbox"/> BIM 103 – The Administrative Professional (2) <input type="checkbox"/> BIM 109 – Internet Communications (1) <input type="checkbox"/> BIM 112 – Proof & Edit (3) <input type="checkbox"/> BUS 215 – Customer Service (3) <input type="checkbox"/> BIM 130 – Filing (2) <input type="checkbox"/> BIM 104 – Intermediate Keyboarding (3) <input type="checkbox"/> BIM 180 – Introduction to MS Office (5) <input type="checkbox"/> BIM 280 – Advanced Microsoft Office (5) <input type="checkbox"/> BIM 285 – MOS Prep & Certification [Word, Excel] (2) <input type="checkbox"/> BIM 262 – Professional Preparation (3) <input type="checkbox"/> 18 + credits of BIM Electives | <ul style="list-style-type: none"> <input type="checkbox"/> BUS 114 – Business Ethics (5) <input type="checkbox"/> BUS 200 – Supervision (5) <input type="checkbox"/> BUS 122 – Business Communications (5) <input type="checkbox"/> BUS& 101 – Intro to Business (5)
 <input type="checkbox"/> CSS 102 – Focus on Success (3) <u>OR</u> CSS 100 College Success Skills (3)
 <input type="checkbox"/> FAD 150 – Industrial First Aid (2) |
|--|--|

Bachelor of Applied Science- Applied Management

BAS-AM Entry Requirements:

- Completed associate degree or 90 college-level credits
- Cumulative GPA of 2.5 or above
- Earned 2.0 GPA in the following courses:
 - Any college-level math or PHIL& 120
 - ENGL& 101
 - Humanities
 - Social Science

Getting Started in BAS-AM:

- BAS-AM Program Application is available February 1 for the following fall cohort.
- Already admitted BBCC students apply to the program only, no need to apply to BBCC again.
- We will pull BBCC transcripts. Official transcripts are required for college credits outside of BBCC.
- Financial Aid and scholarships are available.

SEE NEXT PAGE FOR BAS-AM COURSES AND TIPS....

Bachelor of Applied Science-Applied Management Degree Requirements (90 CREDITS)

Lower-Division Courses

- ENGL& 235 Technical Writing (5)
- PHIL& 120 Symbolic Reasoning (5)*
- ECON& 201 Microeconomics (5)*
- ENVS& 100 Survey of Environmental Science or Approved General Elective (5) *
- CHEM 110 Chemical Concepts with Lab (5)*
- BUS& 201 Business Law (5) or an approved general elective (5)*

**Students may work with advisor to choose another course that also meets the assigned distribution req.*

Upper-Division Courses

- SOC 320 Organizational Behavior (SS) (5)
- CMST 330 Organizational Communication (5)
- PHIL 340 Professional Ethics (HU) (5)
- MGMT 305 Business Management (5)
- MGMT 310 Accounting for Managers (5)
- MGMT 350 Marketing for Managers (5)
- MGMT 370 Organizational Leadership (5)
- MGMT 380 Human Resource Management (5)
- MGMT 410 Financial Management (5)
- MGMT 430 Project Management (5)
- MGMT 440 Operations Management (5)
- MGMT 460 Applied Management Capstone (5)

Administrative Professional Services + BAS-AM DEGREES TOTAL: ~184+CREDITS

BAS-AM FIRST YEAR ADVISING

FALL (15 CR)	WINTER (15CR)	SPRING (15CR)
SOC 320 (5) ENGL& 235 (5) PHIL& 120 (5)	BUS& 201 or approved Gen. Elective (5) ECON& 201 (5) CMST 330 (5)	MGMT 310 (5) MGMT 305 (5) ENVS& 100 or elective (5)
<input type="checkbox"/> Fill out FAFSA or WAFSA for next year <input type="checkbox"/> Work with BAS-AM Coordinator to develop quarterly plan to degree completion	<input type="checkbox"/> Complete and submit BBCC Foundation app (due early March)	<input type="checkbox"/> Identify need to take summer courses

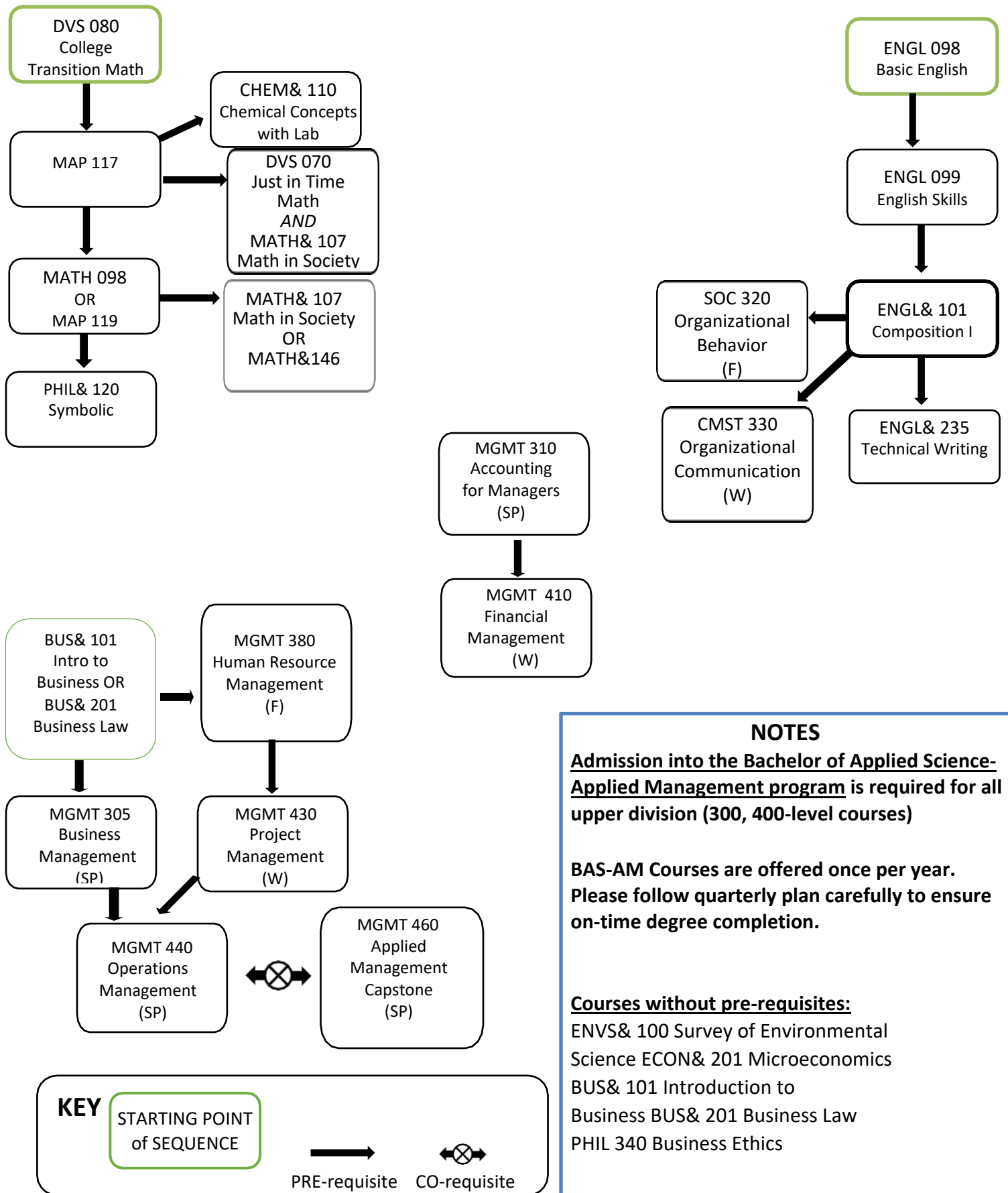
BAS-AM SECOND-YEAR ADVISING

FALL (15CR)	WINTER (15 CR)	SPRING (15CR)
CHEM 110 (5) PHIL 340 (5) MGMT 380 (5)	MGMT 370 (5) MGMT 410 (5) MGMT 430 (5)	MGMT 350 (5) MGMT440 (5) MGMT 460 (5)
<input type="checkbox"/> Fill out FAFSA or WAFSA if returning next year <input type="checkbox"/> Work with BAS-AM Coordinator to confirm degree completion plan	<input type="checkbox"/> If completing degree by next fall quarter, submit the graduation application . <input type="checkbox"/> If returning next year, submit the BBCC Foundation App.	<input type="checkbox"/> Identify need to take summer courses <input type="checkbox"/> Work with Career Services for job seeking readiness!

TIPS FOR PREPARING FOR THE BACHELOR OF APPLIED SCIENCE-APPLIED MANAGEMENT PROGRAM

- Explore subjects and topics that you are interested in learning more about and/or connect with the career you are interested in pursuing throughout the AA&S DTA degree.
- Work with your advisor throughout the AA&S DTA degree to stay on track with meeting academic and personal goals.
- All BAS-AM students need to complete 180 credits, all core courses, and required distribution areas.
- Be prepared to apply for the BAS-AM program in February for the following Fall Cohort.
- Earning good grades and completing credits will provide you more financial aid coverage in BAS-AM. Financial Aid and scholarships are available for eligible students.

Bachelor of Applied Science-Applied Management PRE-REQUISITE FLOW CHART Start by talking with an advisor to determine which courses to incorporate into your education plan. This flow chart mostly outlines Management, English, Economics, and Math courses with a prerequisite.



NOTES

Admission into the Bachelor of Applied Science-Applied Management program is required for all upper division (300, 400-level courses)

BAS-AM Courses are offered once per year. Please follow quarterly plan carefully to ensure on-time degree completion.

Courses without pre-requisites:
 ENVS& 100 Survey of Environmental Science
 ECON& 201 Microeconomics
 BUS& 101 Introduction to Business
 BUS& 201 Business Law
 PHIL 340 Business Ethics

NAME: _____

QUARTERLY REGISTRATION PLANNING					
QUARTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER			REGISTRATION ACCESS CODE _____		
CLASS	TITLE	CREDITS	DAYS	TIME	ITEM #

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