

## **BUSINESS ADMINISTRATION, MANAGEMENT, & OPERATIONS**

### **Instructions for Completing the Application for the Business Administration, Management, & Operations SWAD**

You may access the Business Administration, Management, & Operations SWAD application here: [Insert link]

As you complete the application, please note the following:

- Green shading in the application indicates the cells where institutions should enter information.
- At the top of the form, please provide:
  - The name of the institution
  - The name of the person submitting the application
  - The email address of the person submitting the application

Please ensure that all information entered is complete and accurate before submitting the application. If you have any questions while completing the form, please feel free to reach out.

### **General Education Program Section**

#### **Bucket 1:**

ENG 1010 and ENG 1020 are required courses. Institutions should enter the **course ID and course title** for their equivalent courses. Please verify that the course ID and course title entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

#### **Bucket 2:**

COM 1010 is the required course. Institutions should enter the **course ID and course title** for the equivalent course. Please verify that the course ID and course title entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

#### **Bucket 3:**

MAT 1010 is the required course. Institutions should enter the **course ID and course title** for the equivalent course. Please verify that the course ID and course title entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

*Note: If a student places into MAT 1010 with a corequisite, this is permitted, although the associated hours do not count toward the degree per KBOR policy.*

**Bucket 4:**

Institutions may select any systemwide transfer course from their SWGE Master Course List that carries 4–5 credit hours. The selected course must include a laboratory component.

When entering the information, institutions must list the **KRSN course ID and title first**, followed by the **institutional course ID and title**. Please ensure that all course IDs and titles match the information listed in the Course Inventory/Transfer Portal in KHEDS.

*Tip: You may insert or remove rows as needed.*

**Bucket 5:**

ECO 1010 or ECO 1020 is the first required course. Institutions may decide whether students have the option to choose between the two courses or whether the institution will prescribe which course must be completed. The second required course is PSY 1010.

Institutions should enter the **course IDs and course titles** for these courses. Please verify that the course IDs and course titles entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

**Bucket 6:**

Institutions may select one systemwide transfer Fine Arts course and one systemwide transfer Arts and Humanities course from a **different subject area** from their SWGE Master Course List.

When entering the information, institutions must list the **KRSN course ID and title first**, followed by the **institutional course ID and title**. Please ensure that the course IDs and titles match the information listed in the Course Inventory/Transfer Portal in KHEDS.

*Tip: You may insert or remove rows as needed.*

**Bucket 7:**

MAT 1020 and CSC 1010 are required courses. Institutions should enter the **course ID and course title** for the equivalent courses. Please verify that the course IDs and course titles entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

**Business Program Requirements Section****ACC 1010:**

ACC 1010 is a required course. Institutions should enter the **course ID and course title** for the equivalent course. Please verify that the course ID and course title entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

**ACC 2010:**

ACC 2010 is a required course. Institutions should enter the **course ID and course title** for

the equivalent course. Please verify that the course ID and course title entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

**ECO 1010 or ECO 1020:**

ECO 1010 or ECO 1020 is a required course. Institutions should enter the **course ID and course title** for the equivalent course. Please verify that the course ID and course title entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

*Note: If an institution requires ECO 1010 in the General Education section, the same course may not also be listed in the Business Program Requirements section.*

**BUS 1020:**

BUS 1020 is a required course. Institutions should enter the **course ID and course title** for the equivalent course. Please verify that the course ID and course title entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

**BUS 2020 or BUS 1030:**

BUS 2020 or BUS 1030 is a required course. Institutions should enter the **course ID and course title** for the equivalent course. Please verify that the course ID and course title entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

Institutions may decide whether students have the option to choose between the two courses or whether the institution will prescribe which course must be completed.

**BUS 2030:**

BUS 2030 is a required course. Institutions should enter the **course ID and course title** for the equivalent course. Please verify that the course ID and course title entered match the information listed in the Course Inventory/Transfer Portal in KHEDS.

**Open Electives:**

Institutions may select 7–9 credit hours of systemwide transfer business electives or other systemwide transfer courses to reach the 60 credit hours required for the degree.

Suggested electives include BUS 1010, BUS 2010, and BUS 2040.

When entering course information, institutions must list the **KRSN course ID and title first**, followed by the **institutional course ID and title**. Please ensure that the course IDs and titles match the information listed in the Course Inventory/Transfer Portal in KHEDS.

*Tip: You may insert or remove rows as needed.*