Bachelor of Science in Business Management (Plus 2 in Business Administration)

Welcome
The Bachelor of Science in Business Management with a track in Business Administration provides a broad business perspective for students who eventually wish to be involved in profit or goal management responsibilities.

The Plus 2 in Business Administration option has been specifically designed for Kentucky Community & Technical College (KCTCS) transfer students who wish to build upon their existing associate degree. Others students who hold an associate degree may be accepted upon department approval.

Studying Online
Online classes require self-discipline and motivation, especially since you do not have a specific time and place established for class meetings. Familiarizing yourself with what’s required of an online student and the many tools available to support online learners is key!

Distance Learning 101 provides guest access to Blackboard, along with helpful information ranging from pre-enrollment through registration. It is designed to walk you through the different processes involved with admissions, financial aid, advising and registration. The Student Resource Portal provides one-click access to academic support and student resources across campus. The link to each area is provided below:

Distance Learning 101: [www.wku.edu/online/dl101/](http://www.wku.edu/online/dl101/)
Student Resource Portal: [www.wku.edu/online/srp](http://www.wku.edu/online/srp)

In addition to online support, which is accessible in these areas, there is also a team of distance learning professionals available to answer questions, listen to your concerns and provide solutions. You can reach us at learn.online@wku.edu.

Admission Requirements
Starting your Plus 2 Business program can be completed by following the steps below:

1. **To Apply to WKU and the Plus 2 in Business Administration at** [www.wku.edu/apply](http://www.wku.edu/apply) - complete the WKU Domestic and International Undergraduate Application
   a. Under Planned Course of Study Section, Choose:
      i. Category of Study >>> Bachelor’s Degree
      ii. Planned Course of Study >>> Management – Seeking Admission
      iii. Concentration >>> Business Administration
      iv. Primary Location >>> Web

Once you have been admitted to the University, we can determine if any general education core or pre-admission courses remain for you to take. If there are courses needed, your advisor will work with you to map
out a plan to complete your pre-admission requirements and/or General Education requirements in preparation for entering the online program.

**Admission Requirements for Undergraduate Programs**

Students pursuing a major within the Gordon Ford College of Business must earn a **minimum of 60 credit hours** with an overall grade point average (GPA) of 2.50. In addition, they must complete the admission courses listed below with a separate GPA of 2.50. Below are the required courses for admission. The KCTCS course equivalents are listed for easy reference.

For students outside of KCTCS, please refer to WKU’s transfer articulation for your school.

<table>
<thead>
<tr>
<th>WKU Course</th>
<th>ACCEPTED KCTCS EQUIVALENT</th>
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<tbody>
<tr>
<td>ACCT 200</td>
<td>ACC 201</td>
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<tr>
<td>ACCT 201</td>
<td>ACC 202</td>
</tr>
<tr>
<td>CIS 141</td>
<td>CIS 100 or CIS 130 or CIT 105 or OST 105</td>
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<tr>
<td>COMM 161/ COMM 145</td>
<td>COMM 181</td>
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<tr>
<td>ECON 202</td>
<td>ECO 201</td>
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<tr>
<td>ECON 203</td>
<td>ECO 202</td>
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<tr>
<td>ECON 206</td>
<td>STA 291 or STA 220</td>
</tr>
<tr>
<td>MATH 116</td>
<td>MA 109 or MT 150 or MAT 150</td>
</tr>
</tbody>
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You must complete all of your **Gordon Ford College of Business core courses** to be admitted to the program. Transfer students who do not hold an associate of arts or associate of science from a regionally accredited college or university may be required to take classes face-to-face at one of WKU’s four campus locations OR complete equivalents prior to admission.

Supporting documents should be mailed to the following address:

Office of Admissions  
1906 College Heights Blvd. #11020  
Bowling Green, KY  42101-1020

**Admission Application Deadlines:**

Kentucky and Out-of-State Residents  
- Fall Semester: August 1  
- Spring Semester: January 1  
- Summer Term: May 1

International Students  
- Fall Semester: April 1  
- Spring Semester: September 1  
- Summer Term: March 1
Please note: Deadlines are often flexible, depending on the program of study. If you are considering applying after the suggested deadline, we encourage you to check with the appropriate academic department or call 270-745-5173.

Degree Program Requirements

Please note: The courses listed below are major requirements only and do not include Colonnade courses or GFCB pre-admission requirements.

<table>
<thead>
<tr>
<th>Major Course</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CIS 243</td>
<td>Management Information Systems</td>
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<tr>
<td>FIN 330</td>
<td>Principles of Financial Management</td>
</tr>
<tr>
<td>MGT 311</td>
<td>Human Resource Management</td>
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<tr>
<td>MGT 313</td>
<td>Decision Modeling</td>
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<tr>
<td>MGT 314</td>
<td>Operations Management</td>
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<tr>
<td>MGT 305</td>
<td>Critical Thinking in Management</td>
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<tr>
<td>MGT 361/ENG 306</td>
<td>Business Communication Fundamentals</td>
</tr>
<tr>
<td>MGT 417</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>MGT 498</td>
<td>Strategy and Policy</td>
</tr>
<tr>
<td>ECON 414</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MGT 499</td>
<td>Senior Assessment-MGT</td>
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<tr>
<td></td>
<td>PROFESSIONAL ELECTIVE*</td>
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<td></td>
<td>MGT ELECTIVE**</td>
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<td></td>
<td>MKT ELECTIVE***</td>
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<td>FIN ELECTIVE****</td>
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<td>PROF OR MKT ELEC*****</td>
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*The professional elective may be chosen from any 300 or 400 level course within the Gordon Ford College of Business not already required for the major.
**The management elective may be chosen from any 300 or 400 level course within the Management Department not already required for the major.
***The marketing elective may be chosen from any 300 or 400 level course beyond MKT 220.
****The finance elective may be chosen from any 300 or 400 level course beyond FIN 330.
*****Replaced ACCT 315

Total Credit Hours must be (minimum) 120 to earn a bachelor’s degree with 42 hours of Upper Division Coursework (300 & 400 level).

- See KCTCS Pathway for students with AAS in Business Management
- See KCTCS Pathway for students with AA or AS Degree

Please Note: There are several minors available online. A listing of online undergraduate minors can be viewed at http://www.wku.edu/online/ug-minors.php. Please talk with an advisor to develop a program that best meets your needs.
**Recommended Sequence of Courses**

Certain courses may be offered on a rotating basis, so please plan your program of study carefully. Contact the program advisor listed in the Contact Us section of this packet for additional information on course offerings.

**Financial Aid Eligibility**

Financial Aid includes grants and loans for educational purposes. The government requires the student to file a form online to the government agency for this purpose, which is called FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to apply. Once that form is completed and filed, the student will receive an email from WKU about the status. All financial aid comes through the WKU Student Financial Aid office and they communicate mostly through email. The email will explain all the grants and/or loans that are available to the student and how to receive the money.

Nearly all students are eligible for some form of financial assistance. In fact, over 90% of the students who applied for financial aid in recent years received an award offer. Every effort is made to assist you and your family in obtaining the resources necessary to meet the difference between the total cost of attending Western Kentucky University and your ability to contribute toward your education.

If you would like to apply for financial assistance (loans, grants, scholarships, veteran's benefits) the first step is to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please refer to the Financial Aid Guide for additional information and complete instructions.

Please keep in mind, student must maintain satisfactory academic progress to continue to qualify for financial aid. For additional information on receiving, and keeping your financial aid, please refer to the WKU Financial Aid website to review the complete policy on Satisfactory Academic Progress at [http://www.wku.edu/financialaid.sap.php](http://www.wku.edu/financialaid.sap.php).

**Financial Aid and Scholarship Resources**

- WKU Scholarship Information, including scholarships for transfer students: [http://www.wku.edu/scholarship/](http://www.wku.edu/scholarship/)
- Student Aid: Types of aid, who qualifies and how to apply: [https://studentaid.ed.gov](https://studentaid.ed.gov)
- Scholarships: How to find them, how to apply, types of scholarships: [https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships](https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships)

**Career Resources and Average Salary Information**

Resources to aid in finding a major right for you, as well as the most current information regarding average salary, job outlook and the most common positions within the field, may be found on the websites below:

- Find Occupations, Salary Information and Job Outlook: [http://www.onetonline.org/find/career](http://www.onetonline.org/find/career)
- Major and Career Search: https://bigfuture.collegeboard.org/majors-careers
- Identifying A Career Based on Personal Interests: https://bigfuture.collegeboard.org/explore-careers
- What Can I do with this major: http://www.wku.edu/career/wcidwtmajor.php

Contact Information

WKU Online Support
Email: learn.online@wku.edu
Phone: (270) 745-5173
Toll-Free: (888) 4WKUWEB / (888) 495-8932