

Klamath Community College
Associate of Applied Science in Administrative Office Professional
to
Oregon Institute of Technology
Bachelor of Applied Science in Technology and Management

Articulation Agreement
2016 - 2017 Catalog

It is agreed that students transferring with Klamath Community College's (KCC), Associate of Applied Science (AAS) in Administrative Office Professional to Oregon Institute of Technology's (Oregon Tech) Bachelor of Applied Science (BAS) in Technology and Management program will be given full credit for all selected courses listed below. This agreement is based on the evaluation of the rigor and content of the general education and technical courses at both KCC and Oregon Tech, and is subject to a yearly reevaluation by both schools for continuance. This agreement is dated August 10, 2016.

Baccalaureate students must complete a minimum of 60 credits of upper-division work before a degree will be awarded. Upper-division is defined as 300-and 400-level classes at a bachelor's degree granting institution. Baccalaureate students at Oregon Tech must complete 45 credits from Oregon Tech before a degree will be awarded.

Students are responsible for notifying the Oregon Tech Admissions and Registrar's Office when operating under an articulation agreement to ensure their credits transfer as outlined in this agreement. Dual enrollment is possible according to an existing Memorandum of Understanding. In order to utilize this agreement, students must be attending KCC during the above catalog year. Students must enroll at Oregon Tech within three years of this approval.

By _____
Jamie Jennings
CAO/Vice President of Academic Affairs
Klamath Community College

By _____
Marla R. Edge
Director, Academic Agreements
Oregon Institute of Technology

By _____
Christopher Stickles
Dean for Career & Technical Education
Klamath Community College

By _____
Hallie A. Neupert
Chair, Management
Oregon Institute of Technology

By _____
Wendy Ivie
University Registrar
Oregon Institute of Technology

KCC Degree Courses & Oregon Tech Equivalent Credits

Klamath Community College Course Number & Title	Qtr. Units	Oregon Institute of Technology Course Number & Title	Qtr. Units
Associate of Applied Science AND			
BUS 101 Introduction to Business	4	Career Technical Education credits	60
BUS 203 Introduction to International Business	3		
BUS 228 Computer Accounting Applications	3		
BUS 280 Coop Work Experience: Business	2		
BUS 285 Human Relations in Organizations	3		
CAS 122 Keyboarding for Speed & Accuracy	3		
CAS 133/L Intro to Computer Applications w/Lab	4		
CAS 170 Spreadsheets (2 credits)	2		
CAS 216 Word Processing	4		
CAS 245/L Office Systems & Procedures w/Lab	4		
CAS 247/L Advanced Business Applic. w/Lab	4		
CGS 100 College Survival & Success	3		
OST 120 Business Editing Skills	3		
OST 131 10-Key Calculators	1		
TEX 280 Coop Work Experience: Seminar	1		
Electives	16		
BUS 206 Management Fundamentals	3	BUS 215 Principles of Management	3
BUS 224 Human Resource Management	3	BUS 349 Human Resource Management I	3
BUS 226 Business Law I	3	BUS 226 Business Law	3
CAS 170 Spreadsheets	1(3)	MIS 102 Spreadsheet Software Lab	1
ECO 201 Principles of Economics: Microeconomics or ECO 202 Principles of Economics: Macroeconomics	3	ECO 201 Principles of Economics: Microeconomics or ECO 202 Principles of Economics: Macroeconomics	3
Humanities Elective	3	Humanities elective	3
MTH 111 College Algebra	5	MATH 111 College Algebra	4
SPE Fundamentals of Speech	3	SPE 111 Public Speaking	3
WRI 121 English Composition I	3	WRI 121 English Composition	3
BUS 214 Business Communication or WRI 227 Technical Communication ²	3 4	WRI 227 Technical Report Writing	3
Total KCC Degree Credits ¹	90	Total Oregon Tech Degree Credits ¹	89

Courses not required for KCC's Associate of Applied Science in Administrative Office Professional, but are required for Oregon Tech's Bachelor of Applied Science in Technology and Management and can be taken at KCC or Oregon Tech.

Klamath Community College Course Number & Title	Qtr. Units	Oregon Institute of Technology Course Number & Title	Qtr. Units
BUS 211 Principles of Accounting I	4	ACC 201 Principles of Accounting I	4
BUS 213 Managerial Accounting	4	ACC 203 Principles of Managerial Accounting	4
BUS 223 Principles of Marketing	3	BUS 223 Marketing I	3
CIS 206/L Introduction to Information Technology w/Lab	3 1	MIS 206 Introduction to Management Information Systems	3
CIS 275 Database I	4	MIS 275 Introduction to Relational Databases	3
ECO 201 Principles of Economics: Microeconomics or ECO 202 Principles of Economics: Macroeconomics	3	ECO 201 Principles of Economics: Microeconomics or ECO 202 Principles of Economics: Macroeconomics	3
Lab Science: any biology, chemistry, or physical science courses with lab. ³	4	Lab Science elective ³	4
Math/Science elective ⁴	4	Math/Science elective ⁴	4
WRI 122 English Composition II	4	WRI 122 Argumentative Writing	3
Additional KCC Credits ¹	61	Additional Oregon Tech Degree Credits ¹	31
Total KCC Credits ¹	153	Total Oregon Tech Degree Credits ¹	120

**In addition to the above courses, the courses listed below are also required for the Bachelor of Applied Science in Technology and Management and should be completed at Oregon Tech.
All classes below are available online.**

Oregon Institute of Technology Course Number & Title	Qtr. Units
ACC 325 Finance	4
ANTH 452 Globalization	3
BUS 356 Business Presentations	4
BUS 441 Leadership I	3
BUS 457 Business Research Methods II	3
BUS 467 Service Management	3
BUS 478 Cases in Strategy and Policy	3
BUS 495 Senior Project Proposal	1
BUS 496 Senior Project	2
BUS 497 Senior Project	3
Humanities elective (upper-division)	3

MATH 361 Statistical Methods I	4
MGT 321 Operations Management I	3
MGT 335 Project Management	3
MGT 461 Lean/Six Sigma Management I	3
PHIL 331 Ethics in the Professions or PHIL 342 Business Ethics	3
PSY 347 Organizational Behavior	3
SPE 321 Small Group and Team Communication	3
Technical elective (upper-division)	3
WRI 327 Advanced Technical Writing	3
Additional Oregon Tech Credits ⁵	60
Total Oregon Tech Degree Credits ⁶	180

1. Excess credits will transfer to Oregon Tech as general elective credit with the exception of developmental course work; these credits will **not** be used toward the BAS degree.
2. To maximize useable credits toward the BAS degree, the listed courses are recommended.
3. Students can transfer up to 6 credit hours of humanities (Arts & Letters) electives into the BAS program; these courses should be designated as humanities electives by Oregon Tech. However, only 3 humanities credits can be studio/performance based. Choose from the following KCC prefixes: ART, ENG, MUS, PHL, or Second-year Foreign Languages.
4. The BAS program requires one biological or physical science with lab. Choose from following KCC prefixes: BIO, CHE, GEL, GSC, or PHY.
5. Students can transfer up to 4 credit hours of math/science electives into the BAS program; these courses should be designated as math/science electives by Oregon Tech. Choose from the following KCC prefixes: BIO, CHE, GEL, GSC, MTH, or PHY. Please note that Oregon Tech does not grant science credit for computer science courses.
6. Baccalaureate students must complete a minimum of 60 credits of upper-division work before a degree will be awarded. Upper-division is defined as 300- and 400- level classes at a bachelor's degree granting institution.
7. Oregon Tech's Bachelor of Applied Science in Technology and Management requires 180 credits.