

BUSINESS ADMINISTRATION SYSTEMS



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The Business Administration Systems Program prepares students for a variety of careers in business. A core curriculum provides students with a foundation of knowledge applicable to any business career. The Business Administration Systems Program offers an associate in applied science degree, diplomas and a variety of certificates. The curriculum is designed for those who seek entry level jobs as well as for currently employed individuals wishing to enhance their skills.

DIPLOMAS AND CERTIFICATES

The Small Business Management Diploma/Certificate curricula is designed to prepare students for the position of entrepreneur and business owner and offers the prospective business owner the fundamentals of starting and operating a business. The Basic and Advanced Business Administration Certificates are designed to be building blocks to complete the associate in applied science tools to new or current entrepreneurs. The General Business Certificate prepares the students for a variety positions in supervision, management and general business.

JOB OUTLOOK

Employment of administrative services managers is projected to grow 8 percent from 2014 to 2024, about as fast as the average for all occupations. Tasks such as managing facilities and being prepared for emergencies will remain important in a wide range of industries. Employment of sales managers is projected to grow 5 percent from 2014 to 2024, about as fast as the average for all occupations. Employment growth of these managers will depend primarily on growth or contraction in the industries that employ them. Employment of retail sales is projected to grow 7 percent from 2014 to 2024, about as fast as the average for all occupations. Many workers leave this occupation, which means there will be a large number of job openings.

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One Community College Drive | Hazard, KY 41701 | (606) 436-5721 | hazard.kctcs.edu



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KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

BUSINESS ADMINISTRATION SYSTEMS

CURRICULUM AND OTHER INFORMATION

All Students will complete 18 credit hours of general education courses, including English, communications, mathematics, science, and heritage/humanities. The general education courses can be spread across to allow you to begin taking Business courses while fulfilling general education requirements. All students will take 28-31 credit hours in the technical core and 17-18 credit hours depending on the selected track of study.

SUGGESTED COURSE SEQUENCE

First Semester

ENG 101 Writing I 3
 BAS 160 Introduction to Business..... 3
 CIT 105 Introduction to Computers OR 3
 OST 105 Intro to Information Systems(3)
 COM 181 Basic Public Speaking OR 3
 COM 252 Intro to Interpersonal Comm.....(3)
 MAT 105 Business Mathematics OR 3
 MAT 110 Applied Mathematics OR.....(3)
 Higher Quantitative Reasoning.....(3)

Second Semester

ENG 102 Writing II OR..... 3
 OST 235 Business Communications Technology(3)
 CIT 130 Microcomputer Applications OR..... 3
 OST 240 Software Integration.....(3)
 ECO 101 Contemporary Economic Issues OR 3
 ECO 201 Principles of Microeconomics OR.....(3)
 ECO 202 Principles of Macroeconomics(3)
 BAS 283 Principles of Management..... 3
 Selected Track Course..... 3

Third Semester

Natural Science..... 3
 ACC 201 Financial Accounting OR 3
 ACT 101 Fundamentals of Accounting I AND (3)
 ACT 102 Fundamentals of Accounting II AND ... (3)
 BAS 267 Introduction to Business Law 3
 BAS 282 Principles of Marketing 3
 Selected Track Course 6

Fourth Semester

Heritage/Humanities 3
 ACC 202 Managerial Accounting 3
 BAS 212 Introduction to Financial Management
 OR Higher Quantitative Reasoning Course.....3
 BAS 250 Business Employability Seminar..... 1
 BAS 284 Applied Management Skills.....3
 Selected Track Course 3

TOTAL:63-67 CREDIT HOURS

PROGRAM TRACKS

MANAGEMENT TRACK	OFFICE SYSTEMS TRACK
BAS 212 OR 3	OST 110 Doc. Formatting 3
Higher Quantitative Reasoning (3)	OST 210 Advanced Word Proc. 3
BAS 284 Applied Mgt Skills 3	OST 215 Office Procedures 3
Technical Elective 3	OST 220 Admin. Office Sim. 3
Management Electives 8-9	Technical OST Electives 6
TOTAL 17-18 CREDIT HOURS	TOTAL 18 CREDIT HOURS

Contact information:

Tammy Richie, Program Coordinator

Phone: (606) 487-3117

Email: tammys.richie@kctcs.edu

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