

# Business Administration Systems Program

## Associate in Applied Science



### What is Business Administration Systems?

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.

### 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.

Graduates are qualified for entry-level employment in several position types:

- Claims Adjuster
- Editors
- Financial Planner/Manager
- Human Resource Specialists/Manager
- Manager (all types)
- Sales

### Credentials Offered

Associate in Applied Science Degrees

- Business Management Track, 64-67 credit hours
- Office Systems Track, 64-67 credit hours
- Management Track, 63-67 credit hours

Diplomas

- Office Systems, 40-46 credit hours
- Small Business Management, 37-43 credit hours

Certificates

- Accounting
- Advanced Business Administration
- Business Transfer
- General Business
- Hospitality Management
- Leadership
- Management
- Office Systems
- Small Business Management
- Supervisory Management

See Catalog for detailed/current information. Work with your assigned advisor to complete or update your Graduation Plan.



One Community College Drive | Hazard, KY 41701  
606.436.5721 | hazard.kctcs.edu



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### ASSOCIATE IN APPLIED SCIENCE DEGREE BUSINESS ADMINISTRATION SYSTEMS CURRICULUM

#### General Education

ENG 101 Writing I .....	3
COM 181 Basic Public Speaking OR .....	3
COM 252 Intro to Interpersonal Comm. ....	(3)
ECO 101 Contemporary Economic Issues OR .....	3
ECO 201 Principles of Microeconomics OR .....	(3)
ECO 202 Principles of Macroeconomics .....	(3)
MAT 105 Business Mathematics OR .....	3
MAT 110 Applied Mathematics OR .....	(3)
Higher Quantitative Reasoning .....	(3)
Heritage/Humanities .....	3
Natural Science .....	3

**Subtotal ..... 18**

#### Technical Core

ACC 201 Financial Accounting .....	3
BAS 160 Introduction to Business .....	3
BAS 250 Business Employability Seminar .....	1
BAS 267 Introduction to Business Law .....	3
BAS 282 Principles of Marketing .....	3
BAS 283 Principles of Management .....	3
CIT 105 Introduction to Computers .....	3
ENG 102 Writing II OR .....	3
OST 235 Business Communications Technology .....	(3)
CIT 130 Microcomputer Applications .....	3

**Subtotal .....28-31**

Track Subtotal (Select Track) ..... 17-18

Associate in Applied Science Degree Total ..... 60-64

#### Featured Certificates

##### Business Transfer Certificate

ACC 201 Financial Accounting .....	3
ACC 202 Managerial Accounting .....	3
ECO 201 Principles of Microeconomics .....	3
ECO 202 Principles of Macroeconomics .....	3
STA 220 Statistics .....	3

**Total Credits ..... 28-31**

##### General Business Certificate

BAS 160 Introduction to Business .....	3
CIT 105 Introduction to Computers .....	3
ACC 201 Financial Accounting .....	3
ECO Course .....	3

**Total Credits ..... 12**

##### Small Business Management Certificate

ACC 201 Financial Accounting .....	3
BAS 160 Introduction to Business .....	3
BAS 200 Small Business Management .....	3
BAS 212 Intro to Financial Management .....	3
OR Higher Quantitative Reasoning .....	(3)
BAS 282 Principles of Marketing .....	3
BAS 287 Supervisory Management OR .....	3
BAS 288 Personal & Organizational Leadership .....	(3)

**Total Credits ..... 18-21**

*Check Catalog for additional certificates.*

### PROGRAM TRACKS and COURSES

Business Management Track	Office Systems Track	Management Track
MGT 200 Small Business Mgt 3 hours MGT 274 Human Resource Mgt 3 hours OR MGT 287 Supervisory Mgt (3 hours) MGT 292 Strategic Mgt 3 hours MGT 210 Managing Quality 3 hours Electives 6 hours	OST 110 Doc. Formatting-3 hours OST 210 Advanced Word Proc.-3 hours OST 215 Office Procedures 3 hours OST 220 Admin. Office Sim. -3 hours Technical OST Electives-6 hours	BAS 212- 3 hours OR Higher Quantitative Reasoning (3 hours) BAS 284 Applied Mgt Skills 3 hours Technical Elective 3 hours Management Electives 8-9 hours
<b>TOTAL 18 CREDIT HOURS</b>	<b>TOTAL 18 CREDIT HOURS</b>	<b>TOTAL 17-18 CREDIT HOURS</b>

#### CONTACT INFORMATION

Program Coordinator Tammy Richie  
(606) 487-3117 or tammys.richie@kctcs.edu

Revised 8/9/2019

BAS and MGT Classes are used interchangeably.



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### SUGGESTED COURSE SEQUENCE<sup>A</sup>

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.

#### First Semester (15 hours)

ENG 101 Writing I ..... 3  
 BAS 160 Introduction to Business ..... 3  
 CIT 105 Introduction to Computers..... 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 (15 Hours)

ENG 102 Writing II **OR** ..... 3  
*OST 235 Business Communications Technology (3)*  
 CIT 130 Microcomputer Applications ..... 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 (18 Credit Hours)

Natural Science..... 3  
 ACC 201 Financial Accounting ..... 3  
 BAS 267 Introduction to Business Law ..... 3  
 BAS 282 Principles of Marketing ..... 3  
 Selected Track Course ..... 3  
 Selected Track Course ..... 3

#### Fourth Semester (16 Credit Hours)

Heritage/Humanities..... 3  
 ACC 202 Managerial Accounting ..... 3  
 BAS 250 Business Employability Seminar..... 1  
 BAS 284 Applied Management Skills.....3  
 Selected Track Course ..... 3  
 Selected Track Course ..... 3

**TOTAL CREDIT HOURS: ..... 63-67**

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