ASSOCIATE IN APPLIED SCIENCE DEGREE

BUSINESS ADMINISTRATION SYSTEMS ACCOUNTING TRACK

Program Description

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 in the areas of Accounting, Entrepreneurship, Finance, Financial Perspectives, General Business, Hospitality Management, Human Resource Management, Industrial Supervisor, Leadership, Management, Office Systems, Operations Management, Real Estate Management, Sales, Small Business Management, Team Leadership, Telecommunications Systems Management and Turf Grass / Landscaping Management. The Accounting Track leads to careers in accounting including bookkeeper, accounting clerk, cost payroll clerk and positions using microcomputer-based systems.

List of Colleges

Ashland Community and Technical College, **Big Sandy Community & Technical College**, **Bowling Green Technical College**, **Elizabethtown Community & Technical College**, **Gateway Community and Technical College**, **Henderson Community College**, **Hopkinsville Community College**, **Madisonville Community College**, **Maysville Community and Technical College**, **Owensboro Community and Technical College**, **Somerset Community College** and **West Kentucky Community and Technical College** offer this degree .

One of these colleges must be designated as your Home College. Even though the classes will be delivered by different KCTCS colleges, only the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a "course inquiry" submit form through www.kyvc.org . KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student's chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx.

BAS – Accounting Track

Upon completion of this option, the graduate can:

1. Explain the elements of internal control systems.
2. Demonstrate the use and function of emerging/existing communication and information processing technology and its application to accounting practice.
3. Demonstrate the knowledge of cost systems in relation to management control and decision-making.
4. Demonstrate the ability to identify, organize and communicate relevant data used in external financial reporting.
5. Demonstrate a basic understanding of the Federal Income Tax System as it applies to individuals.

Course Requirements

Here is a listing of the classes involved in this degree. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire Associate in Applied Science degree may be completed online; however, some faculty may require proctored exams. Approved proctored sites are listed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx under student services.

Outline:

Program Title:	**AAS-Business Administration Systems**		
Core			
General Education:			
Course Prefix	**Course Number**	**Course Title**	**Credit Hours**
ENG	101	Writing I	3
COM	181	Basic Public Speaking OR	3
COM	252	Introduction to Interpersonal Communication	(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 Higher Quantitative Reasoning	(3)
		Heritage/Humanities	3
		Natural Sciences	3
		Sub Total	**18**
Technical Courses:			
CIS	100	Introduction to Computers OR	3
OST	105	Introduction to Information Systems	(3)
ENG	102	Writing II OR	3
OST	235	Business Communications Technology	(3)
CIS	130	Microcomputer Applications and Development OR	3
OST	240	Software Integration	(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
ACC	201	Financial Accounting OR	3
ACT	101	Fundamentals of Accounting I AND	(3)
ACT	102	Fundamentals of Accounting II	(3)
ACC	202	Managerial Accounting	3
		Technical Subtotal	**28-31**
		Core Subtotal	**46-49**

Program Title: **Accounting Track**			
Course Prefix	**Course Number**	**Course Title**	**Credit Hours**
Required:			
ACT	279	Computerized Accounting Systems	3
ACT	281	Individual Taxation	3
ACT	286	Financial Accounting Topics	3
Choose 6 hours (not duplicated from the core) from the following Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.			
ACT	196	Payroll Accounting	3
ACT	277	Managerial Accounting Topics	3
BAS	212	Introduction to Financial Management	3
ACT	290	Selected Topics in Accounting (Topic)	1-3
ACT	295	Corporate and Partnership Taxation	3
BAS	120	Personal Finance	3
CIS	230	Advanced Microcomputer Applications	3
COE	199	Cooperative Education: (Business Administration) OR	1-3
BAS	280	Business Internship	(1-3)
		Subtotal	**15**
		Total Credits	**61-64**

Helpful links:

APPLICATION: http://www.kctcs.edu/students/admissions/apply_online.aspx

CALENDAR: http://www.kctcs.edu/Students/LearnByTerm/Calendar.aspx

CONTACTS: http://www.kctcs.edu/Students/LearnByTerm/Learn_By_Term_Advisors/College_Contacts.aspx

COURSES: http://www.kctcs.edu/Students/LearnByTerm/Online_Courses.aspx

FINANCIAL AID: http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx

GETTING STARTED: http://www.kctcs.edu/Students/LearnByTerm/Getting_Started.aspx

STUDENT TUTORIAL: http://www.kctcs.edu/Students/LearnByTerm/Tutorials.aspx

KCTCS COURSES AVAILABLE AT KYVC: http://kyvc.org/

APPROVED:

REVISED: May 2003, May 2004, March 2005, December 2005, May 2007, March 2008; May 2009; January 2011, April 2011, March 2012