



LEARN BY TERM

BUSINESS ADMINISTRATION SYSTEMS BUSINESS TRANSFER CERTIFICATE

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 Business Transfer Certificate is designed to provide the business transfer student an exit point by offering business preparation courses that will transfer to a four-year institution.

List of Colleges

Ashland Community and Technical College, Big Sandy Community and Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Hazard Community and Technical College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College offer this certificate.

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 – The Business Transfer Certificate

Upon completion of this certificate, the graduate can:

1. Demonstrate an understanding of the basic financial accounting concepts for decision-making, planning and control.
2. Demonstrate an understanding of the operation of the economic system and how it affects individuals, organizations and society.
3. Organize, analyze and make information useful by employing statistical mathematics.

Course Requirements

Here is a listing of the classes involved in this certificate. 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.

<u>Course Prefix</u>	<u>Course Number</u>	Business Transfer <u>Course Title</u>	<u>Credit Hours</u>
Required			
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	15

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:

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