BUSINESS ADMINISTRATION SYSTEMS
FINANCE
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 Finance Certificate leads to careers in the financial services industry, government lending agencies, and credit companies.

List of Colleges

Ashland Community and Technical College, **Somerset Community College** and **Southeast 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 Finance Certificate

Upon completion of this option, the graduate can:

1. Describe and explain basic finance concepts for decision-making, investment and capital structure.
2. Demonstrate an understanding of managing financial resources.
3. Apply the rules of financial planning, buying, borrowing, saving, investing, insurance and taxes.
4. Describe and explain financial intermediaries, with an emphasis upon money markets, capital markets, the Federal Reserve System and contemporary trends.
5. Explain international finance, with an emphasis upon the role of the central bank, international and monetary trade theory, and theory of exchange rate determination.

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.

		Finance	
Course Prefix	**Course Number**	**Course Title**	**Credit Hours**
Required			
BAS	293	Principles of Finance	3
BAS	212	Introduction to Financial Management	3
Choose 9 hours from the following Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.			
BAS	120	Personal Finance	3
BAS	294	Money and Financial Institutions	3
BAS	295	International Finance	3
BAS	299	Selected Topics in Management: (TrackTopic)	3
BAS	280	Business Internship OR	1-4
COE	199	Cooperative Education	(1-4)
		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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